



Application Guide for a ...

Resource Management and Liquor Certificate

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

If you are a new owner on an already liquor licensed premises, please refer to 2.3 on the On, Off and Club Licenses Application Guide (green cover sheet).

Background



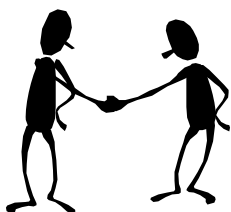
Sections 9 (1)(e), 31 (1)(e) and 55 (1)(e) of the Sale of Liquor Act 1989 require that any application for an on-licence, off-licence or club licence respectively in the Whangarei District be accompanied by a certificate from the Whangarei District Council which declares that the proposed use of the premises meets the requirements of the Resource Management Act 1991.

Under the Resource Management Act 1991 the Whangarei District Council has a responsibility to control the "effects" of the use of land within the Whangarei District. The Act requires that council prepare and administer a district plan. The District Plan contains rules that are intended to control the environmental effects associated with the use of land. The use of a building or land for the sale or consumption of alcohol constitutes a use of land under the Act, and may be controlled by the rules in the District Plan. Therefore, any proposal to establish, extend or intensify such an operation needs to be assessed against the rules in the District Plan.

If council determines that the proposal complies with all of the rules in the District Plan and is accordingly considered to be a "permitted" activity, then a Resource Management and Liquor Certificate can be issued. If council determines that the proposal does not comply with all of the rules in the District Plan, resource consent will be required before the proposal is allowed to commence. When a resource consent authorising the proposal is granted then a Resource Management and Liquor Certificate can be issued. If council determines that the proposal has existing use rights under Section 10 of the Resource Management Act 1991, then a Resource Management and Liquor Certificate can be issued.

A Resource Management and Liquor Certificate is proof that the proposal complies with the requirements of the Resource Management Act 1991 and therefore it satisfies the requirements of Section 9 (1) (e), Section 31 (1) (e) and Section 55 (1) (e) of the Sale of Liquor Act 1989.

Lodgement Meeting



It is recommended each application for a resource consent undergo a Lodgement Meeting which is to be held between the applicant (and/or agent) and the Reporting Officer who will be processing the application. The purpose of the meeting is to ensure that all the necessary information has been supplied with the application. They also provide a valuable opportunity for applicants to meet council staff to discuss the resource consent process or issues relating to the application. Incomplete applications lodged through this system will not be accepted and this may result in the necessity for additional Lodgement Meetings.

Please ask our Duty Planner for more information about Lodgement Meetings and how to make an appointment.

Information to accompany Application Form

An application for a resource management and liquor certificate must be made on the correct application form. A copy of this form is inclosed in this application pack. In addition to a completed form, council requires the following information to assess all applications.

Covering Letter



All applications must provide a covering letter addressed to the Team Leader (Consents) which explains what you are applying to do and how you comply with the rule(s) in the District Plan(s). If you are trying to establish existing use rights, describe the use, explain how the use was lawfully established, and identify whether the use has been discontinued at any time and for how long. If you have obtained a resource consent for the proposal please supply council's reference numbers.

Certificate of Title

A current copy of the Certificate of Title of the property where the proposed activity is to occur. As a guide the Title supplied should be no older than 6 months. Copies can be obtained from your lawyer.

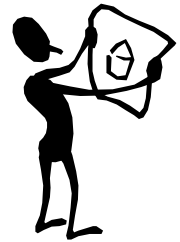
Planning Maps

A photocopy of the relevant map(s) from the District Plan(s) which show the property and its zoning. Highlight the property to which the Certificate of Compliance relates.

Set of Plans:

The plans must be at a recognised scale (eg. 1:50, 1:100, 1:200), be true to scale and key dimensions are to be included. Plans should be dated, numbered and referenced. The plans need not be working drawings but are required to show the following, where relevant:

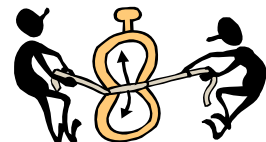
- Full site plan
- Boundary dimensions
- Distance to boundaries from proposal
- North point
- All existing and proposed buildings, including minor features such as decks and stairs, with dimensions and gross floor areas.
- Any retaining walls
- Driveway and note approximate gradient of driveway
- Parking and manoeuvring areas (including tracking curve)
- Outdoor living court
- Existing and proposed landscaping
- Full elevations with finished floor levels and site contours
- Any areas of earthworks (cut or fill)
- Street address and area of allotment
- Colours and materials to be used
- Name of draughtsperson, date drawn and references
- Location of any hazards associated with the site
- Location of any values identified in the Plan, including ecological, cultural and landscape values.



4 copies of the completed application form and accompanying information is required to be supplied. The 4 copies of the plans required can be made up of 1 full set of plans and 3 copies reduced to A4 size.

Processing Time Frames

Council endeavours to process Resource Management and Liquor Certificates within 20 working days from the date of receipt. This is not a requirement of the relevant legislation but rather an aim of the Annual Plan. If further information is requested (as outlined above) the working day count stops until such time as the information request is adequately satisfied.



Want to Know More



The text from the Proposed District Plan as Amended by Council Decision can be found on the council's website www.wdc.govt.nz under the public documents tab. All application forms can also be found on the internet.

A video supplied by the Ministry for the Environment detailing the resource consent process is available to be viewed at council.

For further information on resource consents and the District Plan(s), please refer to our other pamphlets in this series or contact the Duty Planner at the Whangarei District Council, Ph 430 4200.

The pamphlets are intended to provide general information on making an application. They are not intended as legal documents and may not be applicable in all circumstances.