

Application Form for S100(f) Certificate

Every application for a new On, Off or Club licence must be accompanied by a certificate from the territorial authority that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Code (S100(f) Sale and Supply of Alcohol Act 2012).

Checklist

Alcohol Licence applications cannot be accepted until a Certificate of Compliance has been issued.

Please ensure that you have the following:

- Completed application and documentation (incomplete applications will not be processed)

- Provided a site plan and floor plan with all areas highlighted that you wish to have licensed (interior and exterior of the premises).

Details of Applicant

Full legal name:

Contact Details

Phone: _____

Email: _____

Postal Address: _____

Are you the legal owner of the premises? Yes No

If No then please supply the following for the property owner:

Owners name: _____

Owners contact email: _____

Owners phone number: _____

Details of premises

Address of Premises: _____

Please select one of the following:

- This premises is already licensed with no changes to the building, licensed area or hours
- This premises is already licensed but there will be changes to the building/outside area or the hours
- This is a premises that doesn't currently hold a licence.

Please provide Building Consent and/or Resource Consent numbers for the premises (if available):

What type of Licence do you wish to have at this site?

- On Licence
- Off Licence
- Club Licence

What activity or activities are going to be held on site (please select all that apply):

- Tavern/bar
- Nightclub
- Hotel
- Club
- Supermarket/Grocery Store
- Restaurant/café
- Bottle Store
- Cellar Door
- Mail order only (orders not collected from the site but delivered on request)
- Other – please provide details: _____

What Days/Hours do you wish to trade? _____

Please send this completed form (with associated plans) to Marlborough District Council, PO Box 443, Blenheim 7240 or email to alcohol@marlborough.govt.nz