

CERTIFICATE OF COMPLIANCE

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

SR:

Fee Paid:

Receipt Number:

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 \$211.20 incl. GST – this application must be accompanied by the prescribed fee	☐
1. Details of applicant and intended business name, address, and telephone number	☐
2. Details of proposed operation, including proposed opening hours	☐
3. Floor plans and site plans as detailed in section 3	☐
4. Details of building owner and property	☐
5. Details of building use	☐
6. Signature	☐

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 enquiries@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

Date of Birth

Proposed Trading/Business name

Current name of premises (if an existing operation)

2. **Operation Details**

Type of Licence sought: ☐ ON ☐ 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 existing number of people for premises (maximum capacity), 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**

	Yes	No	
Is there a proposed increase in occupancy?	☐	☐	
New building	☐	☐	
Change of building use	☐	☐	Previous Use:
Alternations requiring building consent	☐	☐	If yes consent number:
Outdoor dining required	☐	☐	If yes, is there a current 'licence to occupy' already in place:

6. **Signature**

Applicant's signature

Date

What next?

- This application must be accompanied by the prescribed fee. It will then 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.

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

The information on this form, including your personal information, is being collected by Nelson City Council to assess your eligibility for certification under the Sale and Supply of Alcohol Act 2012. All information will be provided to Regulatory staff of Council as well as relevant agencies to ensure this process is completed lawfully.

The Sale and Supply of Alcohol Regulations 2013 requires information on your application, including your personal information and that of named staff, to be made publicly available at Nelson City Council during office hours. Information relating to the premises itself will be made available on the Nelson City Council website.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact the Regulatory Team on 03 546 0200 or email Privacy@ncc.govt.nz