

**Application for town planning and building certificates
for purposes of the Sale of Liquor Act 1989**

Please tick the option required

- Town planning certificate Building certificate
 Both

Council use only

SR No

Applicant's details

Name: _____

Street address: _____

Postal address: _____

Phone Business: _____ Home: _____ Mobile: _____

Premises details

Name of building: _____

Premises location:
• the level of the 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 of Liquor Act 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.
- D) An existing building – **no** change of use or alterations being made.

If you selected D, please complete the following declaration:

Where the premises is an existing building or is part of an existing building and there will be no change of use or alterations:

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'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 liquor licence do you require? Please circle:

- **On licence** Sale of liquor for consumption on the premises
- **Off licence** Sale of liquor for consumption off the premises
- **Club licence** Sale of liquor for consumption by club members

What is the general nature of the business to be conducted by the applicant if the licence is granted?

Circle one of the following:

| | | |
|--|---------------------|---------------|
| Tavern/bar | Entertainment venue | Mail order |
| Hotel | Sports club/club | Supermarket |
| Restaurant/café | Bottle store | Grocery store |
| Complementary to other goods sold (ie florist, gift baskets) | | |

Is the sale of liquor intended to be the principal purpose of the 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 liquor under the licence? (ie Monday to Sunday, 7am–3am the following day) _____

Print name: _____

Signature: _____ Date: ____/____/____

Additional information required

This application must be accompanied by:

- a plan which includes nearby streets showing the level of the building and the precise location of the proposed licensed premises within that level
- the correct fee as follows: town planning certificate \$385, building certificate \$250, both certificates \$385. These fees cover the first hour of processing time for this application. If additional time is needed, a charge of \$150 per hour will apply.
- a written statement from the building's owner consenting to the applicant selling liquor 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 documentary evidence of the ownership and legal description of the land the premises is sited on.

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 a liquor 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 a liquor licence under the Sale of Liquor Act 1989.

Please send this application to: **Resource Consents Team, Development, Planning & Compliance**
PO Box 2199, Wellington 6140