



Application for Off-Licence Pursuant to the Sale of Liquor Act 1989

PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS APPLICATION

Attached with this application is a guide to the process involved in obtaining an off-licence pursuant to the Sale of Liquor Act 1989.

This checklist is to ensure your application is complete at the time of lodging your application.

If you have any questions please contact the District Licensing Agency on 03 687 7200.

The application fee of \$793.24 must be paid at the time the application is submitted.

PLEASE COMPLETE THE FOLLOWING CHECKLIST BEFORE SUBMITTING THE APPLICATION:

- Completed application form.
- A copy of the Certificate of Incorporation (*where the applicant is incorporated*).
- A photograph of the exterior of the premises (*or an artists impression*).
- A map (or copy of a map) showing the location of the premises.
- A scale plan showing licensed areas
- Relevant designation (supervised/restricted).
- Approval Statement signed by Owner of the Premises.
- A certificate from the Local Authority confirming the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Code.
- Host Responsibility Policy
- Fee of \$793.24 (GST inclusive) attached (*cheques made payable to Timaru District Council*)