

Application for Premises Certificate of Compliance (Alcohol)

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

About this application:

The Premises Certificate of Compliance (Alcohol) (required by s100(f) of the Sale and Supply of Alcohol Act informs prospective alcohol licence applicants of any Council requirements or consents they may need to comply with when planning and setting up their proposed business use. This includes any building, planning, or environmental health requirements (e.g. noise) required for the specific type of operation proposed.

Every application for an alcohol licence for a premises must be accompanied by a Certificate stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Code. Alcohol Licence applications cannot be accepted by the District Licensing Committee until a Premises Certificate of Compliance has been issued.

You need to apply for a Premises Certificate of Compliance (Alcohol) if you are opening a new licensed premises or where a change in ownership of an existing business. Processing times for certificates can take up to five weeks.

Check out our handy [step-by-step guide to getting an alcohol licence and preliminary steps](#).

This form is to be used to apply for a Premises Certificate of Compliance as required under Sections 100(f) of the Sale and Supply of Alcohol Act 2012. Please complete this form and forward it with all required documents. You can submit the form (and documents) on line. You will then be emailed an invoice for payment.

Accepted methods of payment are: CASH – EFTPOS – Internet Banking.

Note: All application fees are for processing of an application and are non-refundable, they must be paid when you apply.

We can only process your application once we have both the Proof of Payment of fees AND the required paperwork (application form and required documents).

Any questions contact the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or alcohollicensing@ccc.govt.nz

Note: The fee for this certificate is set by Council and may be subject to review annually with any changes taking effect on 1 July each year.

1. Details of applicant Please give full legal name as appears on your certificate of incorporation.

Licensee:

Contact first name(s):

Middle:

Family:

Mobile:

Landline:

Email:

Postal address:

Suburb:

City:

Post code:

Proposed trading name:

Proposed take over / opening date:

Application type and fee

Reason for application (determines fees type) – tick what applies:

Fee Type A

Existing licensed premises
change of business ownership (no other changes)

Fee Type B

Seeking an alcohol licence (site never been licenced)
Existing licensed premises – seeking a change to a
licence (e.g hours, area, or type of operation)
Please also complete an Application for Variation
Existing building / business – never previously licenced
New building – never previously licenced

For office use only:

Receipt: SL Certificate of Compliance (Alcohol), WBS 401/178

Receipt number:

Date:

2. Details of proposed business for the site

Type(s) of licence sought: On BYO Off Club

Hours of operation requested (please specify hours for each part of the operation and for on-licence the class of patron, e.g. diners, lodgers, any person present, any person attending a function/entertainment):

What is the general nature of the business to be conducted by the applicant in the premises if the licence is granted? (e.g. bottle store, remote sales, hotel, tavern, restaurant, entertainment/nightclub):

Is the sale of alcohol intended to be the principal purpose of the business? Yes No

If NO, what is intended to be the principal purpose of the business?

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food? Yes No

If YES, what is the nature of those other goods or services?

3. Details of property (legal details as on rating unit)

Name of building:

Legal address:

Is this site known by any other address?

Suburb:

City:

Zone:

Legal description:

DP:

4. Details of proposed business and building use

(tick all that apply)

New building: Yes No

New operation: Yes No

Change of building use: Yes No Previous use:

Alterations requiring building consent: Yes No

Are you proposing any future building alterations? Yes No

5. Details of building owner

Owner's name:

Postal address:

Suburb:

City: Zone:

Country:

Contact full name:

Phone:

Mobile:

Email:

This certifies that

has my / property owner consents to me selling / supplying alcohol on or from the premises detailed in this application and applying for an alcohol licence.

Signature of owner:

Date:

Tenure of the building: What right, title, estate or interest does the applicant have in the premises site to which this application relates?

Owner

Lease

Other (state)

6. Please attach the following documents:

You must provide the following documents (your application will not be accepted or processed without these documents)

Plans (must be to scale, not hand drawn)

Location plan indicating site (to assist with confirmation of legal address)

Floor Plans and Site Plans of the proposed layout to scale should be provided. Details should include:

Site dimensions (m2) including location of buildings on the site, the egress and number of toilets

Are there outdoor areas and uses? Yes No

Differentiation between public and private/staff areas

Annotated with proposed licensed area footprint (and dimensions in m2) indoors and outdoors

Car parking Number of parks

Cycle parking

Note: Failure to provide a scale plan and dimensions will result in a delay of the processing of the application.

Consents/authorisations

If any Consents existing or applied for, relating to the site or building for the proposed business use:

Copy of any Building Consent is existing/applied for related to the use of the site or building under the proposed business

Copy of any Resource Consent is existing/applied for related to the use of the site or building under the proposed business

Copy of any application/is existing for proposed changes to current use of the site or building for the proposed business

You should also provide the following documents to assist with assessment of your application (if these are not provided this will delay assessment of your application). Where necessary, to assist with assessment of whether City Plan and Building Code requirements will be met by your proposed business requiring an alcohol licence, you may be asked for more details of your proposed business operation (e.g. a Business Plan or similar).

Payment and submitting your application

Fee – Payment MUST accompany your application. Accepted methods of payment are: CASH – EFTPOS – Internet Banking.

Note: All application fees are for processing of an application and are non-refundable, they must be paid when you apply.

You can submit the completed form and documents online through our webpage. You will then be emailed an invoice for immediate payment.

We can only process your application once we have both the Proof of Payment of fees AND the required paperwork (application form and required documents).

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