

**APPLICATION FOR  
CERTIFICATES OF USE OF PREMISES  
UNDER THE SALE AND SUPPLY OF ALCOHOL ACT 2012**



This is an application for Certification 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: \$174-00 Note: Your alcohol licence can be applied and paid for at the same time as the Certificates of Use

**Applicant**

NAME OF APPLICANT

ADDRESS OF APPLICANT

TELEPHONE (DAYTIME)

CELL PHONE

EMAIL ADDRESS

**Premises**

NAME OF BUILDING

LEVEL

POSITION WITHIN LEVEL

STREET ADDRESS

SUBURB

MAXIMUM OCCUPANCY LIMIT (IF KNOWN)

PROPOSED TRADING NAME FOR THE PREMISES

The building in which the premises intended to be licensed under the sale of liquor act is: (CHOOSE ONLY ONE OPTION BELOW)

A new building – ie not built yet or, in the process of being completed and subject to building consent reference:

An existing building to which alterations are being made and/or the use is being changed and subject to building consent reference: \_\_\_\_\_

An existing building to which alterations are being made that do not require a building consent.

An existing building—no change of use or alterations being made. Please complete the following declaration:

I \_\_\_\_\_ declare that the premises located at \_\_\_\_\_

Upper Hutt, that has operated as a \_\_\_\_\_ will continue to be operated as a

\_\_\_\_\_ during my tenure. I declare that I do not intend to make alterations to the premises. I understand that if, at a later date, I decide to undertake alterations to the premises, I must apply to Upper Hutt City Council for all appropriate consents.

**Owner of premises** (IF DIFFERENT FROM APPLICANT)

NAME

POSTAL ADDRESS

SUBURB

CITY/TOWN

COUNTRY

**Business details**

The liquor licence required is: (CHOOSE ONLY ONE OPTION BELOW)

 ON Licence: sale of liquor for consumption ON the premises OFF Licence: sale of liquor for consumption OFF the premises CLUB Licence: sale of liquor for consumption by club members ON the premises

The general nature of business to be conducted by the applicant if the licence is granted is: (CHOOSE ONLY ONE OPTION BELOW)

 Tavern/bar Entertainment venue Mail order Hotel Sports club/other club Supermarket Restaurant/café Bottle store Grocery store Complementary to other goods sold (such as a florist, or gift baskets)Is the sale of liquor intended to be the principal purpose of the business? **YES / NO**

If "NO," the principal purpose of the business is:

On which days and during which hours does the applicant intend to sell liquor under the licence?  
(for example: Monday to Sunday, 7.00 pm – 3.00 am the following day)

SIGNATURE OF APPLICANT

DATE

**Additional information required**

To be processed, this application must be accompanied by the following:

- A plan which includes nearby streets showing the level of the building and the precise location of the proposed licensed premises within that level.
- The correct fee(s) for a Certificate of Use and/or Building Certificate (REFER TO THE CURRENT SCHEDULE OF FEES AND CHARGES)
- A written statement from the building's owner consenting to the applicant selling liquor on the premises.
- A current copy of the relevant Certificate of Title (computer freehold register). You can obtain this online from [www.linz.govt.nz](http://www.linz.govt.nz) or by calling LINZ on 0800 665 463. This certificate is required because it will demonstrate documentary evidence of the ownership and legal description of the land the premises is sited on.