

APPLICATION FOR PLANNING AND BUILDING CERTIFICATES FOR PURPOSES OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012

Options Required			Council Use Only:
<input type="checkbox"/> Planning Certificate	<input type="checkbox"/> Building Certificate	<input type="checkbox"/> Both	SR no:

Applicants Details		
Mr / Mrs / Ms / Miss / Dr (circle which applies)		
First Name(s):	Last Name:	
Street Address:		
Postal Address:		
Phone Business:	Home:	Mobile:
Email:		

Premises Details	
Name of Building:	
Premises Location: Level of building	Position within that level:
Address of Proposed Licensed Premises:	
Suburb:	
Proposed trading name for the premises:	
Maximum occupancy limit (if known):	

Please select one of the following	
The building in which the premises intended to be licensed under the Sale and Supply of Alcohol Act 2012 is	
A	<input type="checkbox"/> A new building – i.e. not built yet or, in the process of being completed and subject to Building Consent no:
B	<input type="checkbox"/> An existing building to which alterations are being made and/or the use is being changed and subject to Building Consent no:
C	<input type="checkbox"/> An existing building to which alterations are being made that do not require a building consent.
D	<input type="checkbox"/> An existing building – no change of use or alterations being made: If you selected D please complete the following declaration: I _____ declare that the premises located at _____ Kapiti, that has operated as a _____ will continue to be operated as a _____ during my tenure. I declare that I do not intend to make alterations to the premises. I understand that if, at a later date, I decide to undertake alterations to the premises I must apply to Kapiti Coast District Council for all appropriate consents.

Owner's Details

Is the applicant the owner of the proposed licensed premises? Yes No If No, please complete the following:

Owner's full name:

Postal Address:

Suburb:

City:

Country:

Business Details: What Type of Alcohol Licence Do You Require? Please Tick

On licence – Sale of alcohol for consumption on premises

Off licence – Sale of alcohol for consumption off premises

Club licence – Sale of alcohol for consumption by club members

What is the general nature of the business to be conducted by the applicant if the license is granted? Tick one of the following:

Tavern/bar

Entertainment Venue

Mail Order

Hotel

Sports club/club

Supermarket

Restaurant/café

Bottle store

Grocery store

Complimentary to other goods sold (i.e. florist, gift baskets)

Is the sale of alcohol intended to the principal purpose of this business?

Yes No

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

On which days and during which hours does the applicant intend to sell alcohol under the license? (i.e. Monday to Sunday, 7am-3am the following day)

Print name:

Signature:

Date:

Additional Information Required (This application must be accompanied by the following information)

- A plan which includes nearby streets showing the level of the building and precise location of the proposed licensed premises within that level
- The correct fee for applications can be found on the Council website www.kapiticoast.govt.nz, or phone 04 296 4700 or 0800 486 486. These fees cover the first hour of processing time for this application. If additional time is needed it will be charged at our advertised hourly rate.
- A written statement from the building's owner consenting to the applicant selling alcohol on the premises.
- A current copy of the relevant certificate of title. You can obtain this online from linz.govt.nz or by phoning LINZ on 0800 665 463. This certificate is required because it will demonstrate documented evidence of the ownership and legal description of the land the premises is sited on.

The details listed above must be included with your application for it to be accepted

Please note: You must obtain the planning and building certificates before applying for an alcohol licence.

The information provided in this form and any documents attached to the application will be used for the purposes relating to lodging and processing an application for a alcohol licence under the Sale and Supply of Alcohol 2012.

Please send this application to: Building Consents, Kapiti Coast District Council, Private Bag 60601, Paraparaumu, 5254