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Application for Liquor Planning Certificate

This application is made pursuant to Section 100 (f) of the Sale and Supply of Alcohol Act 2012.

This form is designed to provide Council with required details, and must be submitted as part of your application. Please note that 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

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 Site Details

Site/s to which the application relates is described as:

No: _____ Street: _____

Suburb: _____

Name of premises: _____

Legal description(s): _____

2 Applicant Details

Name: _____

Address: _____

Postal address (if different): _____

Property Telephone (home/business/mobile): _____ Email: _____

3 Agent / Consultant Details *(if different from above)*

Company: _____ Contact person: _____

Address: _____

Postal address (if different): _____

Telephone _____ Email: _____

4 Payer *(mandatory)*

Name of Payer: _____

Address of Payer: _____

Postal address (if different to above): _____

Telephone (home/business/mobile): _____ Email: _____

Signature (mandatory) _____ Date: _____

**(NB: By signing this form you undertake to pay
Council's processing fees)**

5 Type of licence being applied for

- On-licence: sale of liquor for consumption on the premises
- Off-licence: sale of liquor for consumption off the premises
- Club-licence: sale of liquor for consumption by club members

6 General nature of business being applied for

- | | | | |
|--|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Tavern or bar | <input type="checkbox"/> Entertainment venue | <input type="checkbox"/> Mail order | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Sports Club | <input type="checkbox"/> Restaurant or cafe | <input type="checkbox"/> Supermarket | <input type="checkbox"/> Bottle store |
| <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Other (please state) _____ | | |

7 Hours of operation

The existing hours of operation are (if applicable): _____

The proposed hours of operation are: _____

8 Is there an existing licence?

- No Yes

If yes,

What is the licence number? _____

Will there be a change to the hours of operation? _____

Will the area of the building to be licensed change? _____

Will the ownership change? _____

9 Information to be submitted with the application

Attach two (2) copies of the following information in support of your application. If inadequate information is supplied, this may cause delays in processing the application.

- Site plan showing the location of the building tenancy and any onsite parking spaces available.
- Floor plan showing the layout and uses of the building/tenancy including any outdoor areas. The area(s) of the premises and/or the site where liquor is to be sold, supplied or consumed must be clearly shown.
- Certificate(s) of the title less than three months old for the site to which this application relates. Attach the title and any consent notices, covenants, easements attached to the title if relevant or affected by the proposed activity.
- If relevant, a copy of the most recent resource consent or any previous liquor planning certificates for the premise.
- Signage – Please provide details of existing and proposed signage.

10 Privacy Information

The council requires the information you have provided on this form to process your application under the Sale and Supply of Alcohol Act 2012 and to collect statistics. The council will hold and store the information, including all associated reports and attachments. The details may also be made available to the public on the council's website. These details are collected to inform the general public and community groups about all applications which have been processed or issued through the council. If you would like to request access to, or correction of any details, please contact the council.

11 Application fees

Please refer to Council's 'Schedule of Fees & Charges' at www.wdc.govt.nz/ratesandpayments/feesandcharges. You are required to pay an advance fee deposit at time of lodgement.

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.

12 Signature of applicant or agent

I hereby apply for this certificate under section 100 of the Sale and Supply of Alcohol 2012.

Full name: _____

Signature

Date