

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

Town planning certificate Building certificate Both

Council use only

SR No:

Applicant details

Full name:

Street address:

Postal address:

Email:

Phone number:

Premises details

Name of building:

Ground floor? 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): _____

Select one of the following

The building in which the premises intended to be licensed under the Sale and Supply of Alcohol Act is 2012 is:

A A new building - ie not built yet or, in the process of being completed and subject to:

Building consent service request no: _____

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

Building consent service request no: _____

C An existing building to which alterations are being made that do not require a building consent. Describe works in detail: _____

D 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 _____

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 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: \$357.50

Building certificate: \$217

Both certificates: \$574.50

How to pay

Internet banking:

The Council's bank account number is 06 0582 0106111 00. Use "RC" followed by the site address as a reference.

Online: Pay online using your credit card. Visit wellington.govt.nz/payonline, choose Property from the dropdown box and follow the instructions.

Phone: You can pay over the phone with your credit card. Phone us on 04 801 3718.

In person:

You can pay in person with your debit or credit card at our Council service desks at:

Te Awe Library, 29 Brandon Street, 8am-5pm Monday to Friday
or Johnsonville Library, 34 Moorefield Road, 10am-5pm Monday to Friday

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