

CERTIFICATE OF COMPLIANCE

Application



**APPLICATION FOR CERTIFICATE OF COMPLIANCE UNDER THE BUILDING CODE
as required under Section 100(f) of the Sale and Supply of Alcohol Act 2012,
in respect of an (ON) (OFF) (CLUB) Licence.**

This application for certificate of compliance requests that the Building Department confirm that the building that you intend to sell alcohol from complies with the Building Code and that appropriate consents have been obtained.

Applicants name	
Name of premises	
Address of premises	
Postal address	
Contact phone number	
Contact email address	
Type of licence (on-licence or off-licence)	

Building / part of building where the sale of alcohol will occur (Please attach a site plan/floor plan showing the building location and area to be licenced)	
Building Consent Number* (This Consent should show approval for this building or part of building that is approved for the use i.e. Wine tasting room, café, Hotel, shop etc.)	

Note: This certificate of compliance cannot be issued where the building has no consent approval for the intended use e.g. selling wine from a building that has a consent approval only as shed / hay barn.

Off licence A consented/complying building that is suitable to sell alcohol from e.g. legal shop, wine tasting room, bottle store etc.

On licence you will need to show that you have a consented complying building for the consumption of alcohol e.g. restaurant, hotel café etc.

Fee for on licence, off licence, club licence - \$135.00 per hour.

If an application is being made at the same time for both an on licence and an off licence the fee is payable once.

Please note that additional information may be requested during processing of the application.

Signed: _____

Date: _____

*Not required for buildings that have had a continuous Alcohol licence since before 1992.

Office Use Only:	
Building consent approved for the use suitable for the sale of alcohol. __yes/no_____	
Existing use e.g. hotel built before 1992. _____	
Building compliance achieved _____ signed _____	Building Team Leader.
Fee Paid \$ _____ GL135001411	