

Alcohol Premises Compliance Certificate

Sections 100, 105, 120 or 127 - Sale and Supply of Alcohol Act 2012



What is a Alcohol Premises Compliance Certificate? (APCC)

This is a certificate produced by the Gisborne District Council. Its purpose is to inform the licence applicant of any Council requirements or consents (e.g local alcohol policy requirements, town planning or building requirements) relevant to obtaining a licence. An APCC must be applied for **before** a licence application is made, especially if the premise has never held a licence, or a variation to an existing licence is sought following building renovations.

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

Please tick when completed:

- ☐ Completed application form
- ☐ Prescribed Fee paid (Non-Refundable) - see our website for fees
- ☐ A scale plan of the proposed premises showing -
 - ☐ those parts of the premises that are to be used for the sale or supply of alcohol
 - ☐ any intended changes to an existing premises
 - ☐ each entrance to the premises and the principal entrance identified
 - ☐ any amenities whether proposed or existing
- ☐ Cover letter detailing:
 - ☐ the general nature of the business to be conducted by the applicant if the licence is granted
 - ☐ the proposed days and hours for the sale and supply of alcohol.

OFFICE USE ONLY

Received by GDC

/ /20

Code LIQC

Scanned Objective No.

Checked by (officer)

Application for

Alcohol Premises Compliance Certificate

Sections 100, 105, 120 or 127 - Sale and Supply of Alcohol Act 2012



Applicant(s') Details

Legal Name (Company, Partnership, Incorporation, Natural Person)

Postal Address:

(for service of documents)

Daytime contact Name and number:

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Name

Phone

Email:

Details of Premises

Proposed Trading name:

Address of premises:

Legal Description:

Lot:

DP:

Details of Business

Type of licence proposed: (Tick one)

☐

On Licence

☐

Off Licence

☐

Club Licence

Or variation to conditions of existing licence:

☐

On Licence

☐

Off Licence

☐

Club Licence

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

Does the applicant intend to make any modifications, additions or alternations to the existing buildings?

☐

Yes

☐

No

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

On which days and during what hours does the applicant propose to sell alcohol? (eg: Mon to Sun, 10am - 10pm)

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

Signature

Dated at

	(place)	this		day of		20	
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Signature(S) Applicant:

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