

Application for Building and Planning Certificates

Section 100 (f) of the Sale of Alcohol Act 2012

Information

An application for a new alcohol licence is required to be accompanied by two certificates issued for the purpose of section 100 (f) of the Sale and Supply of Alcohol Act 2012. These certificates are commonly referred to as a Building Certificate and a Planning Certificate.

Building and Planning Certificates must be provided with every application for a new premises alcohol licence, including applications that are made in respect of an existing business.

The purpose of the certificates is to ensure that every time a new alcohol licence is issued, the proposed use of licensed premises meets the requirements of the Building Code and the Resource Management Act 1991 and any changes made to those Acts in the time since an alcohol licence was most recently issued.

Application Fee

The cost for both Certificates is \$230.00 inclusive of GST. Payment is required at the time the application is made to Kaipara District Council.

Supporting documents

Applications for the Building and Planning Certificates need to be lodged at the same time, however, will be processed as separate applications. Each application must be accompanied by the following documents, prepared to a reasonably high standard and produced to a standard scale:

- The Planning Certificate application must be accompanied by a drawing that shows the floor plan of the proposed licensed premises in relation to the entire site or building in which the proposed premises are situated. The site plan must show all onsite car parking.
- The Building Certificate application must be accompanied by a drawing that shows the floor plan of the proposed premises. The plan must show all of the following features:
 - The specific areas proposed to be used for the sale, supply and consumption of alcohol;
 - The design and layout of all rooms and outdoor areas;
 - All fire exits and associated access routes;
 - All facilities for disabled persons; and
 - All sanitary facilities.

Lodgement and Payment Options

Payment Options

By mail: Send your cheque and this form to: Kaipara District Council,
Alcohol and Licensing Department, Unit 6, The Hub, 6
Molesworth Drive, Mangawhai, 0505.

By email licensingcertificates@kaipara.govt.nz

In person: Pay by cash, cheque or Eftpos at either Council Office, Unit 6,
6 Molesworth Drive, Mangawhai Village or 42 Hokianga Road,
Dargaville.

Direct credit Kaipara District Council 02-0308-0090743- 07
Reference as Building/Planning Certificate / Applicants Name

Office Use only	Cashier Name	Comments
Receipt No:		
Receipt Amount:		
Customer NAX number:		

Application for Building Act Certificate

Application for a Building Act Certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012 is made in accordance with the details set out below.

Applicant Details:

Full name of applicant:

Street address:

Postcode:

Postal address if different:

Postcode:

Telephone:	Mobile phone:
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Email:

Building Details:

Building name, if any:

Street address:

Application Details:

Type of licence applied for: On-licence Off- licence Club licence

Describe the business activity to be conducted (for example tavern, supermarket, restaurant, rugby club)

Further Details:

Select the most relevant answer from the options below:

- No alcohol licence has previously been granted in respect of this building, or
- An alcohol licence has previously been granted in respect of this building.
- The proposed business activity has previously been conducted from this building, or
- The proposed business activity has not previously been conducted from this building.
- Structural or physical changes have been made to the building since the last building consent and subsequent code compliance certificate were issued, or
- No structural or physical changes have been made to the building since the last building consent and subsequent code compliance certificate were issued.
- Structural or physical changes to the building are proposed in association with the business activity described above, or
- No structural or physical changes to the building are proposed in association with the business activity described above.

Applicant Signature: **Date:**

Application for Planning Certificate

Application for a Planning Certificate for the purpose of Section 100(f) of the Sale and Supply of Alcohol Act 2012 is made in accordance with the details set out below.

Applicant Details:

Full name of applicant:

Street address:

Postal address if different:

Postcode:

Telephone:	Mobile phone:
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Email:

Building Details:

Building name, if any:

Street address:

Application Details:

Type of licence applied for: On-licence Off- licence Club licence

Describe the business activity to be conducted (for example tavern, supermarket, restaurant, rugby club)

Further Details:

In terms of an alcohol licence, select the best option:

- An existing alcohol licence is currently issued in respect of the premises, or
- An existing alcohol licence is not currently issued in respect of the premises.

In terms of the business activity proposed to be conducted under the licence, select the best option:

- The proposed business activity is currently conducted on the premises, or
- The proposed business activity is not currently conducted on the premises.

If the proposed business activity is currently conducted on the premises, select the best option:

- Changes are proposed to the business conducted on the premises, or
- No changes are proposed to the business conducted on the premises.

Please be aware that applications concerning new business activity or proposed changes to existing business activity may require a more thorough assessment. If further information is required, the Kaipara District Councils planning team will contact you.

Applicant Signature:..... **Date:**