

Small Licensed Venues Case Management Fact Sheet 1 - Overview

Purpose

This fact sheet is the first of two fact sheets that explain the case management service for new small, licensed venues looking to establish in Adelaide city.

This free and voluntary service is offered by the Urban Renewal Authority (trading as Renewal SA) in close partnership with City of Adelaide (CoA).

What is a small licensed venue?

A small licensed venue is a venue that:

- * caters for no more than 120 people
- * may provide live entertainment at the discretion of the Liquor and Gambling Commissioner
- * is allowed to open from 11:00am to midnight (and may apply for an extension to trade until 2:00am and/or before 11:00am, for an additional fee)
- * does not include any form of gambling.

What venues are eligible for case management?

The case management service assists new venues in applying for a small venue licence.

If you own an existing business or are an existing licensee wishing to alter your current licence, or do not fit the small venue criteria listed above, you may not be eligible to use the case management service.

You will still be able to request advice or assistance through Consumer and Business Services (CBS) about your liquor licence application or CoA about any planning and/or building requirements.

CoA or CBS may also refer any complex proposals to Renewal SA for case management.

What are the benefits of the case management service?

- * assignment of a **dedicated** case manager
- * access to a **collaborative** and coordinated process to assist you in preparing your application(s)
- * **assistance** in navigating the planning, building assessment and liquor licensing systems
- * an **efficient** and **integrated** approach in which planning approval is consistent with operational licensing requirements
- * progressive **certainty**.

What approvals will you need?

To operate a small licensed venue, you will need at least:

- * a liquor licence granted through CBS (including a valid personal information declaration, endorsed by SAPOL)
- * a valid development approval granted by CoA

A liquor licence can't be granted until there is a valid development approval on the site for the intended use. This may be an existing approval or you may need to apply for a new one.

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If you are planning to put tables and chairs outdoors, you may also require an outdoor dining permit from CoA.

Further details on liquor licence requirements are provided in "Fact Sheet 2 – Approvals" or at: www.cbs.sa.gov.au

Further information on development approvals are provided in "Fact Sheet 2 – Approvals" or at: www.cityofadelaide.com.au

How does the case management service work?

The case management service brings together the relevant stakeholders to help coordinate a streamlined assessment process.

The process generally includes the following steps:

Step 1: Case manager assigned

Contact Case Management to be assigned a 'case manager' who will be your main point of contact.

Step 2: Initiation meeting

Your case manager meets with you to gain an understanding of what you are proposing and advises you on how best to proceed.

It is beneficial to consider the following issues prior to this meeting:

- * Do you have a legal right to use the intended space?
- * What is the existing use of the site and are there any sensitive land uses nearby (e.g. residential)?
- * Do you have a clear business plan?
- * What is the expected number of patrons?
- * How many toilet facilities are there?
- * Will there be safe and appropriate access to toilets for patrons?
- * Do you plan to provide security?
- * What are your intended hours of operation?
- * Do you intend to provide meals?
- * Will your proposal include outdoor dining?

- * Will you have live entertainment (such as a DJ) or background music?
- * Will your project include building work?

Step 3: Stakeholder meeting

Your case manager will arrange a meeting with you and the relevant stakeholders (CBS, CoA and SAPOL) to discuss your proposal.

The stakeholders will be briefed on the information provided by you at the initiation meeting.

Step 4: Lodgement of relevant applications.

Your liquor licensing application is now lodged with CBS (refer to Fact Sheet 2 - Approvals on how to lodge your application).

If a development application is required it will also be lodged at this time with CoA.

Step 5: Assessment process

Please note that CBS will not issue a liquor licence until a valid development approval has been granted by CoA.

Your case manager will keep you informed of the progress of your application(s) and assist where necessary.

What else may you need to consider?

More information about the case management service and approvals you may require is provided in "Fact Sheet 2 – Approvals".

If you require assistance to develop a business plan, Enterprise Adelaide provides a free service for anyone owning, managing or starting a business in the Adelaide city or North Adelaide.

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Contact Information

Case Management

Renewal SA

Call: (08) 8207 1444

Email: vibrantcity.info@sa.gov.au

Planning and Development

Adelaide City Council

Call: (08) 8203 7185

Visit: www.cityofadelaide.com.au/planning-development/building-renovating

Enterprise Adelaide

City of Adelaide

Call: (08) 8203 7815

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