Application for Alcohol Licensing Building and Planning Certificate



How to apply for a Building and Planning Certificate

Under section 100 of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to to apply for a building and planning certificate.

Your application will not be processed unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted.

What you need to do

- Supply completed application form
- Supply all required supporting documents
- Pay application fee

How to submit your application

- Post Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand
- Email customer.services@tcdc.govt.nz
- Drop off your application at any of our service centers

What to include *[*]

Application fee - Planning \$350 and Building \$395 = \$745

Floor plan showing the layout and uses of the building including any outdoor area. Show areas where alcohol is to be sold, supplied or consumed

Certificate of Title (CT) - less than 2 months old

If relevant, a copy of the most recent resource consent and/or any previous planning certificates for the premise

Copy of current building warrant of fitness (if applicable)

Applicant details

Applicant name (name to appear on alcohol licence)									
Daytime Contact Name	Postal address for service documents								
Telephone Number									
Email address									

Building details

Street address	
Legal description	
Occupancy	

Application type

	New alcohol licen (no existing licenc		or				nge to o <i>opera</i>		ng licen	see				
Kind	ON O	FF CLUB												
Prop tradi	osed ng name													
Prop	osed days and h	ours of operation												
MONDAY (hours from)			(to)				TUESDAY (hours from)			(to)		_	
	WEDNESDAY (hours from))				THURSDAY (hours from)			(to)			
	FRIDAY (hours from))				SATURDAY (hours from)				(to)		
SUNDAY (hours from) (to)														
Wha	t is the general n	ature of the busine	ss?											
	Restaurant	Bar/tavern		Cafe		Hotel		Bo	ttle re		Supermarket	Internet		Winery
	Other (specify)													
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?														
	s the application S, describe the wo	involve new buildi ark involved:	ng wo	ork?							YES	NO		
What is the building currently used for? If vacant, what was the previous use?														
List a	any previous reso	ource or building co	onsen	ts (if know	m):									

Applicant Signature

Payment options

By Mail - Send a cheque with the application to Thames-Coromandel District Council, Private Bag 1001, Thames 3540

In person - You can pay by cash, eftpos or credit card at any of our service centers Thames, Whangamta, Whitianga and Coromandel or online at <u>www.tcdc.govt.nz/internetbanking</u>

Office use only	APPLICATION FEE (Including GST)	RECEIPT NUMBER	RECEIPT AMOUNT	PAYMENT RECEIVED	CASHIER NAME						
	COMMENTS										