

# Small Licensed Venues Case Management Fact Sheet 2 - Approvals

## Purpose

This fact sheet explains the application process for a small licensed venue in Adelaide city.

## Required approvals

Before you can open your new small licensed venue you will need to obtain a liquor licence from the Liquor and Gambling Commissioner. The application is lodged with Consumer and Business Services (CBS).

You will also require a valid development approval from City of Adelaide (CoA) to use the site. A liquor licence cannot be granted until the use of the site is legally approved. Development approval may consist of:

- A planning consent (assessed by CoA)
- A building rules consent (certified by CoA or a private certifier if any building alteration or a change in classification is required).

Your case manager, in consultation with CoA and CBS, will help you to determine what approvals are required.

## Liquor Licences

If your venue will cater for no more than 120 people (total capacity including any outdoor areas), you may be eligible for a small venue licence.

If you plan to have more than 120 people, you may wish to consider applying for one of the other eleven licence categories.

The most common of these are:

- \* Entertainment venue licence – if your venue plans to focus on live entertainment such as bands or DJs
- \* Restaurant licence – if your primary purpose is the service of food
- \* Hotel licence – for the sale of liquor for consumption on and off the licensed premises, with an obligation to trade between 11am and 8 pm Monday to Saturday) and to provide meals during the specified time period
- \* Limited licence – for a one-off special event, for up to 4 weeks duration.

If your proposed venue doesn't fit into one of these liquor licence categories, you may be required to apply for a special circumstances licence.

Each licence category has different conditions that control hours of operation, patron numbers and noise.

You can find out more information on licence categories and associated standard conditions by visiting CBS online at [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

## How do I apply for a Liquor Licence?

Applications are lodged with CBS and are determined by the Commissioner for Liquor and Gambling.

For further information on how to lodge your liquor licence application, including Personal Information Declaration requirements, refer to the Practice Direction – Lodgement of Documents

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issued by the Liquor and Gambling Commissioner.  
This document can be found at  
[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

## How are my hours of operation determined?

For liquor licensing purposes, the hours of operation are the earliest and latest times that you may legally serve liquor.

This is not related to business hours for the sale of products that do not contain liquor.

The small venue licence has standard opening hours of 11:00 am to midnight, Monday to Sunday; however you may apply to keep your venue open until 2:00 am or open prior to 11.00 am (for an additional fee).

## What are the fees?

The current liquor licence application fees and annual fees may be found at  
[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

Development application fees can be found at:  
[www.cityofadelaide.com.au](http://www.cityofadelaide.com.au)

## Development Approval

Development approval is required for certain activities under the Development Act 1993 and is made up of both planning consent and building rules consent.

Some applications may require only planning consent; while others may require only building rules consent.

This depends on the nature of your proposal, the location of the proposed venue, and what (if any) building works you wish to do.

## How do I apply for a development approval?

Development applications are lodged with CoA. This can be done online at:  
[www.cityofadelaide.com.au](http://www.cityofadelaide.com.au)

or in person at the Colonel Light Centre, 25 Pirie Street, Adelaide. Your case manager will provide you with the necessary details.

## Planning Consent

Planning consent is needed if the site you've chosen for your venue is not currently used in the way you are now proposing, are proposing external signage or planning to have outdoor dining.

A planning consent is designed to ensure the proposed use of your site is acceptable to its surrounds. This is particularly relevant if your site is near a residential use.

## What information do I need to provide for a planning consent?

Your case manager will work with you and CoA to determine all the information required for your application for planning consent, which typically includes:

- \* lodgement and assessment fees
- \* a description of your proposal or a development report including operational details such as patron numbers, types of proposed entertainment (if any) and operating hours
- \* a legible and scaled site plan that details the immediate surrounds of the building, waste collection and storage areas (at least 1:200)
- \* a scaled floor plan showing the internal layout of the premises (at least 1:200)
- \* an elevation of the building's frontage showing any signage or planned signage.

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Surrounding residents, as well as other noise-sensitive land uses may be affected by a new venue (especially if live entertainment is envisaged). As such, you may need an acoustic report to be prepared by a qualified acoustic engineer.

This acoustic report should be provided with your development application and may affect your operating hours, patron numbers and/or any required noise reduction measures.

### **Building Rules Consent**

Building rules consent is required when proposed works to your site trigger National Construction Code (NCC) (formerly known as the Building Code of Australia) requirements.

Building rules certification can be granted by CoA or a private building certifier.

Minor plumbing works and the fit-out of your venue are unlikely to trigger NCC requirements; however, a private certifier or CoA will be able to provide further advice.

Reclassification of a building from an office to a shop or restaurant/café/small licensed venue may require building rules consent and/or planning consent.

Where building rules consent is issued by a private certifier, certified building plans must be provided to CoA to issue a development approval.

