

Application for Local Authority Certificate

(Resource Management & Building Code)
Sale and Supply of Alcohol Act 2012

All queries to be directed to Building and Planning Officers.

An application for a Local Authority Certificate must be submitted prior to applying for a new licence.

Incomplete applications cannot be processed and will not be accepted.

A complete application requires the following:

- | | <i>Please Tick</i> |
|---|--------------------------|
| 1. Application fee (refer to Fee Schedule) | <input type="checkbox"/> |
| 2. Accurate details of applicant and intended Business name, address and phone number | <input type="checkbox"/> |
| 3. Accurate details of proposed operation, including proposed opening hours | <input type="checkbox"/> |
| 4. Copy of existing licence if required | <input type="checkbox"/> |
| 5. All plans as detailed on application | <input type="checkbox"/> |
| 6. Building Consent number if required | <input type="checkbox"/> |

Please complete sections 1, 2 and 3 in full

1. Applicant Details

Name of Applicant (*either individual or company name*)

Trade or Business Name:

Postal Address:

Address of Premises:

Daytime Contact Phone No:

Email:

Current name of Premises:

2. Licence Details

Type of Licence: (Please tick one) On Off Club

What is the proposed general nature of business to be conducted by the applicant?

Supermarket Grocery store Club Bottle store Winery

Hotel Tavern Restaurant Other

If "Other", please describe:

Hours of Operation:

Is the Licence sought for (please tick box)

New Licensee for an existing operation

A new operation

– What type of operation are you intending to run from these premises?

A variation to an existing operation

(i) Change to hours

(ii) Change to licensed area

(iii) Change to licence type

3. Details of the Operation

The following are required to be attached to the application:

A current Site Plan (scale 1:100 or 1:200) showing compliance with the Resource Management Plan (e.g. car parking, access etc).
This must be a new plan (not a copy of a previous one).

A floor plan showing licence area/s.

Include seating plan (table layout), existing number of people for premises (maximum number), proposed number if changing premises.
Also show existing number of toilets on premises and if they are unisex/accessible toilets.

Plans showing means of egress

I have applied for Building Consent

Building Consent Number: _____

IMPORTANT – PLEASE ENSURE THE APPLICATION FORM IS SIGNED

Signature of applicant: _____

Date: _____

OFFICE USE: Planning

Zoning: _____

Permitted Activity

Yes No

Resource Consent granted

Yes No

Date granted: _____

Existing Use Rights apply

Yes No

OFFICE USE: Building

Building Consent required

Yes No

Date

Initials

Reasons

Applicant informed

Yes No

Building Consent applied for

Yes No

Building Consent granted

Yes No

Number: _____

Inspection Date: _____

Approved Not Approved

Feel free to contact us:



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