

Application for Certificate of Compliance (Alcohol Licensing)

Pursuant to sections 100(f): Sale and Supply of Alcohol Act 2012

Application for a certificate of compliance certifying that the proposed use of premises meets requirements of the Resource Management Act 1991 and of the Building Code. Existing premises either not previously licensed or licensed for different type (i.e. change of use).

This application will be checked by a Resource Planner and Building Officer to ensure compliance with the RMA and Building Act. Please indicate the reason for this application by ticking the appropriate box(es) below:

- ☐ **Brand-new premises** (whether built or not) ☐ **Variation of condition of existing licence** (ie. hours)
- ☐ **Already licensed** (new owner seeking new licence) ☐ **Redefinition of licensed premises** (i.e.: area)
- ☐ **Existing premises either not previously licensed or licensed for different type** (i.e.: change of use)

1. Applicant details

Name			
Daytime contact person (name)		Contact's phone (daytime)	
Postal address (or alternative method of service under section 352 of the Act)			
	Postcode		
Email		Phone (day)	

2. Premises / establishment details

Name of establishment			
Establishment address			
	Postcode		
Legal description		Valuation number	
District Plan zone			

3. Proposed licences

Specify type of licences sought and proposed use of premises (tick one item per section)

On-license

Section 14 & 15

- ☐ Hotel
- ☐ Tavern
- ☐ Entertainment / function centre
- ☐ Restaurant
- ☐ Nightclub
- ☐ BYO
- ☐ Caterers

Off-license

Section 17, 18 & 19

- ☐ Hotel/ tavern
- ☐ Club
- ☐ Manufacture or sale
- ☐ Supermarket
- ☐ Grocery store
- ☐ Section 20 (auctioneers)

Club license

Section 21

- ☐ Enter type of club:

4. Existing licenses

If there is an existing on-license please state the authorisations (if any) and current usage (tick one):

On-license

Section 14

- ☐ Hotel
- ☐ Tavern
- ☐ Entertainment / function centre
- ☐ Restaurant
- ☐ Nightclub
- ☐ Other (please specify)

If there is an existing off-license please state type (tick one):

Off-license

Section 17, 18 & 19

- ☐ Hotel/ tavern
- ☐ Club
- ☐ Manufacture or sale
- ☐ Supermarket
- ☐ Grocery store
- ☐ Section 20 (auctioneers)

If there is an existing club licence please state type of club (tick one):

Club license

Section 21

- ☐ Enter type of club:

5. Hours

Please state the **existing** hours (if applicable) shown on the licence :

Please state the **proposed** hours the premises will be open:

Please state the **proposed** hours the sale of liquor will take place if different:

6. Land use

How was the use established (e.g. Permitted activity in terms of the relevant District Plan or resource consent granted)? **Supporting evidence & documentation must be attached.**

[Click to attach supporting information](#)

A Site Plan of the property, in accordance with Chapter 4 of the District Plan, must be provided along with a floor plan, and if it is a new building, copies of the building plans are required.

[Click to attach supporting information](#)

7. Car parking

If the use requires off-street car parking, where is this provided (e.g. on-site, existing use rights, leased site nearby, etc)? **Documentation and plans showing parking layout etc. must be provided.**

[Click to attach supporting information](#)

<hr/> <hr/> <hr/>

8. Club details *(only applicable if "club" was ticked in section 4)*

Please state the number of members presently in the club and any proposed membership increase, if applicable:

<hr/> <hr/> <hr/>

Please state whether the club has reciprocal visiting arrangements with other clubs:

<hr/> <hr/> <hr/>

9. Plans

I have attached (tick as applicable):

- ☐ Payment
- ☐ Evidence and/or documentation showing how the use was established
- ☐ A site plan in accordance with Chapter 4 of the District Plan
- ☐ A floor plan and (if it is a new building) building plans
- ☐ Documentation & plans showing parking layout etc
- ☐ A plan showing areas to be used for sale, supply or consumption of alcohol
- ☐ Other (list these below):

<hr/> <hr/> <hr/>

Three copies of the completed application form and accompanying information
must be supplied (including 1 full set of plans & 2 sets reduced to A4 size).

Note: Incomplete applications may result in further information being required
which may result in delays with processing the certificate.

10. Declaration

Declaration concerning payment of fees

I hereby certify that, to the best of my knowledge, the information given in this application is true, complete and correct. I undertake to pay all actual and reasonable application costs incurred by the Far North District Council.

Name: (please write in full)

Signature: (signature of bill payer)

Date

MANDATORY

Definitions

Land Use: Question 6 on Land Use requires you to indicate how the premises were first established. The premises could have been established either as a permitted activity under the District Plan at the time or by way of applying for a resource consent. If a resource consent was required please ensure you enclose a copy of this with your application. If the use of the premises was

established as a permitted activity please give details of dates etc when it was first established.

Change of Use: If this category is selected it is likely that a Building Consent approval will be necessary before a certificate can be signed. A change of use is for example a retail shop to on licence café or even an increase in the licensed area and accepted numbers.

Office use only

Name of CSO:

Date

Fees receipted

Receipt number

RC application #

PIM (if any)

RCC (if any)