

Application for Building Certificate

Pursuant to the – Sale and Supply of Alcohol Act 2012

Fee: \$70.00 (includes GST)

Please read this first

This form will be scanned by electronic equipment. If you are filling this form with a pen, it is important that you:

- Use a blue or black pen to mark your answers;
- Use block capitals; and
- Print clearly.

You must obtain the Certificate of Use and Building Certificate before applying for a liquor licence.

The information provided in this form, and any documents attached to this application, will be used for purposes relating to lodging and processing an application for a liquor licence under the Sale and Supply of Alcohol Act 2012.

To: The Secretary
District Licensing Committee
Central Hawke's Bay District Council
PO Box 127
Waipawa

Details of licence

Licence type

☐ On-licence ☐ Off-licence ☐ Club licence ☐ New ☐ Renewal ☐ Variation

Other: (Please specify)

State the general nature of the business to be conducted if the licence is granted

☐ Tavern/bar ☐ Hotel ☐ Restaurant/cafe ☐ Bottle Store
☐ Entertainment venue ☐ Sports club/other club ☐ Supermarket ☐ Grocery Store
☐ Mail order ☐ Complementary to other goods sold (e.g. florist, gift baskets)

Is the sale of alcohol the principle purpose of the business?

☐ Yes ☐ No

Details of premises (Please print in CAPITALS)

Address of premises

Legal description

Trading name for the premises

Office Use only

Date Received:		Record Number:	
Receipt Number:		Licence Number:	
Amount Paid:		DLC Decision Number:	

Details premises (Please print in CAPITALS)

Liquor licence hours

Name of licensee

Postal address of licensee

Town

Postcode

Maximum occupancy limit

Details of applicant (Please print in CAPITALS)

Surname / company / trust / incorporated society

First name

Title (e.g. Mr, Mrs)

Postal address

Town

Phone Number:

Mobile Number:

Email Address:

Details of agent - If applying on behalf of applicant (Please print in CAPITALS)

Name of agent

Postal address of agent

Town

Phone Number:

Mobile Number:

Email Address:

Attachments

All applications must be accompanied with the following information. Complete the checklist, attach the necessary plans, and submit them with this application:

- ☐ A plan showing the areas of the site (including buildings) where alcohol is to be sold, supplied, or consumed.
- ☐ A plan drawn to a recognised metric scale of A3 or A4 size, and reproduced in dark permanent lines showing:
 - The position of any proposed buildings in relation to boundaries and any existing structures.
 - Existing and proposed floor plans showing designated areas, bar areas, toilets, kitchen etc.
 - Elevations for new buildings or alterations to existing buildings.

➤ **NOTE: Do not use plans stamped for previous approval)**

Correspondence

Preferred means for formal correspondence

☐ Mail ☐ Email

Invoice to:

☐ Agent ☐ Owner ☐ Applicant

Declaration

This application for a building certificate, pursuant to the Sale and Supply of Alcohol Act 2012, is made by me as the owner of the licensed premises.

Print Name:								
Signature of Applicant:								
Dated at		this		day of		2	0	
OR								
I am the licensee/agent (delete one) authorized by the owner to make this application for a building certificate, pursuant to the Sale and Supply of Alcohol Act 2012.								
Print Name:								
Signature of licensee/agent								
Dated at		this		day of		2	0	