

Application for building certificate

Pursuant to the Sale and Supply of Alcohol Act 2012

Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to complete this form; and
- print clearly.

You must obtain the Certificate of Use and Building Certificate before applying for a liquor licence.

The information provided in this form, and any documents attached to the application, will be used for purposes relating to lodging and processing an application for a liquor licence under the Sale and Supply of Alcohol Act 2012.

Details of licence

Licence type

- On-licence
 Off-licence
 Club licence
 New
 Renewal
 Variation

Other (please specify)

The general nature of business to be conducted if the licence is granted

- Tavern/bar
 Hotel
 Restaurant/café
 Bottle store
 Entertainment venue
 Sports club/other club
 Supermarket
 Grocery store
 Mail order
 Complementary to other goods sold (e.g. florist, gift baskets)

Is the sale of alcohol the principle purpose of the business?

- Yes
 No

Details of premises *(Please print in CAPITALS)*

Address of premises

Legal description

Name of owner

Trading name for the premises

Office use only

Date received / /

Record number

NAR

Receipt number

Licence number

Parcel

Amount paid \$

DLC decision number

Details of premises *(Please print in CAPITALS)*

Liquor licence hours

Name of licensee

--

Postal address of licensee

--

Town

Postcode

Maximum occupancy limit

--

Details of applicant *(Please print in CAPITALS)*

Surname, or name of company / trust / incorporated society

--

First names

Title: Mr Mrs Miss Ms

--

Postal address

--

Town

Postcode

-
Phone number

-
Fax number

-
Mobile phone number

Email

--

Details of agent *(if applying on behalf of applicant)*

Please print in CAPITALS.

Name of agent

--

Postal address of agent

--

Town

Postcode

-
Phone number

-
Fax number

-
Mobile phone number

Email

--

Attachments

Building Act 1991

All applications must be accompanied with the following information. Complete the checklist, attach the necessary plans, and submit them with this application:

- A plan showing the areas of the site (including buildings) where alcohol is to be sold, supplied, or consumed.
- A plan drawn to a recognised metric scale, of A3 or A4 size, and reproduced in dark permanent lines showing (*do not use plans stamped for previous approval*):
 - The position of any proposed buildings in relation to boundaries and any existing structures.
 - Existing and proposed floor plans showing designated areas, bar areas, toilets, kitchen etc.
 - Elevations for new buildings or alterations to exiting buildings.

Correspondence

Preferred means for formal correspondence:

- Mail Email Fax

Invoice to:

- Agent Applicant Owner

Declaration

This application for a building certificate, pursuant to the Sale and Supply of Alcohol Act 2012, is made by me as the owner of the licensed premises.

Signature of owner

 / / 2 0

Date

Print name

OR

I am the licensee/agent (*delete one*) authorised by the owner to make this application for a building certificate, pursuant to the Sale and Supply of Alcohol Act 2012.

Signature of licensee/agent

 / / 2 0

Date

Print name