

OPENING A SMALL BAR IN THE CITY OF VINCENT

If you want to open a small bar in Vincent, here is some information to help determine what planning, health and building requirements are needed.

We have a 12 month amnesty on Change of Use applications for Beaufort Street. If your business fall in the Mount Lawley/Highgate Town Centre shown on the map below, you do not need to submit a Change of Use application in the first 12 months. See page 3 for more details.

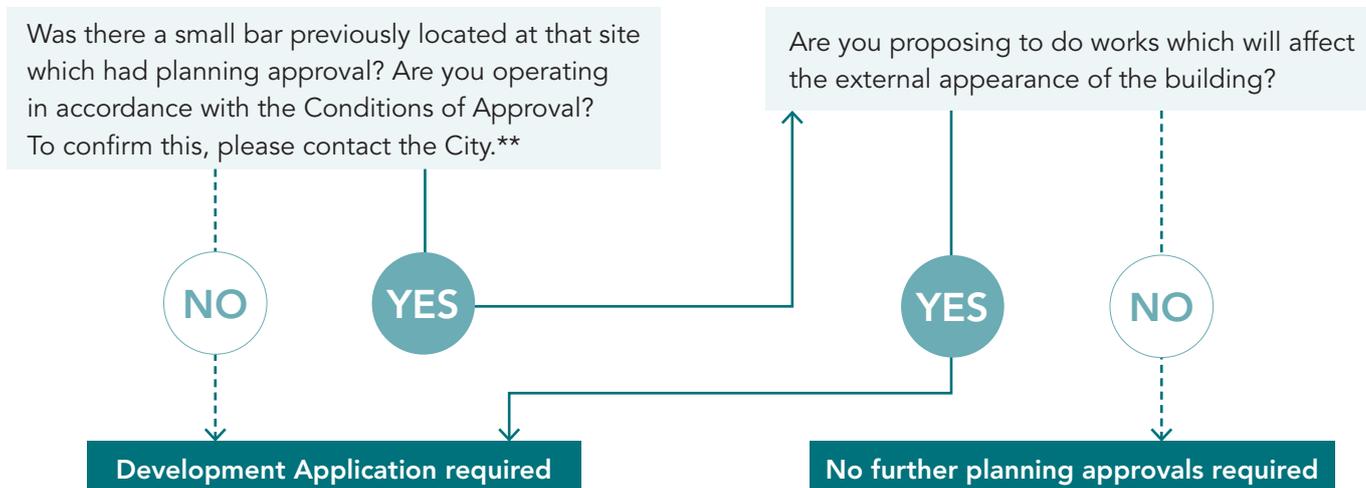
What is a Small Bar?

In accordance with the City's Local Planning Scheme No.2, a small bar is defined as premises the subject of a small bar licence granted under the *Liquor Control Act 1988*.



OPENING A SMALL BAR IN THE CITY OF VINCENT – PLANNING REQUIREMENTS

WHAT DO I NEED TO DO TO OPEN A SMALL BAR?



**Fill out the Request for Planning Information form and tick the Written Planning Advice box. Include a brief statement with the following:

- location of the site
- whether you are proposing signage
- opening hours
- the maximum number of people (employees + customers) that would be in the small bar
- the number of parking bays available for the exclusive use of the small bar
- whether any internal and/or external works are proposed

Once completed, email this form to mail@vincent.wa.gov.au and a Planning Officer will advise you on whether you need a development application. They will then advise you of the next steps you need to take, and they will provide you with all the necessary information from the City's Planning, Building and Health Departments.

What information do I need to submit as part of my development application? Refer to page 3 for more information to submit to the City as part of a development application for a Small Bar.

What happens once I've submitted my application? The City's time frames for determining your application are 60 days if it doesn't require community consultation, and 90 days if it does. After your application is submitted, it will be allocated to a Planning Officer. If you have any queries you can contact them, and they will keep you updated on the progression of the application. They will also contact you if they require any further information.

What happens next? Please refer to page 4 and 5 for the City's Health and Building requirements.

USEFUL LINKS

The City's Planning Policies: [click here](#)

Relevant forms: [click here](#)

If you need an Outdoor Eating Area Permit: [apply here](#)

What do I need to submit for a temporary change of use (up to 12 months)?

Fill out the Request for Planning Information form and tick the Written Planning Advice box.

The form is available here: [click here](#)

Include a brief statement with the proposed nature, location, opening hours and maximum number of people (employees + customers) of the small bar.

Once completed, email this form to mail@vincent.wa.gov.au and a Planning Officer will provide you with all the necessary information from the City's Planning, Building and Health Departments for a temporary change of use on Beaufort Street.

