

Application for premises certificate of compliance (Alcohol)



Pursuant to the Sale and Supply of Alcohol Act 2012

Please read this first

This is an application for the purposes of the Sale and Supply of Alcohol Act 2012, certifying that the proposed use of the premises meets the requirements of the Resource Management Act 1991, and of the NZ Building Code to the extent required by the Building Act 2004.

You must obtain the certificate before applying for an alcohol licence.

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

Prior to submitting this form, you must meet with an officer of the building and planning team to discuss any requirements.

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.

Details of licence

Licence type

- On-licence Off-licence Club licence **and** New Variation

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

- Club Tavern/Bar Hotel Restaurant/Café
 Restaurant/Café - BYO only Bottle Store Entertainment/Function venue Supermarket
 Grocery Store Nightclub Remote Seller (mail order/internet sales)
 Other (e.g. florist, gift baskets, wine cellar door, brewery off licence, theatre/cinema, retirement village)

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

- Yes No

What other services are to be offered? (e.g. gambling)

The premises is (tick the appropriate box):

- An existing building - with no change of use or alterations being made or intended to be made.
 A new building - either in the process of being built or about to be built.
 An existing building - to which alterations are being made **and/or the use is being changed.**

Office use only

Date received / /

Record number NAR •

Receipt number

Certificate reference number

Parcel

Amount paid \$

Details of premises *(Please print in CAPITALS)*

Address of premises

Legal description

Name of owner

Trading name for the premises

Alcohol licence hours *(please note intended operating hours if these differ e.g. June 1 - November 30)*

Name of licensee

Postal address of licensee

Town

Postcode

Maximum occupancy limit

Is there already an alcohol licence in place? If so, what is the licence number?

Details of applicant *(Please print in CAPITALS)*

Surname, or name of company / trust / incorporated society

First name or contact name

Title: Mr Mrs Miss Ms

Postal address of applicant

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

Correspondence

Preferred means for formal correspondence: Mail Email

Resource consent details

Do you have a resource consent for the proposed activity?

Yes No

• • •

Resource consent number (e.g. 202.2026.001.1 - you will find the reference number for your resource consent on your decision report or decision letter from Council)

Have you had a duty planning appointment with the Planning Team? *If no, you will need to book this. Please contact our Customer Service team to make a booking.*

Yes No

Building consent details

Do you have a consent currently in progress?

Yes No

Building consent number

Have you made an application to change the use of the building?

Yes No N/A

If yes, give details of these, where known.

Is a BWOF required?

Yes No

Attachments

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 existing buildings.
 - Number of car parks on the site (including on-site manoeuvring and loading space).
 - Screening and/or landscaping.
- A plan/aerial photo that includes nearby streets showing the precise location of the proposed licensed premises.
- Assurance of compliance with noise standards.
- Details of signage, position of sign, sign size, and type of sign (freestanding sign, footpath sign, sign attached to the building or fence).
- A written statement from the building's owner consenting to the applicant selling alcohol on the premises.
- A current copy of the relevant Certificate of Title (computer freehold register). *You can obtain this online from www.linz.govt.nz or by calling LINZ on 0800 665 463. This certificate is required because it will demonstrate documentary evidence of the ownership and legal description of the land the premises is sited on.*
- A copy of the relevant Certificate of Incorporation.

Declaration

This application for a certificate of compliance under the Resource Management Act 1991, and Building Act 2004, pursuant to the Sale and Supply of Alcohol Act 2012, is made by me as the licensee of the licensed premises.

I declare that the premises located at
will be only operated as a during my tenure. I understand that if, at a later date, I decide to undertake alterations to the premises, I must apply to the Tararua District Council for all appropriate consents.

OR

I am authorised by the licensee to make this application for a certificate under the Resource Management Act 1991, and Building Act 2004, pursuant to the Sale and Supply of Alcohol Act 2012.

Signature of licensee/agent

 / / 2 0

Date

Print name

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the box above, you are giving your authority for this application to proceed.

OFFICE USE ONLY

Planning requirements

The proposed premises are in the following Management Area (*circle one*):

Rural Residential Commercial Industrial Settlement

Is the proposal authorised by an existing resource consent? Yes No N/A

Is the proposal a permitted activity in the District Plan Zone/Management Area? Yes No N/A

Are there existing use rights? If no, trigger Part 5 Assessment Operative District Plan - Full CoC is required. Yes No N/A

Is a Resource Consent required for the proposal under the District Plan? Yes No N/A

Reviewed by

Date / /

Notes:

Building requirements

Is as Building Consent required? Yes No N/A

Is this a "Change of Use" under the Building Act? Yes No N/A

If yes to the above, is a building consent required to achieve compliance with section 115 of the Building Act 2004? Yes No N/A

Is a Backflow Prevention device required? Yes No N/A

Is the ventilation adequate? Yes No N/A

Is a Compliance Schedule/Building Warrant of Fitness (BWOFF) required? Yes No N/A

Note: Applicants should check with FENZ on the requirement for an evacuation scheme. Premises qualifying will need a scheme submitted to, and approved by FENZ.

<https://www.fireandemergency.nz/building-fire-safety/evacuation-schemes/>

Reviewed by

Date / /

Notes:
