

## APPLICATION CHECKLIST FOR NEW OFF LICENCE

### DOCUMENTATION TO BE PROVIDED TO APPLICANT

- 1  Application Form
- 2  Public Notice Form  
Applicant is to give this to the newspapers.
  - 1<sup>st</sup> advert to be published within 20 days of deposit of application
  - 2<sup>nd</sup> advert to be published within 5 to 10 days of first advert.For Premises
  - in Otorohanga – adverts to be published in Waitomo News or Waikato Times.
  - In Kawhia – adverts to be published in Te Awamutu Courier or Waikato Times.
- 2A  Public Notice Form 1A (To be attached to the building).
- 3  Request for Planning Certificate
- 3A  Request for Building Certificate

### DOCUMENTATION TO BE PROVIDED TO DISTRICT LICENSING AGENCY

- 1  Application Form
- 2  Fee - \$776.00 per licence (ie \$776 for ON, \$776 for OFF, \$776 for Club)
- 3  Request for Planning Certificate (completed)
- 4  Fee - \$100.00
- 5  Request for Building Certificate (completed)
- 6  Fee - \$100.00
- 7  Location Map
- 8  Scale plan of interior showing entries, licensed area and any designated areas, road etc.
- 9  Photo of exterior of building
- 10  Statement from Owner of Property (if applicable)
- 11  Complete newspapers page showing the adverts and the date they were published
- 12  Public Notice of Application to be displayed on or adjacent to the building within 10 days of application