



Application for Building and Planning Certificates

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

1 Information

An application for a new alcohol licence is required to be accompanied by two certificates issued for the purpose of section 100(f) of the Sale and Supply of Alcohol Act 2012. These certificates are commonly referred to as a building certificate and a planning certificate.

Building and planning certificates must be provided with every application for a new premises alcohol licence, including applications that are made in respect of an existing business.

The purpose of the certificates is to ensure that every time a new alcohol licence is issued, the proposed use of licensed premises meets the requirements of the Building Code and the Resource Management Act 1991 and any changes made to those Acts in the time since an alcohol licence was most recently issued.

2 Application Fees

The cost for each certificate (Building and Planning Certificate) is \$230.00 inclusive of GST. Payment is required at the time the application is made to Kaipara District Council.

3 Supporting Documents

Applications for the building and planning certificates need to be lodged at the same time, however, will be processed as separate applications. Each application must be accompanied by the following documents, prepared to a reasonably high standard, and produced to a standard scale:

	The planning certificate application must be accompanied by a drawing that shows the floor plan of the proposed licensed premises in relation to the entire site or building in which the proposed premises are situated. The site plan must show all onsite car parking.
	The building certificate application must be accompanied by a drawing that shows the floor plan of the proposed premises. The plan must show all of the following features:
	<ul style="list-style-type: none"> The specific areas proposed to be used for the sale, supply and consumption of alcohol;
	<ul style="list-style-type: none"> The design and layout of all rooms and outdoor areas;
	<ul style="list-style-type: none"> All fire exits and associated access routes;
	<ul style="list-style-type: none"> All facilities for disabled persons; and
	<ul style="list-style-type: none"> All sanitary facilities.

4 Lodgement and Payment Options

Payment Options

In person: Pay by cash or Eftpos at either Council Office at Unit 6, 6 Molesworth Drive, Mangawhai Village, or 32 Hokianga Road, Dargaville.

By email: licensingcertificates@kaipara.govt.nz

By direct credit to Kaipara District Council 02-0308-0090743-07 (please use Building/Planning Certificate and Applicant's name as a reference)

Office Use Only	Cashier name	Comments
Receipt number		
Receipt amount		
Customer NAX number		

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Application for a Building Act Certificate

Application for a Building Act Certificate for the purpose of Section 100(f) for the Sale and Supply of Alcohol Act 2012 is made in accordance with the details set out below:

Applicant Details

Full name of Applicant			
Street Address			Postcode
Postal Address (if different)			Postcode
Telephone		Mobile	
Email			

Building Details

Building Name (if any)			
Street Address			Postcode

Application Details

Type of licence applied for	<input type="checkbox"/>	On-licence	<input type="checkbox"/>	Off-licence	<input type="checkbox"/>	Club licence
Describe the business activity to be conducted (for example tavern, supermarket, restaurant, rugby club)						

Further Details

In terms of an alcohol licence, please select either "Yes" or "No" to the following:	Yes	No
Has an alcohol licence previously been granted with respect to this building?	<input type="checkbox"/>	<input type="checkbox"/>
Has the proposed business activity previously been conducted from this building?	<input type="checkbox"/>	<input type="checkbox"/>
Have any structural or physical changes been made to the building since the issue of the last building consent and subsequent code compliance certificate?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any proposed structural or physical changes to the building in relation to the business activities described above?	<input type="checkbox"/>	<input type="checkbox"/>

Please be aware that applications concerning new business activity or proposed changes to existing business activity may require a more thorough assessment. If further information is required, the Kaipara District Council's Planning Team will contact you.

Applicant's signature		Date	
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Application for Planning Certificate

Application for a Planning Certificate for the purpose of Section 100(f) for the Sale and Supply of Alcohol Act 2012 is made in accordance with the details set out below:

Applicant Details

Full name of Applicant			
Street Address			Postcode
Postal Address (if different)			Postcode
Telephone		Mobile	
Email			

Building Details

Building Name (if any)			
Street Address			Postcode
Number of onsite carparks		Number of persons accommodated by the activity	
Gross floor plan area (m ²) of buildings associated with the activity			
Outdoor area (m ²) associated with the activity			

Application Details

Type of licence applied for	<input type="checkbox"/>	On-licence	<input type="checkbox"/>	Off-licence	<input type="checkbox"/>	Club licence
Describe the business activity to be conducted (for example tavern, supermarket, restaurant, rugby club)						

Further Details

In terms of an alcohol licence, please select either "Yes" or "No" to the following:	Yes	No
Is an existing alcohol licence currently issued with respect to the premises?		
Is the proposed business activity currently conducted on the premises?		
Are there any proposed changes to the business being conducted on the premises?		

Please be aware that applications concerning new business activity or proposed changes to existing business activity may require a more thorough assessment. If further information is required, the Kaipara District Council's Planning Team will contact you.

Applicant's signature		Date	
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