What do I need to submit as part of a Development Application for a Small Bar?

- Application for Development Approval Form, [click here](#);
- Consent and Indemnity Form, [click here](#);
- Payment of relevant fees;
- Current copy of the property's Certificate of Title (max 3 months old);
- Site Plan (see page 6 for an example), which includes:
 - Full address of the property including street and lot number;
 - North point and scale bar;
 - All site boundaries and area dimensions and street frontages;
 - The position and levels of all buildings, walls, fences, retaining walls and other structures;
 - The position of paved vehicle, pedestrian access ways and on-site and off-site car parking spaces, including truncations;
 - The existing structures and trees (indicate which are to be retained and which are to be removed);
- Floor Plan (see page 7 for an example), which includes
 - A plan of every storey showing floor levels (AHD preferred);
 - Internal layout showing existing and proposed doors, windows and room types (uses);
 - Total floor area in square metres;
 - Setbacks to all boundaries on all sides;
- Elevation plans (see page 8 for an example), which include proposed materials, colours and finishes of the exterior of the building;
- Details of proposed signage (where signage is proposed)
- Written statement and Management Plan outlining:
 - Proposed use of the site, including all activities which will be undertaken;
 - Hours and days of operation;
 - Number of employees;
 - Max number of customers at any given time;
 - Type of equipment being used (machinery, noise amplifiers etc);
 - Details of traffic and car parking that will be provided for the use;
 - Noise control and management;
 - Patron and anti-social behaviour;
 - Rubbish collection and disposal and litter
 - Any other appropriate matters.
- Acoustic Report. This needs to be prepared by a registered acoustic consultant in accordance with the City's Policy No. 7.5.21 – Sound Attenuation.
- Parking Management Plan, where the proposal does not provide the minimum required amount of parking onsite. A template to fill out is available on page 10-14 of the City's Policy No. 7.5.1 – Non-Residential Parking Requirements, available here: [click here](#)
- Traffic Impact Statement, where more than 10 vehicle trips are proposed per hour

OPENING A SMALL BAR IN THE CITY OF VINCENT – HEALTH REQUIREMENTS

Contact Health Services

An Environmental Health Officer can discuss your application and the requirements prior to submission. A site visit can be arranged if required.

Is planning approval required?

NO

YES

Is a building permit required? (Refer to page 5)

NO

YES

Submit BA1 application to Building Services (see page 5)

Submit application and floor plans Environmental Health Services only.

Submit the following documentation to Health Services:

- Food business registration form
- Food business alterations/shop fit out form (if no building permit is required)
- Public building application (form 1) – only required where functions are held (groups of 21+ persons)
- Detailed floor plans including elevations
- Venue and noise management plan* (only if required)
- Section 39 application form as required by Liquor Licensing (a section 40 application may also be required from Planning Services)
- Acoustic report (if there are significant noise emitting activities and where no planning approval is required – see 'Submit an acoustic report with DA' box).

What happens next? An Environmental Health Officer will assess your application, and complete an inspection of the premises to check it complies with the relevant health requirements. All planning and building requirements must also be satisfied prior to occupation and operation of the premises.

Submit Development Application or enquiry for temporary change of use (Refer to page 3)

Submit an acoustic report with DA

This must be prepared by an acoustic consultant in accordance with the City's Sound Attenuation policy 7.5.21 particularly if located in a Residential Zone. The acoustic report will be assessed by an Environmental Health Officer in accordance with the policy and the *Environmental Protection (Noise) Regulations 1997*.

What health legislation does a restaurant/cafe have to comply with?

- *Food Act 2008, Food Regulations 2009* and the Food Standards Code (FSC) which sets the minimum standards for food products and construction and hygiene requirements. Refer to Safe Food Australia (refer to useful links) which is a guide to the FSC Chapter 3 standards.
- *Health (Miscellaneous Provisions) Act 1911 and Health (Public Building) Regulations 1992* which sets the public safety and ongoing maintenance requirements of public assembly buildings in addition to the National Construction Code requirements. *NOTE: Compliance with the public buildings regulations is only required where functions are held (groups of 21+ people).*
- *Environmental Protection (Noise) Regulations 1997* which sets out the requirements for allowable noise emissions to nearby noise receivers.

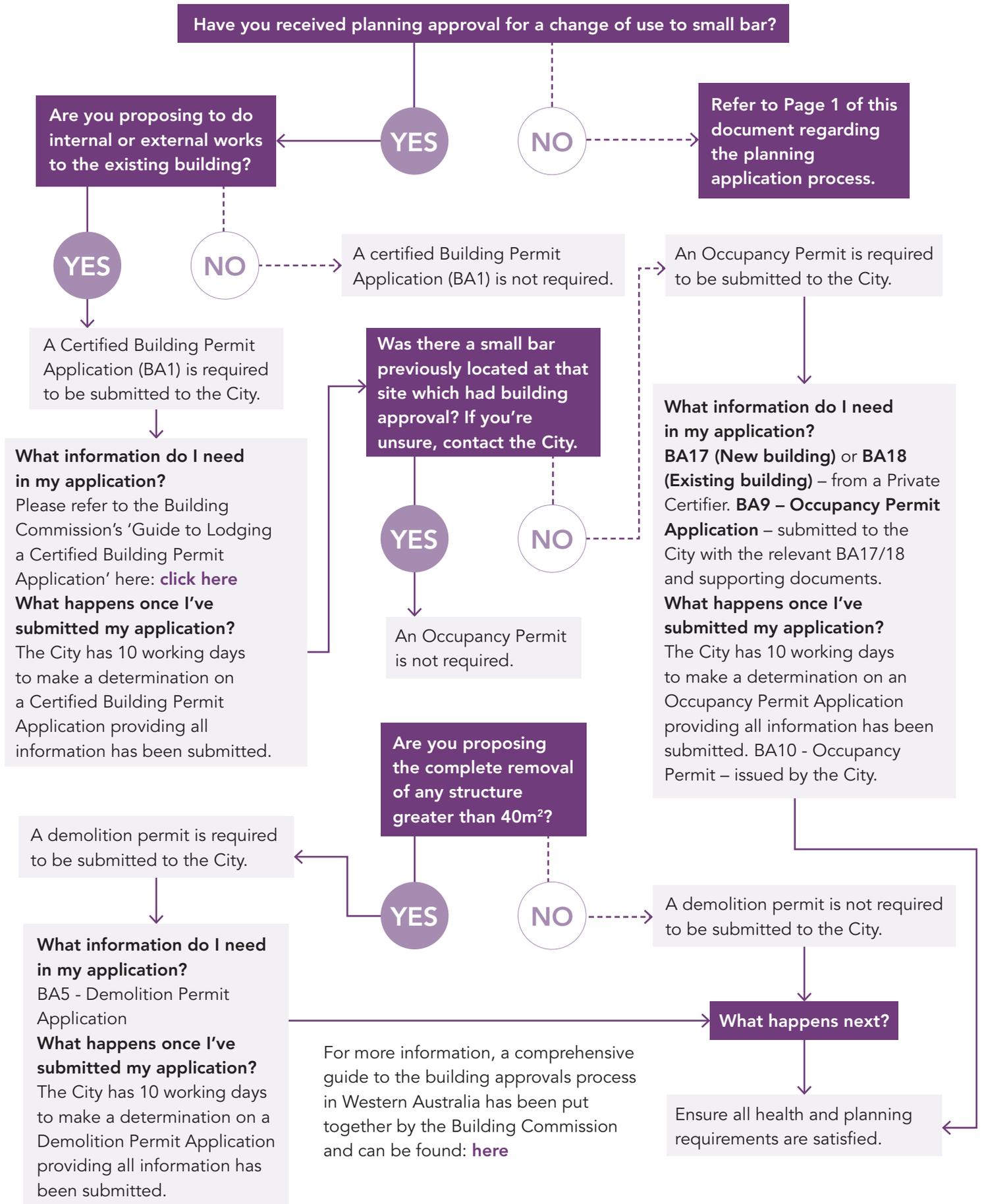
The venue and noise management plan shall contain at minimum:

- Operating hours
- Patrons numbers and patron management such as security provisions
- Times of use of internal and external speakers, live music and styles of music
- Management of all noise sources including music, vehicles, patrons exiting the premises
- Management of toilet facilities e.g. cleaning and provision of sanitary disposal facilities
- Evacuation plan and emergency provisions
- Time and frequency of waste collection and deliveries
- Community relations/complaint management

