



Far North
District Council

Date Received:

Application Number:

**Application Form
for a
Certificate of Compliance (Alcohol Licensing)**

Pursuant to sections 100(f)

Sale and Supply of Alcohol Act 2012

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,
Phone: (09) 401 5200, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

Certificate of Compliance (Alcohol Licensing)

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.

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

Contact Details

1.0 Name of Applicant: _____

Mailing Address:

Daytime Contact Person:

Telephone/Fax: _____

2.0 Name of Premises/Establishment:

3.0 (i) Address of Premises in respect of which a licence application is to be made:

3.0 (ii) Legal Description:

3.0 (iii) Valuation Number:

4.0 (i) Proposed Licences

Specify type of licences sought and proposed use of premises

Tick only one box per section

ON-LICENCE Section 14 & 15	OFF-LICENCE Section 17, 18 & 19	CLUB LICENCE Section 21
<input type="checkbox"/> Hotel <input type="checkbox"/> Tavern <input type="checkbox"/> Entertainment/Function Centre <input type="checkbox"/> Restaurant <input type="checkbox"/> Nightclub <input type="checkbox"/> BYO <input type="checkbox"/> Caterers	<input type="checkbox"/> Hotel/Tavern <input type="checkbox"/> Club <input type="checkbox"/> Manufacture or sale <input type="checkbox"/> Supermarket <input type="checkbox"/> Grocery Store <input type="checkbox"/> Section 20 (Auctioneers)	<input type="checkbox"/> Type of club: -----

4.0 (ii) Existing Licence(s)

If there is an existing on-licence please state the authorisations (if any) and current usage.

If there is an existing off-licence please state type.

If there is an existing club licence please state type of club.

ON-LICENCE Section 14	OFF-LICENCE Section 17, 18 & 19	CLUB LICENCE Section 21
<u>Current Usage:</u> <input type="checkbox"/> Hotel <input type="checkbox"/> Tavern <input type="checkbox"/> Entertainment/Function Centre <input type="checkbox"/> Restaurant <input type="checkbox"/> Nightclub <input type="checkbox"/> Others – Please specify	<input type="checkbox"/> Hotel/Tavern <input type="checkbox"/> Club <input type="checkbox"/> Manufacture or sale <input type="checkbox"/> Supermarket <input type="checkbox"/> Grocery Store <input type="checkbox"/> Section 20 (Auctioneers)	<input type="checkbox"/> Type of club:

5.0(i) Hours

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

5.0(ii) Please state the proposed hours the premises will be open:

5.0(iii) Please state the proposed hours the sale of liquor will take place if different:

6.0 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.

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. Please see the Certificate of Compliance (Liquor) pamphlet for more details.

7.0 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.

8.0 If a Club

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

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

9.0 Plans

This application must be accompanied by a plan to a recognised scale (e.g. 1:200) showing those parts of the premises that are to be used for the sale, supply or consumption of liquor.

10.0 Additional Information Required

Please provide below any additional information required:

Attachments

I Attach (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 below)

Your page number:

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: The "Certificate of Compliance (Alcohol Licensing)" pamphlet lists the information requirements for this application. Please use the checklist on the pamphlet to ensure that you provide all the necessary information at the right level of detail. Incomplete applications may result in requests for further information (under s88(3) & s92 RMA) and therefore delays may be experienced. The Council website www.govt.nz has copies of most Council booklets, forms and pamphlets.

11.0 Signature

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.

Signed:

Dated:

Postal Address for Service of Documents:

This application form, together with a copy of the present licence (if applicable) and the prescribed fee and all supporting documentation are to be lodged with:

The Building Administrator, Far North District Council, Environmental Management Private Bag 752, KAIKOHE 0440

Telephone: 0800 920 029

Fax: (09) 401 0987

Please allow 20 working days for the processing of your certificate. To avoid unnecessary delays in processing please ensure that your application is accompanied by documentation to support Question 6 and plans as requested in Questions 6, 7 & 9.

For office use only:

Date received:

Name of CSO:

Fees received:

Receipt Number:

RC Application Number:

Other Reference Numbers (e.g. PIM or BC etc.)

DEFINITIONS

Legal description: This relates to the legal definition of the site on which the premises being licensed is located. This can be obtained from your rates notice (located on the reverse side in the Property Details area).

Valuation Number: This is the unique reference number for the site that the premises is located on and can also be obtained from your rates account (located on the reverse side in the Property Details area).

Supermarket: This means a supermarket having a floor area of at least 1000 square metres.

Grocery Store: A grocery store is defined as being less than 1000 square metres in area, where the Licensing Authority is satisfied that the principal business of the store is the sale of main order household foodstuff requirements.

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.