

APPLICANT INFORMATION

CERTIFICATE OF COMPLIANCE: SALE AND SUPPLY OF ALCOHOL ACT 2012 – SECTION 100 (f)

Every application for a licence for a premise must be accompanied by a Certificate stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Act 1991.

Alcohol Licence applications cannot be processed by the District Licensing Committee until a Certificate of Compliance, or an interim Certificate of Compliance (see below), has been issued.

Applying for a Certificate of Compliance

- To apply for a Certificate, please complete the attached form 'Application for Certificate of Compliance' and forward it with the alcohol licence application. The fee for a Certificate of Compliance is \$115.00.

Plans

Floor plans and site plans of the proposed layout, detailing compliance with Section 46 of the Building Act and Resource Management Act, should be provided.

NB These plans are in addition to those required with the alcohol licence application.

Details should include:

- Parking layout
- Landscaping provisions
- Site dimensions including location of buildings on the site

Interim Certificates

- An interim Certificate of Compliance can be issued where renovation or construction work requiring a Building Consent is underway, or a Building Consent has been issued for the premises but has not been granted a final Code Compliance Certificate. This allows an alcohol licence application to continue being processed however will not be issued until a full Certificate of Compliance is granted or any outstanding Building Consents have been given a final Code Compliance Certificate.



SALE AND SUPPLY OF ALCOHOL ACT 2012

APPLICATION FOR CERTIFICATE OF COMPLIANCE

DETAILS OF BUILDING OWNER

Owners Name: _____

Postal Address: _____

Contact Name: _____ Telephone: _____

DETAILS OF PROPERTY

Name of Building: _____ Address: _____

Legal Description: _____ Lot: _____ DP: _____

Warrant of Fitness: _____ Expiry Date: _____

Maximum number of occupants, including staff: _____

DETAILS OF BUILDING USE

New Building Yes ☐ No ☐ New Operation Yes ☐ No ☐

Change of Building Use Yes ☐ No ☐ Previous Use _____

Alterations requiring Building Consent Yes ☐ No ☐

DETAILS OF APPLICANT

Licensee: _____

Contact Name: _____ Telephone: _____

Postal Address: _____

Proposed Trading Name: _____

Reason for Application: Change of Business Ownership ☐

Change of Licensed Hours ☐

Change of Use of Premises ☐

Type(s) of Alcohol Licence sought: On ☐ BYO ☐ Off ☐ Club ☐

Hours of operation requested (please specify hours for each class of patron, eg. Diners, lodgers, any person present, any person attending a function/entertainment):

Applicants Signature: _____ Date: _____

Receipt Number: _____