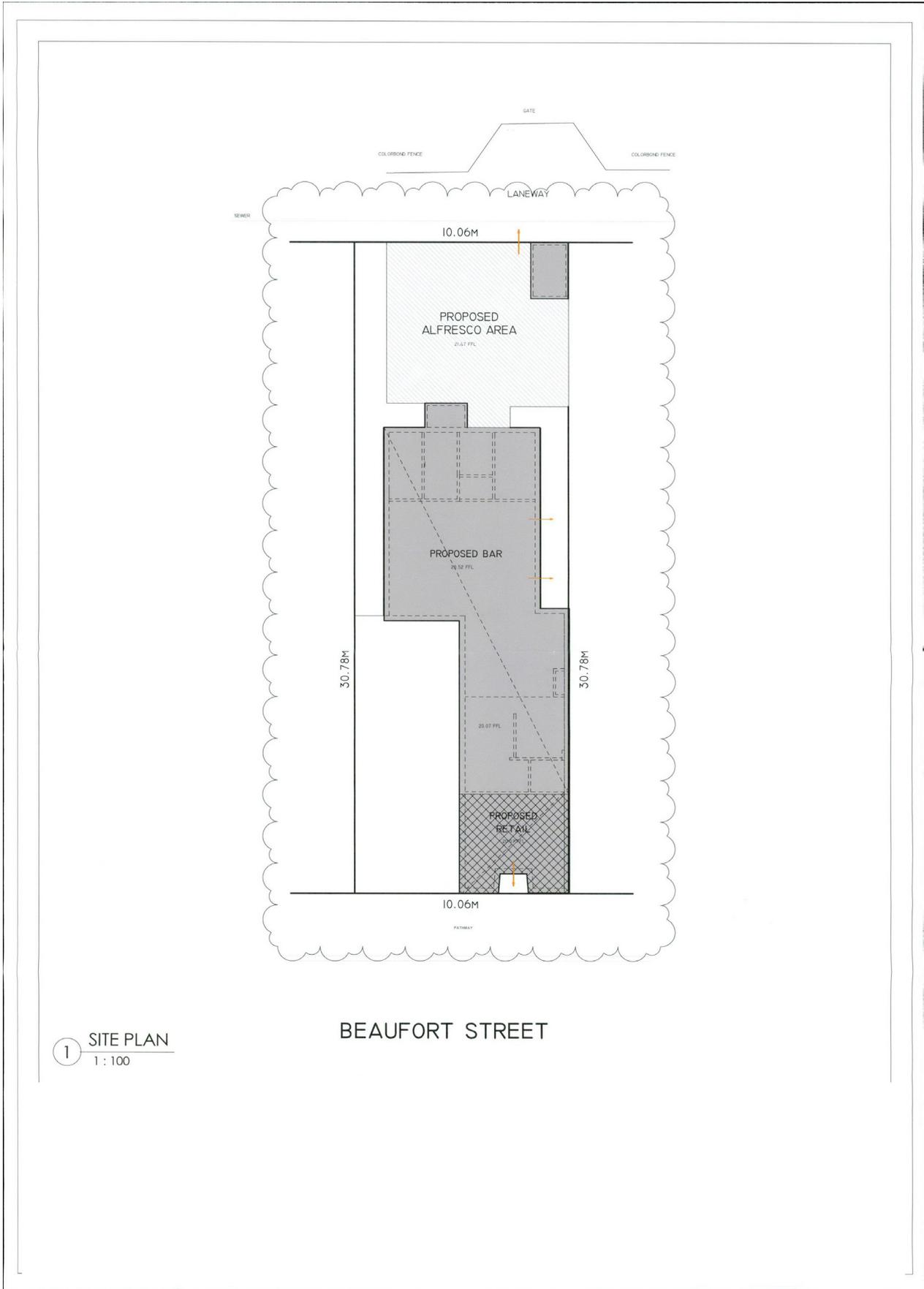
USEFUL HEALTH DOCUMENTS:

Food business registration form: [click here](#)
 Food business alteration/shop fit-out form: [click here](#)
 Public building application (form 1): [click here](#)
 Food Standards Code: [click here](#)
 Safe Food Australia: [click here](#)
Health (Public Building) Regulations 1992: [click here](#)
Environmental Protection (Noise) Regulations 1997: [click here](#)
 Section 39 Form: [click here](#)
 Section 40 Form: [click here](#)

