

# Application for building certificate

Pursuant to the Sale and Supply of Alcohol Act 2012

## Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to complete this form; and
- print clearly.

You must obtain the Certificate of Use and Building Certificate before applying for a liquor licence.

The information provided in this form, and any documents attached to the application, will be used for purposes relating to lodging and processing an application for a liquor licence under the Sale and Supply of Alcohol Act 2012.

## Details of licence

Licence type

- On-licence    
  Off-licence    
  Club licence    
  New    
  Renewal    
  Variation

Other (please specify)

The general nature of business to be conducted if the licence is granted

- Tavern/bar    
  Hotel    
  Restaurant/café    
  Bottle store  
 Entertainment venue    
  Sports club/other club    
  Supermarket    
  Grocery store  
 Mail order    
  Complementary to other goods sold (e.g. florist, gift baskets)

Is the sale of alcohol the principle purpose of the business?

- Yes    
  No

## Details of premises (Please print in CAPITALS)

Address of premises

Legal description

Name of owner

Trading name for the premises

## Office use only

Date received  /  /

Record number

NAR

Receipt number

Licence number

Parcel

Amount paid \$

DLC decision number

---

## Details of premises (Please print in CAPITALS)

Liquor licence hours


Name of licensee

--

Postal address of licensee

--

Town

Postcode

Maximum occupancy limit

--

---

## Details of applicant (Please print in CAPITALS)

Surname, or name of company / trust / incorporated society

--

First names

Title:  Mr  Mrs  Miss  Ms

--

Postal address

--

Town

Postcode

-   
Phone number

-   
Fax number

-   
Mobile phone number

Email

--

---

## Details of agent (if applying on behalf of applicant)

*Please print in CAPITALS.*

Name of agent

--

Postal address of agent

--

Town

Postcode

-   
Phone number

-   
Fax number

-   
Mobile phone number

Email

--

---

## Attachments

### Building Act 1991

All applications must be accompanied with the following information. Complete the checklist, attach the necessary plans, and submit them with this application:

- A plan showing the areas of the site (including buildings) where alcohol is to be sold, supplied, or consumed.
- A plan drawn to a recognised metric scale, of A3 or A4 size, and reproduced in dark permanent lines showing (*do not use plans stamped for previous approval*):
  - The position of any proposed buildings in relation to boundaries and any existing structures.
  - Existing and proposed floor plans showing designated areas, bar areas, toilets, kitchen etc.
  - Elevations for new buildings or alterations to exiting buildings.

---

## Correspondence

Preferred means for formal correspondence:

- Mail       Email       Fax

Invoice to:

- Agent       Applicant       Owner

---

## Declaration

This application for a building certificate, pursuant to the Sale and Supply of Alcohol Act 2012, is made by me as the owner of the licensed premises.

Signature of owner

 /  / 2 0 

Date

Print name

**OR**

I am the licensee/agent (*delete one*) authorised by the owner to make this application for a building certificate, pursuant to the Sale and Supply of Alcohol Act 2012.

Signature of licensee/agent

 /  / 2 0 

Date

Print name