

# Community Impact Assessment Form

## Part 1 – Overview

### Introduction

A Community Impact Submission assists the licensing authority to assess whether it is in the community interest for an application for a liquor licence to be granted. It is also a valuable document for informing the community about the proposed nature of the business to be conducted.

Applicants should ensure they read the Community Impact Assessment Guidelines prior to completing this form. Depending on the nature of your application, you may feel it is more appropriate to complete a submission which you can provide in lieu of this form.

**Note:** Please be aware that this form, and any attachments, will be made public by the licensing authority on the Consumer and Business Services website.

### Completing a Community Impact Submission

There is no requirement for a Community Impact Submission to be prepared by legal counsel or industry consultants. Applicants can complete their own Community Impact Submission after liaising with the relevant key stakeholders and interest groups in the community and obtaining all other required information. Applicants are required to show, as part of their application, that they have engaged with members of the community and any relevant stakeholders. Evidence of this may include petitions, survey results and/or letters of support.

Because each community is different, the level of detail required in a Community Impact Submission will be different for each application. The required level of detail is subject to the complexity of the application and the impact the grant of the application will have on the surrounding community.

This form has been developed to assist applicants to obtain the required information necessary for the application to be determined. Applicants may choose to prepare a submission in lieu of this form and may attach additional documents to support their application.

Regardless of whether this form or a submission is completed addressing the criteria in the Community Impact Assessment Guidelines, the final Community Impact Submission must be lodged with the licence application. The licensing authority can then determine the application based on all the relevant information contained in the application and the Community Impact Submission.

### Locality

As part of their Community Impact Submission, applicants must provide details regarding the community in the locality of the proposed licensed premises and any amenity issues which may affect the locality.

The term 'locality' refers to the area surrounding the proposed licensed premises. Please see the Community Impact Assessment Guidelines for more information.



## Part 2 – Application Details

Liquor Licence Number *(Required if application relates to existing licence)*

Premises/Proposed Premises Name

Physical Address of Premises/Proposed Premises

## Part 3 – Nature of the Business

**Description of the nature of the business conducted or to be conducted under the licence.**

3.1 Describe the ‘locality’ of your business/proposed business. Provide an explanation as to why this locality has been selected and from where you expect to draw customers.

*A guide to ‘locality’ can be found in the Community Impact Assessment Guidelines.*

3.2 Provide a detailed description of the proposed business, including a description of your products, facilities and services in terms of key features and potential customers. Include information about the liquor services/additional liquor services you will be providing (e.g. bar) and the range/additional range of liquor you intend to sell/supply.

3.3 Provide details, if applicable, of the type of food to be provided at your premises.  
*You may wish to include a copy of your menu/proposed menu, if applicable.*

3.4 Provide details, if applicable, of the type of entertainment to be provided at your premises.

3.5 Provide details, if applicable, of the type of accommodation to be provided at your premises.

3.6 Does the community support your proposed business? Provide evidence of consultation.

*You may include information such as customer surveys, letters of support, statements from potential/existing customers, a petition, etc.*

## **Part 4 – Harm**

**Description of the potential harm or health impacts that may be caused to people, or any group of people within the local community area, due to grant of this application.**

4.1 Are there any 'at-risk' groups or sub-communities within the locality? If yes, please provide details and a statement addressing how the grant of this application will impact on those groups/sub-communities.

4.2 Are there any community buildings, facilities and areas within the locality? If yes, please list and provide addresses or a map of where these buildings/facilities/areas are located in relation to your premises/proposed premises. Please also provide a statement as to how the grant of this application may impact on persons using those buildings/facilities/areas.

*This may include:*

- *schools and educational institutions;*
- *hospitals, drug and alcohol treatment centres;*
- *accommodation or refuges for young or disadvantaged people;*
- *child care centres;*
- *recreational areas;*
- *places of worship;*
- *dry areas; and*
- *any other area where young people may congregate or be attracted to.*

*The Community Impact Portal ([cbs.sa.gov.au/ciportal](https://cbs.sa.gov.au/ciportal)) may assist you in answering you in answering this question.*

- 4.3 What policies and procedures will you implement to minimise any potential harm or health impacts to these 'at-risk' groups or sub-communities?

## Part 5 – Social Impact and Amenity

### **Description of the locality in which the premises/proposed premises is located to assess any social impact on the community.**

- 5.1 Describe the locality in which the premises/proposed premises is located.

*This may include crime statistics, social profile information such as population and unemployment in relation to relevant council areas, and the location of existing licensed premises, including the type of licensed premises (e.g. General and Hotel, Restaurant and Catering, etc.) The Community Impact Portal ([cbs.sa.gov.au/ciportal](https://cbs.sa.gov.au/ciportal)) may assist you in answering this question.*

5.2 Provide construction details of your premises/proposed premises.

*This may include information about the materials, finishes and acoustic treatments.*

## **Part 6 – Cultural, Recreational, Employment and Tourism Impacts**

### **Description of any cultural, recreational, employment or tourism benefits for the locality.**

6.1 Will the proposed licensed premises provide economic benefits or any additional employment opportunities and to what level?



## Part 7 – Conclusion and Summary

**When making a determination on your application, the Licensing Authority must also have regard to whether the application is in the public interest.**

7.1 How will the additional liquor outlet benefit the local and broader community?

## Part 8 – Checklist

**In support of your application, please provide the following documents, where applicable, noting that they will be made public. Any information you do not wish to be made public should be redacted or omitted prior to submission.**

Map and report regarding the locality generated through the Community Impact Portal.  
The Community Impact Portal can be found at [cbs.sa.gov.au/ciportal](https://cbs.sa.gov.au/ciportal).

Business plan/plan of management

Site or property plan, floor plan and/or photographs/artists impressions of site/building