

# Application for Town Planning and Building Certificates for purposes of the Sale and Supply of Alcohol Act 2012

Absolutely Positively  
**Wellington** City Council  
Me Heke Ki Pōneke

Please tick the option required		Council use only	
<input type="checkbox"/> Town planning certificate	<input type="checkbox"/> Building certificate	<input type="checkbox"/> Both	SR No:
<b>Applicant details</b>			
Full name:			
Street address:			
Postal address:			
Email:		Phone number:	
<b>Premises details</b>			
Name of building:			
Ground floor?	<input type="checkbox"/>	Other floor (specify):	Position within that floor (specify):
Address of proposed licensed premises:			
Proposed trading name for the premises:			
Maximum occupancy limit (if known):		BWof/Building Warrant of Fitness reference (if known):	
<b>Select one of the following</b>			
The building in which the premises intended to be licensed under the Sale and Supply of Alcohol Act 2012 is:			
<b>A</b>	<input type="checkbox"/> A new building – ie not built yet or, in the process of being completed and subject to:		
	Building consent service request no:		
<b>B</b>	<input type="checkbox"/> An existing building to which alterations are being made <b>and/or</b> the use is being changed and subject to:		
	Building consent service request no:		
<b>C</b>	<input type="checkbox"/> An existing building to which alterations are being made that do not require a building consent. Describe works in detail:		
<b>D</b>	<input type="checkbox"/> An existing building – no change of use or alterations being made.		
<b>If you selected D, please complete the following declaration:</b>			
I _____ declare that the premises located at _____			
Wellington, 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 the Wellington City Council for all appropriate consents.			

## Owner 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 the following:

- ☐ **On-licence** - Sale of alcohol for consumption **on** the premises
- ☐ **Off-licence** - Sale of alcohol for consumption **off** the 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 licence is granted? Tick one of the following:**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Tavern/bar      | <input type="checkbox"/> Entertainment venue | <input type="checkbox"/> Mail order    | <input type="checkbox"/> Complementary to other goods sold (ie florist, gift baskets) |
| <input type="checkbox"/> Hotel           | <input type="checkbox"/> Sports club/club    | <input type="checkbox"/> Supermarket   |   |
| <input type="checkbox"/> Restaurant/cafe | <input type="checkbox"/> Bottle store        | <input type="checkbox"/> Grocery store |   |

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?

Days and hours when alcohol is to be sold or supplied:

Print name:

Signature:

Date:

## Additional information required (include these with your application)

- A site plan which includes nearby streets and a floor plan showing the level of the building and precise location of the proposed licensed premises within that level.
- The correct fee (see fees listed below).
- A written statement from the building's owner consenting to the applicant selling alcohol on the premises.
- A current copy of the relevant record of title, no older than 3 months. You can obtain this online [linz.govt.nz](http://linz.govt.nz) or by phoning LINZ on **0800 665 463**. This certificate is required because it will demonstrate evidence of the ownership and legal description of the land the premises is sited on.

### Fees:

Town planning certificate: \$364.50

Building certificate: \$217

Both certificates: \$581.50

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

**Please note:** You must obtain the town 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 purposes relating to lodging and processing an application for an alcohol licence under the Sale and Supply of Alcohol Act 2012.

**Please send this application to:**

Resource Consents Team  
PO Box 2199, Wellington 6140

**Or email your completed application to:**

[planning.admin@wcc.govt.nz](mailto:planning.admin@wcc.govt.nz)