

Application for Building & Planning Approval for Licenced Premises

Section 100(f), Sale and Supply of Alcohol Act 2012

All licenced premises must have a current Building & Planning Approval Certificate. This certifies that the proposed use of the premises for the sale of alcohol meets the requirements of the Building Act 2004 and Resource Management Act 1991.

A Building & Planning Approval Certificate is required for all new premises licenses. A Certificate may also be required if you are making changes to your business or building and applying for a variation of licence conditions.

It is recommended that you obtain this Certificate before applying for an alcohol licence.

Supporting Documentation

The following **must** be included with your application:

- The prescribed fee

Application Fee

Application fee \$151.50

Disclaimer

Please note: If the information listed above is not provided with your application it will not be formally accepted and will be placed on hold until the relevant information has been provided.

A copy of our privacy statement can be viewed on our website www.horowhenua.govt.nz/PrivacyStatement

Application for Building & Planning Approval for Licenced Premises

Section 100(f), Sale and Supply of Alcohol Act 2012

1. Details of Applicant

1.1 Full name of applicant: _____

1.2 Postal address (including post code): _____

1.3 Contact name: _____

1.4 Phone number: _____

1.5 Email: _____

1.6 Applicant Status (tick appropriate box)

Natural person (Individual)

Partnership

Limited Partnership

Public Company

Private Company

Trustee

Board, organisation or other body

Licensing or Community Trust

Body Corporate

Territorial Local Authority

Government Department or instrument of Crown

Manager under the Protection of Personal and Property Rights Act 1988

2. Details of Property

2.1 Street address: _____

2.2 Legal description of land where premises is located: _____

2.3 Property owner's full name: _____

2.4 Current or most recent property use: _____

3. Details of Business

3.1 Proposed trading name or building name: _____

3.2 Application type:

New licence Variation to licence conditions

3.3 Licence type:

On-Licence Off-Licence Club licence

3.4 Nature of proposed business (e.g. restaurant, bar, café, hotel, bottle store, supermarket, grocery store, remote sales, club, etc):

3.5 Other goods and services provided on site (other than sale and supply of alcohol and food):

3.6 Proposed days and hours of operation: _____

4. Details of Building

4.1 Type of building:

- New building
 Existing building currently used for a similar purpose
 Existing building currently used for a different purpose

4.2 Are you planning on making any alterations to the building: Yes No

If yes, please describe: _____

4.3 Building Warrant of Fitness expiry date (if applicable): _____

5. Signature

5.1 Signature of Applicant: _____

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Building

Existing Buildings

Refer to Schedule 2 of the Building (Specified Systems, Change the Use and Earthquake-prone Buildings) Regulations 2005

Previous use of the building: _____

Proposed use of the building: _____

Will the proposed activity be a change of use: Yes No

All Buildings

Is a consent required for any proposed alterations: Yes No N/A

Has a CCC or CPU been issued for any consents: Yes No N/A

Officer Name: _____

Planning

The zoning of the property where the activity is proposed to take place is: _____

The activity is classified as the following:

- Permitted activity
- Covered by existing resource consent
- Requires variation to existing resource consent
- Requires resource consent

Officer Name: _____

Application Fee

- If this application comes with a licence application, receipt to register with licence application
- If not with an application, receipt directly to prepayments
- Application fee code L_COM
- Receipt type 290

Building & Planning Approval Certificate for Licenced Premises Section 100(f), Sale and Supply of Alcohol Act 2012

Building

The building located at: _____

is suitable to be used for the purposes of: _____

and complies with the Building Act 2004.

Signed for and on behalf of Council:

Building Advisory Officer: _____ Date: _____

Planning

The proposed activity, which can be described as: _____

is suitable for the property located at: _____

and complies with the District Plan and the Resource Management Act 1991.

Signed for and on behalf of Council:

Resource Management Planner: _____ Date: _____