

## 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 alcohol 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 an alcohol 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