

# Planning Application Winery & Cellar Door Checklist & Questionnaire

one city diverse places



## What is a Winery?

The City's Local Planning Scheme No. 17 provides the following definition of a 'Winery'.

"winery" means premises used for the production of viticultural produce and may include sale of the produce.

## What is a Cellar Door?

The City's Local Planning Scheme No. 17 does not provide a definition for the term 'Cellar Door'.

Notwithstanding this, a 'cellar door' is commonly understood to be a small shop located on a winery property, which is limited to providing the following services and products to its customers.

- Tastings of the wine grown and produced from the winery property only; and
- Sale of packaged wine grown and produced from the winery property only, **not** for consumption on the winery property.

## How do I prepare my planning application?

The following information is required to be included in your planning application. You may submit your application to City via post or in person. Please note that the City does not currently accept electronic planning applications.

Documents	When are they required?
1. Completed City of Swan Planning Application Form	Always
2. Metropolitan Region Scheme Form 1	Always
3. Payment of relevant Planning Fess & Charges	Upon receipt of your application we will invoice you
4. A current <a href="#">ASIC Search Extract</a> from the <a href="#">Australian Securities and Investment Commission (ASIC)</a> database.	Only when the owner of the property is a company or business
5. Current copy of the property's Certificate of Title	Always
6. Three (3) copies of a Site Feature Survey of the subject property including levels of the adjoining properties and streets	Always
7. Completed Winery – Customer Checklist & Questionnaire	Always
8. Three (3) copies of a Site Plan drawn to scale	Always
9. Three (3) copies of a Floor Plan drawn to scale	Always
10. Three (3) copies of a set of Elevation Plans drawn to scale	Always
11. One (1) copy of a Stormwater Plan	Always
12. One (1) <a href="#">Transport Statement</a>	Development proposals which will have a <b>moderate</b> transport impact (i.e. generates 10-100 vehicle trips in the peak hour).
Or	
One (1) <a href="#">Transport Assessment</a>	

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1. Please describe the proposed activity/business that is intended to operate from the proposed building/property?

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2. Is the property connected to sewer?  Yes  No

3. If No,

a. Does the proposal comply with the *Government Sewerage Policy*?  Yes  No

Note – The *Government Sewerage Policy* is available at the following web address.  
[http://www.public.health.wa.gov.au/cproot/1355/2/Government\\_Sewerage\\_Policy-Perth\\_Metropolitan\\_Region.pdf](http://www.public.health.wa.gov.au/cproot/1355/2/Government_Sewerage_Policy-Perth_Metropolitan_Region.pdf)

b. What is the estimated maximum daily volume of effluent and wastewater? \_\_\_\_\_

4. Do you intend to sell wine from the subject property/building?  Yes  No

5. If Yes, where is it proposes to be consumed?  on the premises  off the premises  Both

6. What type of Liquor Licence is likely to be sought from the Department of Racing, Gaming & Liquor?

Hotel  Small Bar  Restaurant  Tavern  Producer  Other: \_\_\_\_\_

Note – The definition of each licence is available on the Dept. of Racing, Gaming & Liquor website  
[www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

7. Do you intend to sell any products other than wine from the subject property?  Yes  No

8. If Yes, describe what types of products are proposed to be sold? \_\_\_\_\_

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9. Complete the table below by indicating the proposed operation hours of the subject business/activity?

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Opening Time:							
Closing Time:							

10. What is the maximum number of staff onsite at any one time? \_\_\_\_\_

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11. What is the maximum number of customers onsite at any one time? \_\_\_\_\_

12. List all of the types of service vehicles accessing the site? (i.e. commercial vehicles, delivery vehicles, etc) \_\_\_\_\_

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## Customer Checklist Administration

Customer Checklist Owner			
Business Unit Name	Officer Title		Contact Number
Statutory Planning	Coordinator Statutory Planning Reform		(08) 9267 9691
Document Ref.	Doc. Set ID 1716439	Review Frequency	Needs basis - when statues, regulations or policy change.

Version	Decision Reference	Decision Date	Synopsis
1	Coord. Stat. Planning Reform	25/08/2011	Created
2	Coord. Stat. Planning Reform (Acting)	09/07/2014	Published Customer Checklist
3	Coord. Stat. Planning Reform (Acting)	21/07/2014	Minor Amendments – Published Customer Checklist
4	Coord Stat. Planning Reform	03/06/2017	Minor formatting changes & additional information to ensure consistency with website content
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6			

### Further Information

If you need further information about planning in Swan:

**Visit our website:** [www.swan.wa.gov.au/Planning\\_Building\\_&\\_Engineering/Planning](http://www.swan.wa.gov.au/Planning_Building_&_Engineering/Planning)

**Call us:** 9267 9267 (between 8:00am and 5:00pm, Monday to Friday)

**Visit us:** 2 Morrison Rd, Midland (between 8:00am and 4:30pm, Monday to Friday)