

Licence No. _____

Valuation Number: _____

Office use only

Application for a Local Authority Certificate checklist

An application for a Local Authority Certificate must be submitted prior to applying for a new licence. All queries will be direct to Building and Planning Officers.

Please PRINT clearly

Have you provided the following?

Fee - \$300.00

Supporting documents

You must provide copies of all these documents with your application – if you don't, your application can be delayed or rejected.

- Site plan including means of egress
- Floor plan showing licensed area, seating plans, number of people for premises, toilets
- Signed lease or purchase agreement
- A copy of the current holder's alcohol licence
- Building consent number (*if required*)

Need help?

Phone Tasman District Council and ask for Alcohol Licensing on 03 543 8400 or email regulatory.admin@tasman.govt.nz

Tasman District Council
Email info@tasman.govt.nz
Website www.tasman.govt.nz
24 hour assistance

Richmond
189 Queen Street
Private Bag 4
Richmond 7050
New Zealand
Phone 03 543 8400

Murchison
92 Fairfax Street
Murchison 7007
New Zealand
Phone 03 523 1013

Motueka
7 Hickmott Place
PO Box 123
Motueka 7143
New Zealand
Phone 03 528 2022

Tākaka
78 Commercial Street
PO Box 74
Tākaka 7142
New Zealand
Phone 03 525 9972

Application for a Local Authority Certificate

Resource Management & Building Code
Sale and Supply of Alcohol Act 2012

Please PRINT clearly.

Applicant details

Full legal name/s of the person/s or company who will receive any proceeds from alcohol sales:

Address: _____

Postcode: _____

Postal address for service of documents:

Contact details

Name of daytime contact:

Phone number(s):

Email (*this is our preferred way of contacting you*):

Premises details *(For a conveyance licence, skip and complete the next section)*

Address:

Current trading name for the premises:

Proposed/new trading name for the premises:

Further details

Is the licence sought for:

- New licence for existing operation
- A new operation

Type of licence: On-licence Off-licence Club-licence

Licence number: 51/ON/_____ 51/OFF/_____ 51/CL/_____
(existing operation)

Hours of operation: _____

What is the proposed general nature of the business to be conducted by the applicant?

- Supermarket
- Grocery Store
- Bottle Store
- Winery
- Hotel
- Tavern
- Restaurant
- Club
- Other

If other, please describe:

What date does the applicant intend to start trading from the premises?

Does the premises require a building consent?

- Yes No

If yes, building consent number: _____

Sign and Date

Dated at (place):

on (date):

Print name:

Applicant's signature:

Payment

Payment can be made by:

- Internet banking to ASB 12-3193-0002048-03
- By cash or card at any Council Office (credit card payments will incur a fee)