

# APPLICATION FOR A CERTIFICATE OF USE OF PREMISES UNDER THE SALE AND SUPPLY OF ALCOHOL ACT 2012



This is an application for a certificate of suitability for the purposes of the Sale and Supply of Alcohol Act, certifying that the proposed use of premises meets the requirements of the Resource Management Act 1991 and of the NZ Building Code to the extent required by the Building Act 2004.

**Application fee: Refer to Council's Resource Consent & Subdivision fees list.**

**NOTE: This certificate must be obtained prior to applying for your alcohol licence. Please refer to Council's Local Alcohol Policy prior to submitting this application, or contact the Environmental Health Technician via email: [environmental.health@huttcity.govt.nz](mailto:environmental.health@huttcity.govt.nz)**

## DETAILS OF APPLICANT:

Name:

NB: This must be the same as the applicant for the alcohol licence.

Address of Applicant:

Daytime contact number(s):

Email address:

## DETAILS OF PREMISE IN RESPECT OF WHICH A LICENCE APPLICATION IS TO BE MADE:

Premise current name:

Premise proposed name:

Premise address:

The premise is:  
(tick the appropriate box)

- A new building - either in the process of being built or about to be built and subject to Building Consent No: .....
- An existing building - to which alterations are being made **and/or the use is being changed** and subject to Building Consent No: .....
- An existing building – with no change of use or alterations being made or intended to be made.

*If this box has been ticked, complete the following declaration:*

I, ..... declare that this premise that has been operating as a ..... will continue to be operated as such during my tenure and I declare that I do not intend to make alterations or change the use of this premise without first obtaining the necessary consents from Hutt City Council

Maximum occupancy numbers:

**EXISTING AND PROPOSED LIQUOR LICENCES:**

What type of alcohol licence is sought? *(Tick appropriate box)*  On Licence  Off Licence  Club Licence

Indicate the general nature of the business to be conducted:

<input type="checkbox"/> Hotel	<input type="checkbox"/> Bottle store	<input type="checkbox"/> Restaurant/café
<input type="checkbox"/> Tavern	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Restaurant/café – BYO only
<input type="checkbox"/> Nightclub	<input type="checkbox"/> Grocery store	<input type="checkbox"/> Club
<input type="checkbox"/> Function/Entertainment venue		
<input type="checkbox"/> Remote Seller (Mail order/Internet sales)		
<input type="checkbox"/> Other, eg wine cellar door, brewery off-licence, theatre/cinema, retirement village		
.....		

What are the proposed hours of the intended alcohol licence?

Is the sale of alcohol intended to be the **principal** purpose of the business?  Yes  No  
If No, what is the intended **principal** purpose of the business?

What type of alcohol licence is currently in place?

What is the current nature of the business?

What are the hours of the existing alcohol licence?

Signature of applicant:

Date: .....

**Additional requirements to accompany this application:**

- Certificate of title for the property
- Fee
- Floor Plan