

## **APPLICATION PLANNING CERTIFICATE AND BUILDING CERTIFICATE FOR LIQUOR PREMISES**

### *Explanatory Notes:*

*Planning and building certificates are required before a person, partnership, company or club can apply for a liquor licence for new or existing licensed premises. Certificates may also be necessary to vary the type of licence or licence conditions. The certificates do not permit the applicant to sell or supply liquor.*

*On payment of the required fees, the planning and building certificates will be processed. Please note that the Building Certificate is a fixed fee and that the Planning Certificate is a deposit fee. The final cost of the Planning Certificate will be determined by the amount of time it takes to process the application which in turn is dependent on the quality of the information provided to Council. If it cannot be established that the premises is a permitted activity under the Operative District Plan or that the premises does not have existing use rights a resource consent application must be applied for and granted by Council before a Planning Certificate can be issued.*

*Once the planning and building certificates have been obtained, the applicant can then apply for a liquor licence in the appropriate manner and must attach the certificates to the liquor licence application.*

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I hereby apply for a Planning Certificate and for a Building Certificate pursuant to Sections 9(1)(e) or Section 31(1)(e), or Section 55 (1)(e) of the Sale of Liquor Act 1989.

### **DETAILS OF APPLICANT/S (Licence Name)**

I (Full Name) \_\_\_\_\_

Street Address \_\_\_\_\_

D.O.B.            /    /            Occupation \_\_\_\_\_

Postal Address (for service of documents) \_\_\_\_\_

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Contact telephone number - business \_\_\_\_\_

- facsimile \_\_\_\_\_

- mobile \_\_\_\_\_

- home \_\_\_\_\_

Signature of applicant/agent \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

## SITE DETAILS

The premises are located at \_\_\_\_\_

Legal description of the property \_\_\_\_\_

A current Certificate of Title (issued within the last three months) must be provided including a copy of all relevant interest that are registered upon the Certificate of Title.

Name of the premises \_\_\_\_\_

Indicate the type of liquor licence

On Licence       Off Licence       Club Licence

State the general nature of the business

\_\_\_\_\_

\_\_\_\_\_

A site plan (generally photocopied plans from Council files do not suffice) must be provided showing the following:

- a) A clearly drawn to scale site plan showing title boundaries
- b) Calculation of the gross floor area of the premises
- c) The position of any common pedestrian areas
- d) The position of any loading spaces
- e) The position of rubbish storage areas
- f) The position of any landscaped areas
- g) The position of any space that is used for unloading goods
- h) The position of car parking spaces provided by the premise
- i) The position of tracking curves for a 90 percentile car
- j) The position of tracking curves for a 90 percentile truck
- k) The position of signage displayed by the premise
- l) The clear demarcation of any multiple uses within the premise e.g. bottle shop and restaurant
- m) Those parts of the premises that are to be used for the sale or supply of liquor
- n) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or a supervised areas.
- o) Each entrance to the premises that is to be designated as a principal entrance.

Please also provide details (including the height off ground and the m<sup>2</sup> area) for all free-standing signs on the property.

**HOURS**

- (i) If existing licensed premises, please state the **existing** hours the premises are open  
\_\_\_\_\_
  
- (ii) If existing licensed premises, please state the **existing** hours the Bar Facilities are open  
\_\_\_\_\_
  
- (iii) Please state the **proposed** hours the premises will be open  
\_\_\_\_\_
  
- (iv) Please state the **proposed** hours the Bar Facilities will be open  
\_\_\_\_\_

**IF A RESTAURANT**

- (i) Please state the seating capacity of the restaurant \_\_\_\_\_
  
- (ii) Please state the proposed number of employees \_\_\_\_\_

**IF A CLUB**

- (i) Please state the number of members presently in the Club, and any proposed membership increase if applicable  
\_\_\_\_\_
  
- (ii) Please state whether the Club enjoys reciprocal arrangements with other Clubs  
 YES             NO

**IF A TAVERN**

Please state the seating capacity of the tavern \_\_\_\_\_

**ESTABLISHMENT OF PREMISES**

- (i) When were the premises established? \_\_\_\_\_
  
- (ii) How were the premises established? \_\_\_\_\_
  
- Permitted Activity under the Operative District Plan
- Existing use rights
- Resource Consent

You must provide supporting evidence and documentation of how the premises were established. If you are unable to provide Council documentation that the premises were legally established and if you do not comply with the current provisions of the District Plan you will need to apply for a Resource Consent before applying for the Planning Certificate.

**DECLARATION** (to be filled in by the applicant)

I/We declare that the premises for which this Planning Certificate is sought, being \_\_\_\_\_  
\_\_\_\_\_ is operating in full compliance with the provisions of the Operative District Plan/  
Resource Consent/Existing Use Rights Certificate granted on \_\_\_\_\_  
reference \_\_\_\_\_ and I/we are meeting and undertake to continue to meet all Resource  
Consent conditions/operate within the scope of the Operative District Plan/Existing Use Rights  
Certificate.

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

**Where to go for information**

Property files may be viewed at Council Offices (35 Coles Crescent, Papakura). Please note that site plans within the property files may not be suitable to use for your application.

It is possible to meet a Building Control Officer or a Duty Planner with regard to the respective Building and Planning Certificates between the hours of 8am and 4.30pm at Council Offices.