



Office use only
Property ID _____
Person ID _____
Receipt Number _____
Planning Pre Pay _____

**Application for Planning and Building Certificates**  
**The Sale and Supply of Alcohol Act 2012**

- Application for Building Compliance Certificate      Fee \$ \_\_\_\_\_
- Application for Planning Certificate      Fee \$ \_\_\_\_\_

*Fees are subject to change during the Council's Annual Plan process – please ask for the appropriate fee at the time of completing the application form*

**Details of the Contact Person**

Full Name: .....

Phone No.: ..... Mobile Number: .....

Email Address: .....

Preferred Contact Method:    Phone       Email

**Details of the Applicant**

Full Legal Name of Applicant (*or the exact company name as shown on the certificate of incorporation*)  
 .....

Usual Residential Address: .....

..... Post Code: .....

Postal Address for Service of Documents: .....

..... Post Code: .....

Phone No: ..... Mobile No: .....

Email address: .....

**Business Details**

Type of liquor licence sought:    On licence       Off licence       Club licence

What is the general nature of the business to be conducted under the licence?

Tavern/Bar	<input type="checkbox"/>	Café/Restaurant	<input type="checkbox"/>	Supermarket/Grocery	<input type="checkbox"/>
Hotel	<input type="checkbox"/>	Nightclub	<input type="checkbox"/>	Entertainment	<input type="checkbox"/>
Bottle Store	<input type="checkbox"/>	Club	<input type="checkbox"/>	Other <i>provide details below:</i>	<input type="checkbox"/>



**Premises Details**

Street Address: .....

Existing Trading Name: .....

Proposed Trading Name: .....

Existing Licence Number: ..... Expiry Date: .....

Existing Licenced Days and Hours: .....

.....

Proposed licenced days and hours: .....

.....

What is the maximum occupancy of the premises? .....

*If unsure contact DCC Building Warrant of Fitness [bwof.contact@dcc.govt.nz](mailto:bwof.contact@dcc.govt.nz)*

Is there an accessible toilet? Yes  No

Will there be live amplified music? Yes  No

Will there be outdoor seating? Yes  No

Has resource consent been issued previously for the proposed activity?

No  Yes  consent number: .....

**The Building in which the Premises Intended to be Licenced is:**

A new building – not yet built/under construction

Building Consent Number .....

An existing building to which alterations are being made and/or the use is being changed

Building Consent Number .....

An existing building to which alterations are being made that do not require a building consent

An existing building – no alterations or change of use are being made

Signature of the applicant or person authorised to sign on behalf of the applicant:

**Signed** ..... **Date** ..... **Place** .....

