



<b>Office use</b>	Date received _____
Name of CSR _____	Time received _____
Fees received \$ _____	
Receipt no _____	
TechOne app no _____ RO _____	
Assess _____ P _____	

## Resource management and liquor certificate application

This application is made pursuant to Sections 9 (1)(e), 31 (1)(e) or 55(1)(e) of the Sale of Liquor Act 1989. Your application will also be subject to all other relevant provisions contained within the RMA 1991.

This form is designed to provide Council with required details, and must be submitted as part of your application. The public can view all the information provided in your application.

District Plan rules & maps, application forms and land information are available on Council's website [www.wdc.govt.nz](http://www.wdc.govt.nz)

If you have spoken to a member of our planning staff about your proposal, please enter their name \_\_\_\_\_

### It is important that you fully complete all sections

Please refer separate application guidance notes

#### 1 Application details

**Attended a pre-application meeting**  Yes  No

Name of party applying for liquor certificate \_\_\_\_\_

Name of premises \_\_\_\_\_

I need this certificate as part of my application for a/an

On licence (s9)  Off licence (s31)  Club licence (s55)

Description of activity (e.g. *byo restaurant; nightclub; tavern; entertainment or function centre*)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Operating hours (existing, if relevant, and proposed) \_\_\_\_\_

Maximum number of patrons \_\_\_\_\_ Number of parking spaces available on site \_\_\_\_\_

The activity  Is a permitted activity  Has existing use rights  
 Has a valid resource consent Ref \_\_\_\_\_

#### 2 Site details

Property address \_\_\_\_\_

Legal description \_\_\_\_\_ CT \_\_\_\_\_ Valuation ref \_\_\_\_\_

District plan environment \_\_\_\_\_ Property ID \_\_\_\_\_

### 3 Ownership *(if different from applicant)*

Full legal name of owner \_\_\_\_\_  
 Postal address of owner \_\_\_\_\_  
 Full legal name of occupier *(if different from applicant)* \_\_\_\_\_  
 Postal address of occupier \_\_\_\_\_  
 Phone no *(owner)* \_\_\_\_\_ Owner email *(owner)* \_\_\_\_\_

### 4 Agent *(if application)*

Name of agent \_\_\_\_\_ Agent ref \_\_\_\_\_  
 Postal address of agent \_\_\_\_\_  
 Phone no \_\_\_\_\_ Email \_\_\_\_\_

### 5 Payer *(mandatory)*

Full legal name of payer \_\_\_\_\_  
 Postal address of payer \_\_\_\_\_  
 Phone no \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
 Signature *(mandatory)*

\_\_\_\_\_  
 Date

### 6 Address for service/correspondence

Same as Agent's details *(✓ if applicable)*

Name \_\_\_\_\_ Ref no \_\_\_\_\_  
 Telephone Business \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_  
 Postal address \_\_\_\_\_  
 Email \_\_\_\_\_

### 7 Application fees

**Please refer to Council's Resource Consent Guidance Notes and Schedule of Fees & Charges. You are required to pay an advance fee deposit at time of lodgement. Please refer to Council's Resource Consent Guidance notes, Schedule of Fees & Charges and the Resource Consent processing Monitoring Fees attached to the guidance notes.**

You will be charged a processing fee when Council has reached a decision on your application. Interim billing may also occur on applications. The processing charge covers tasks such as site visits, report preparation, information searches, and input from other Council staff including engineers. Mileage is also charged for.

Please refer to the form titled 'Resource Consent Processing and Monitoring Fees' for a detailed list of the processing and monitoring fees you may be charged. The form lists the current charge out rates. These rates are subject to change and are reviewed every financial year. Please note that the charge out rate may change during the processing of your application and the fees incurred will be charged out at the rate applicable at the time the work is done.

All figures are standard fees inclusive of GST; the final fee in any one application will be determined by the Resource Consents Manager or his/her appointee. Where a consultant is required, Council reserves the right to on-charge costs in accordance with Council's Schedule of Fees & Charges.

By submitting and signing this application form you undertake to pay Council's processing and monitoring fees.

### 8 Attachment checklist *(mandatory requirements are in bold)*

- |                                               |                                                                                         |                                          |
|-----------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Advance fee/deposit  | <input type="checkbox"/> Plans                                                          | <input type="checkbox"/> Covering letter |
| <input type="checkbox"/> Certificate of title | <input type="checkbox"/> Three copies of application<br>1 x USB or CD <b>(2 colour)</b> |                                          |
| <input type="checkbox"/> Planning maps        | <input type="checkbox"/> Other <i>(please specify)</i> _____                            |                                          |