

# APPLICATION FOR TOWN PLANNING + BUILDING CERTIFICATES FOR THE PURPOSES OF THE SALE + SUPPLY OF ALCOHOL ACT 2012



## PLEASE TICK THE OPTION REQUIRED

Town planning certificate

Building certificate

Both

## APPLICANTS DETAILS

Full name

Street address

Postal address

Email

Phone

## PREMISES DETAILS

Name of building

Ground floor

Other floor / please specify

Position with that floor / please specify

Address of proposed licensed premises

Proposed trading name for the premises

Maximum occupancy limit / if known

BWoF / Building Warrant of Fitness reference / if known

## Privacy

We take your privacy seriously.  
To find out why Palmerston North City Council collects and stores your personal information,  
what we will use it for and with whom we can share it, see our privacy statement: [pncc.govt.nz/privacy](https://pncc.govt.nz/privacy)



# APPLICATION FOR TOWN PLANNING + BUILDING CERTIFICATES FOR THE PURPOSES OF THE SALE + SUPPLY OF ALCOHOL ACT 2012



Select one of the following:

## THE BUILDING IN WHICH THE PREMISES INTENDED TO BE LICENSED UNDER THE SALE AND SUPPLY OF ALCOHOL ACT 2012 IS:

<b>A</b>	A new building - ie not built yet or, in the process of being completed and subject to: Building consent number
<b>B</b>	An existing building to which alterations are being made and/or the use is being changed and subject to: Building consent number
<b>C</b>	An existing building to which alterations are being made that do not require a building consent. Describe works in detail:
<b>D</b>	An existing building - no change of use or alterations being made

If you selected D, please complete the following declaration:

I,	declare that the premises located at
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 premises.	
I understand that if, at a later date, I decide to undertake alterations to the premises, I must apply to the Palmerston North City Council for all appropriate consents.	

## OWNER DETAILS

Is the applicant the owner of the proposed licensed premises?	Yes	No
If no, please complete the following:		
Owner's full name		
Postal address		
Suburb	City	Country

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## BUSINESS DETAILS

What type of alcohol license do you require? Please tick the following:

**On-licence** / Sale of alcohol for consumption **on** the premises

**Off-licence** / Sale of alcohol for consumption **off** the premises

**Club licence** / Sale of alcohol for consumption by club members

What is the general nature of the business to be conducted by the applicant if the licence is granted?

Tavern / bar	Entertainment venue	Mail order
Hotel	Sports club / club	Supermarket
Restaurant / cafe	Bottle store	Grocery store

Complementary to other goods sold (ie florist, gift baskets)

Is the sale of alcohol intended to be the principal purpose of the business? ☐ Yes ☐ No

If no, what is intended to be the principal purpose of the business?

Days and hours when alcohol is to be sold or supplied:

Print name

Signature

Date

## ADDITIONAL INFORMATION REQUIRED

Include this with your application

A floor plan showing the level of the building and precise location of the proposed licensed premises within that level.

## FEES

Town planning certificate **\$400**

Building certificate **\$109**

Both certificates **\$509**

**THE INFORMATION LISTED ABOVE MUST BE INCLUDED WITH YOUR APPLICATION FOR IT TO BE ACCEPTED**

Please note: You must obtain the town planning and building certificates before applying for an alcohol licence.

The information provided in this form and any documents attached to the application will be used for purposes relating to lodging and processing an application for an alcohol licence under the Sale and Supply of Alcohol Act 2012.

Please send this application to: **Palmerston North City Council, Resource Consents Team, Private Bag 11034, Palmerston North 4410**

or email your completed application to: [rcapp@pncc.govt.nz](mailto:rcapp@pncc.govt.nz)