

CERTIFICATE OF COMPLIANCE

Section 100(f) Sale and Supply of Alcohol Act 2012

Every application for a new On, Off or Club licence must be accompanied by a Certificate of Compliance stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Code.

Alcohol Licence applications cannot be accepted until a Certificate of Compliance has been issued.

Incomplete applications cannot be processed and will not be accepted.

USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:	
Fee of \$150.00 incl GST	<input type="checkbox"/>
1. Details of applicant and intended business name, address and telephone number	<input type="checkbox"/>
2. Details of proposed operation, including proposed opening hours	<input type="checkbox"/>
3. Floor plans and site plans as detailed in section 3	<input type="checkbox"/>
4. Details of building owner and property	<input type="checkbox"/>
5. Details of building use	<input type="checkbox"/>
6. Signature	<input type="checkbox"/>

Applications can be delivered to Nelson City Council, 110 Trafalgar Street, Nelson or posted to PO Box 645, Nelson 7010.

For enquiries please contact 546 0200 or email regulatory@ncc.govt.nz

Once all the correct information is provided it generally takes 15 working days for the Certificate of Compliance to be issued.

1. Applicant Details

Full legal name or names of Licensee (either individual or company name)

Contact name (first name and surname)

Postal address for service of documents

Phone

Mobile

Email

Proposed Trading/Business name

Current name of premises (if an existing operation)

2. Operation Details

Type of Licence sought: ON BYO OFF CLUB

What is the proposed general nature of business to be conducted by the application (e.g. hotel, tavern, restaurant, nightclub, supermarket, bottle store, sports club)

Proposed licence days and hours:

Reason for application (please select one)

- Seeking an alcohol licence for premises not currently licensed
- Change of business ownership/new licensee for existing operation
- Seeking a change to a licence
 - Change of hours
 - Change to licensed area(s)

3. Plans

The following are required to be attached to the application:

- A current Site Plan (scale 1:100 or 1:200) including location of buildings on the site, outdoor areas and uses, means of egress, existing number of toilets on premises and if they are unisex/accessible toilets
- A floor plan showing area(s) to be covered by the licence
- A seating plan (table layout) and details of existing number of people for premises (maximum number), and the proposed number if changing premises

4. **Building Owner and Property Details**

Owner/s name

Postal address

Phone

Mobile

Email

Address of building

Legal Description (Lot or DP number)

Warrant of Fitness expiry date

5. **Details of Building Use and any Proposed Changes**

New building

Yes

No

If yes consent number:

Change of building use

Yes

No

Previous Use:

Alternations requiring building consent

Yes

No

If yes consent number:

Outdoor dining required

Yes

No

If yes, is there a current 'licence to occupy' already in place:

6. **Signature**

Applicant's signature

Date

What next?

- Your application will be assessed to make sure you have provided all of the required information and you may be contacted to discuss the application.
- Once all the correct information is provided it generally takes 15 working days to process your application.

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