

Public Use and Building Certificate

APPLICATION FOR CERTIFICATION



For the purposes of the Building Act 2004 and the Sale and Supply of Alcohol Act 2012. You must obtain a Certificate of Use **and** a Building Certificate **before** applying for a liquor licence. This information and any documents attached will also be used for purposes relating to lodging and processing an application for a liquor licence.

This application is for: Certificate of Public Use Building Certificate (TICK ALL THAT APPLY)

Applicant

NAME OF APPLICANT

STREET ADDRESS

POSTAL ADDRESS

TELEPHONE (DAYTIME)

MOBILE

FAX

EMAIL (PLEASE PRINT)

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)

- | | | |
|---|---|--|
| <input type="checkbox"/> Tavern/bar | <input type="checkbox"/> Entertainment venue | <input type="checkbox"/> Mail order |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Sports club/other club | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Restaurant/café | <input type="checkbox"/> Bottle store | <input type="checkbox"/> Grocery store |
| <input type="checkbox"/> 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 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.