OPENING A SMALL BAR IN THE CITY OF VINCENT – BUILDING REQUIREMENTS

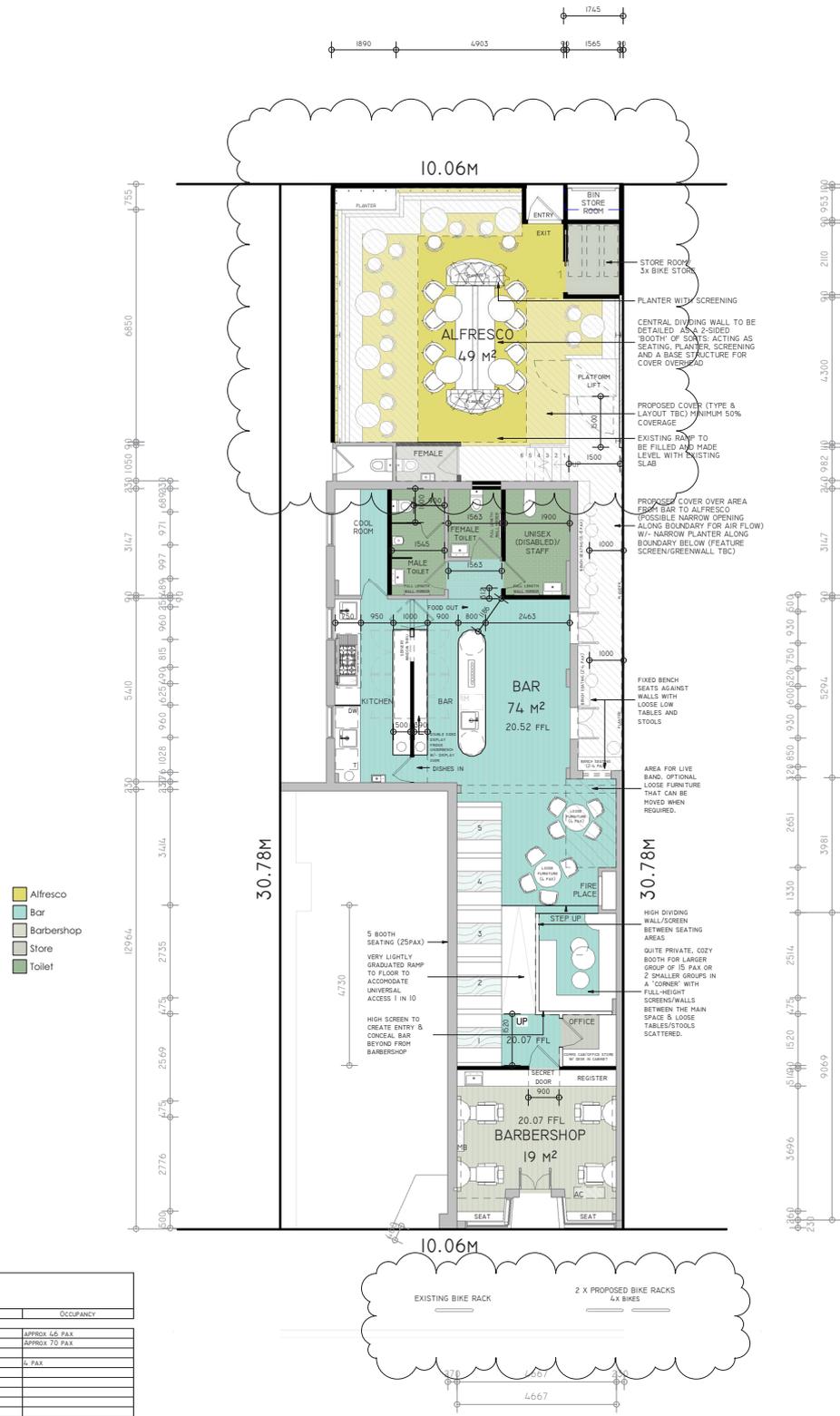


EXAMPLE SITE PLAN



1 SITE PLAN
1 : 100

EXAMPLE FLOOR PLAN



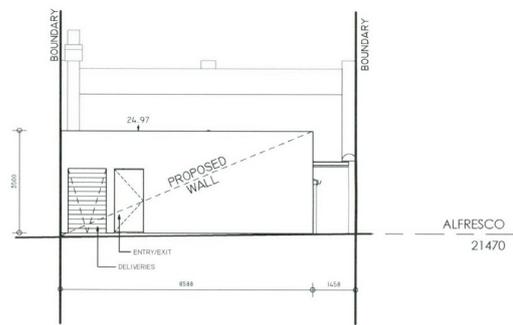
ROOM SCHEDULE		
NAME	AREA	OCCUPANCY
ALFRESCO	49 M ²	APPROX 45 PAX
BAR	74 M ²	APPROX 70 PAX
COOL ROOM	5 M ²	
BARBERSHOP	19 M ²	4 PAX
OFFICE	2 M ²	
STORE	3 M ²	
FEMALE T	2 M ²	
UNISEX T	6 M ²	
MALE T	NOT PLACED	
OFFICE	5 M ²	
FEMALE T	5 M ²	

1 GROUND FL PROPOSED
1 : 100

EXAMPLE ELEVATION PLAN



① BEAUFORT ST ELEVATION
1 : 100



③ LANEWAY ELEVATION
1 : 100



② NORTH ELEVATION
1 : 100



④ SOUTH ELEVATION
1 : 100