



Application form

Sale of Liquor Act 1989 Sections 9, 16, 31, 39, 55 or 59

What is a Liquor Premises Compliance Certificate? (LPCC)

This is a certificate produced by the Gisborne District Council. Its purpose is to inform the liquor licence applicant of any Council requirements or consents (e.g. Sale of Liquor Policy requirements, Town Planning or Building requirements) relevant to obtaining a liquor licence. An LPCC must be applied for **before** a liquor licence application is made, especially if the premise has never held a licence, or a variation to an existing liquor licence is sought.

The following must be attached before the application will be accepted for processing

(✓ tick when done)

- Completed application form
- Fee of \$87.00
- A scale plan of the proposed premises showing –
 - those parts of the premises that are to be used for the sale or supply of liquor
 - any intended changes to an existing premises
 - those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas
 - each entrance to the premises that the applicant intends should be designated as a principal entrance
 - any amenities whether proposed or existing
- Covering letter detailing -
 - justification for seeking licence, hours sought and concept details
 - how the premises will be run, by whom and their experience/training details etc
 - proposed certificated manager's and ongoing staff training

EH-n-44375 - Updated September 2010

Office use:

Checked by: _____

Date: _____

Amount: \$87 (GST inclusive)

Code: LIQC



Application form

Sale of Liquor Act 1989 Sections 9, 16, 31, 39, 55 or 59

1. Details of Applicant(s):

(a) Surname: _____

First name: _____ Second name: _____

(b) Postal address for service of documents: _____

(c) Daytime contact name and telephone number: _____

Email: _____

2. Details of Premises:

(a) Proposed trading name of premises (if any): _____

(b) Address: _____

Legal Description: _____

Lot: _____ DPS: _____

3. Details of Business:

(a) Type of licence proposed (tick appropriate box):

On Licence Off Licence Club Licence

Variation to conditions of existing licence:

On Licence

Off Licence

Club Licence

(b) What is the proposed nature of the business to be conducted by the applicant (e.g. hotel, tavern, restaurant, nightclub, wholesaler, sports club etc):

(c) Does the applicant intend to make any modifications, additions or alterations to the existing building? Yes/No

If yes, please provide scale drawn plans (1:200) of the proposed premises layout including all existing or proposed amenities.

(d) On which days and during what hours does the applicant propose to sell liquor?

(e) State the type of food the applicant intends to provide when liquor is available for sale (e.g. freezer to microwave, light/bar meals, restaurant dining etc):

Dated at (place) _____ this _____ day of _____ 20 _____

Applicant(s) signature: _____