### **How are patron numbers determined?**

Your venue's capacity will be determined by CoA or a private certifier using a series of calculations based on square metres of publically accessible floor space, number of fire exits, toilets, widths of staircases (if applicable) and other provisions of the NCC.

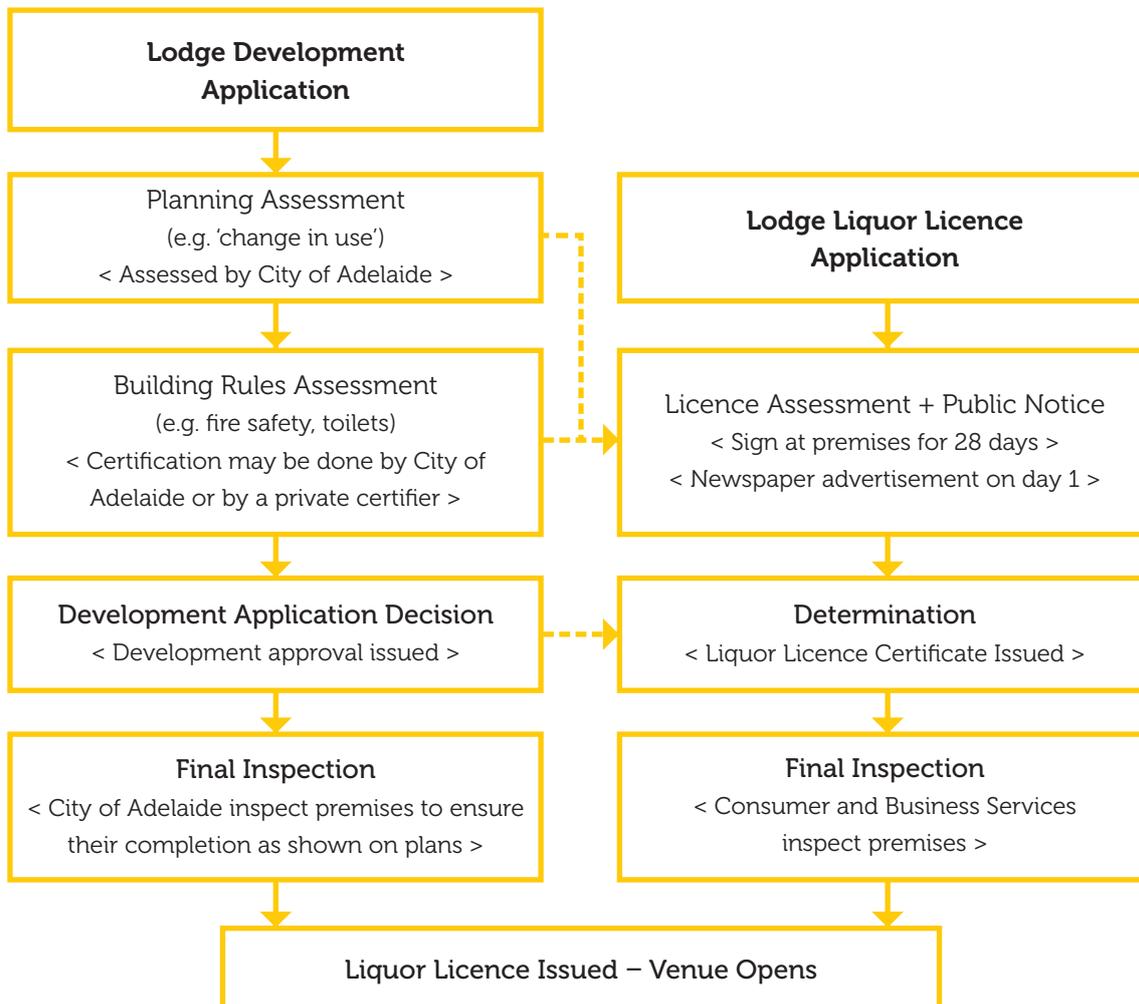
The space taken up by toilet facilities and other fixed objects, such as bars and fridges, does not count towards the useable floor space.

This calculation will be used to determine your capacity without furniture. Once tables and chairs are added (on floor plans) CBS will assist to determine the operational capacity with furniture.

Your case manager will be able to assist you in regard to approximate patron numbers.

The required scaled building plans (at least 1:200) will be required to provide the final capacity.

## How do planning and building applications integrate with the liquor licence application process?



### Notes:

- \* You will be advised to submit any planning building applications prior to lodging your liquor licence application.
- \* Your case manager will advise on timing of the lodgement of liquor licence application (usually 2 weeks after development application lodgement).
- \* A valid development approval must be in place in order to operate the liquor licence.
- \* SA Police can intervene in matters of probity (e.g. your suitability to hold a liquor licence).

### Contact information

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