

Information Sheet

Processing of the Application

- The completed application form and supporting documents should be submitted to the Central Otago District Council along with payment.
- The District Licensing Committee will send a copy of the application to the statutory reporting agencies ie Police, Medical Officer of Health, and the Licensing Inspector. The applicant will receive a copy of any reports and any objections.
- When report(s) and objections, if any, have been received the application will be processed by the District Licensing Committee as soon as possible. If there are objections to the application a District Licensing Committee hearing will be held
- Normally Licences will take up to 6 weeks to issue.

Criteria for On-licence

Section 105 Criteria for issue of licences

- (1) *In deciding whether to issue a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:*
 - (a) *the object of this Act:*
 - (b) *the suitability of the applicant:*
 - (c) *any relevant local alcohol policy:*
 - (d) *the days on which and the hours during which the applicant proposes to sell alcohol*
 - (e) *the design and layout of any proposed premises:*
 - (f) *whether the applicant is engaged in, or proposes on the premises to engage in, the sale of goods other than alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which goods:*
 - (g) *whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services:*
 - (h) *whether (in its opinion) the amenity and good order of the locality would be likely to be reduced, to more than a minor extent, by the effects of the issue of the licence:*
 - (i) *whether (in its opinion) the amenity and good order of the locality are already so badly affected by the effects of the issue of existing licences that—*
 - (i) *they would be unlikely to be reduced further (or would be likely to be reduced further to only a minor extent) by the effects of the issue of the licence; but*
 - (ii) *it is nevertheless desirable not to issue any further licences:*
 - (j) *whether the applicant has appropriate systems, staff, and training to comply with the law:*
 - (k) *any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made under section 103.*
- (2) *The authority or committee must not take into account any prejudicial effect that the issue of the licence may have on the business conducted pursuant to any other licence.*

Application for Certificate of Compliance



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

(Compliance with Resource Management Act 1991 and Building Code)

1. DETAILS OF APPLICANT

Full Name: _____

Postal address for service of documents: _____

Contact details: Contact person: _____

Phone: _____

Cell phone: _____

Email: _____

Reason for Application:

- New Licence/change of licensee New Licence/ premises not previously licensed
 Change of Conditions (e.g. Licensed Hours) Re-definition of Premises (Change of layout)

Type(s) of Alcohol Licence: On BYO Off Club

Principal business type: (i.e. Restaurant, Hotel, Tavern, Grocery store) _____

Hours of operation

Licensed days: _____

Licensed hours: _____

2. DETAILS OF PROPERTY

Name of Building: _____

Building Address: _____

Legal Description (if known) _____

Owners Name: _____

Postal Address: _____

Contact Name: _____ Telephone: _____

3. DETAILS OF BUILDING USE

- New Operation Yes No
Change of Building Use Yes No Previous Use _____
Alterations requiring Building Consent Yes No Building Consent number _____
New Building Yes No Building Consent number _____

4. BUILDING LAYOUT

- a) A to scale floor plan of the entire building.
- b) The floor plan must show male, female and/or unisex toilet facilities if available.
- c) The floor plan should also show any designated wheelchair accessible parking, the wheelchair accessible route into the building, and wheelchair accessible toilet facilities if available.
- d) The floor plan needs to show all doors, door opening width and direction of opening
- e) A table/seating layout, so as occupancy numbers can be determined.
- f) Numbered photos location referenced on the floor plan to identify the location of wheelchair accessible route/facilities, exterior final exit doors showing the Exit signage over, door latch from the inside showing the door can be unlocked from the interior without having to use a key (no sliding bolt type fixtures)
- g) Photos of any internal doors in exit paths including Exit signage.
- h) Location of designated Exit signage shown on the floor plan.
- i) Maximum staff numbers at any given time for the building.

Please note:

- If there is no fire alarm system the maximum occupancy of the building, including customers and staff, cannot exceed 50.
- Exit path doors opening against the direction of exit travel will limit the maximum occupancy to 50.
- If Exit signs need to be provided, recommend photoluminescent (glow in the dark type) signs are installed.



If the building has a Compliance Schedule:

Warrant of Fitness: Expiry Date _____ Maximum number of occupants, including staff _____

Applicant's signature: _____ Date: _____

Application fee for both certificates, \$300.00 incl GST.

Forward the completed application to:

Central Otago District Council
PO Box 122
Alexandra 9340
Telephone 03 440 0056.

These certificates are required before a licence can be issued:

Application can be made at the same time the Alcohol Licence Application.