

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 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



**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: _____