

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.

Basic instructions on how to apply are at the end of this form.
For additional help go to: huttcity.govt.nz/apply-online

An up-to-date version of Adobe Reader is required to fill this form out online. Download for free  get.adobe.com/reader/

Application Fee: \$310.00

NOTE: This certificate must be obtained prior to applying for your alcohol licence

DETAILS OF APPLICANT:

Name:

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)*

<input type="checkbox"/> On Licence	<input type="checkbox"/> Off Licence	<input type="checkbox"/> Club Licence
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Indicate the general nature of the business to be conducted:

<input type="checkbox"/> Hotel	<input type="checkbox"/> Hotel/Tavern	<input type="checkbox"/> Restaurant/café
<input type="checkbox"/> Tavern/Bar	<input type="checkbox"/> Bottle store	<input type="checkbox"/> Restaurant/café – BYO only
<input type="checkbox"/> Nightclub	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Entertainment venue
<input type="checkbox"/> Club	<input type="checkbox"/> Grocery store	<input type="checkbox"/> Mail order/Internet sales
<input type="checkbox"/> Other		

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?

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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?

Dated at this day of 20

Signature of applicant:

Additional requirements to accompany this application:

- Certificate of title for the property
- Fee (\$310)
- Floor Plan

HOW TO COMPLETE AND SUBMIT THIS FORM

Additional information

If there isn't enough room on the form for all the information you wish to give us, please include the additional information as a separate PDF with your application (please state your name, the application address, and the question to which the information refers).

Electronic signatures

Hutt City Council Environmental Consents Division will accept this application form with a digital signature created through Adobe or your existing digital signature. If you click on the pink arrow in the signature box, or choose 'Place signatures' from the tools menu on the right hand side, Adobe will prompt you to add your digital signature, or take you through the easy steps to create one.

How to submit

Once you have completed and added the required signatures, please save it to your computer. You can then submit it with your supporting documentation by selecting 'Apply for it' under the 'Do it here' menu at huttcity.govt.nz.

If you would prefer to post or deliver your application, please print it, and send or deliver it to: Environmental Consents Division, Hutt City Council, Private Bag 31912, Lower Hutt 5040.

For enquiries, please phone 04 570 6666