

From: [Mary Birch](#)
To: [REDACTED]
Subject: FW: LGOIMA - INTERNAL PROCESSING DOCUMENTS - LIQUOR LICENSING APPLICATIONS
Date: Wednesday, 26 November 2014 17:23:00
Attachments: [Memo - Planning verification liquor licence.doc](#)
[PG L1 Vetting Sheet.docx](#)

Dear [REDACTED]

Further to your request of 17 November 2014, in respect of internal processing documentation relating to liquor licensing applications, I am now able to provide the following documents:

Memo – Planning Certificate for Liquor Licence
Planning Guidance Internal Form – Vetting Sheet

As I am sure you are aware, other documents that are used by HCC staff relating to applications can be found at the HCC Liquor Licensing link on our website: <http://www.hamilton.govt.nz/our-services/permits-and-liquor-licensing/liquorlicensing/Pages/default.aspx>.

If you have any queries, please do not hesitate to contact me.

Kind regards,

On Behalf of the Privacy Officer

Mary Birch

Team Leader | Democracy

DDI: 07 838 6772 | Email: mary.birch@hcc.govt.nz



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From: Mary Birch

Sent: Wednesday, 19 November 2014 2:22 PM

Subject: OFFICIAL INFORMATION REQUEST - INTERNAL PROCESSING DOCUMENTS - LIQUOR LICENSING APPLICATIONS

[REDACTED]

I write to acknowledge your information request of 17 November 2014, received by Hamilton City Council today, in respect of internal processing documentation relating to liquor licensing applications (copy attached).

Please be advised that your request has been passed on to the relevant team within Council and you will be informed of the outcome.

Please would you also confirm that you are happy for the response to be provided by email?

If you have any queries, please do not hesitate to contact me.

On Behalf of the Privacy Officer

Mary Birch

Team Leader | Democracy

DDI: 07 838 6772 | Email: mary.birch@hcc.govt.nz



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Memo

To: Theo Van Der Heijden Liquor Licensing Inspector
From: Planning Guidance
Subject: Planning Certificate for Liquor Licence
Date: File:

Planning Certificate for Liquor Licence

This statement serves as a Planning Certificate for the purposes of the Sale and Supply of Alcohol Act 2012 and relates to an Off Licence.

This certificate refers to the applicant, premises, and proposed use set out below:

Applicant :

Owner :

Occupier :

Name of Premises :

Location of Premises :

Legal Description :

Zoning : (Operative District Plan)
(Proposed District Plan)

Proposed use of Premises :

Date of Planning Verification Certificate :

Advisory Notes

Detail reasons for approval of planning verification:

- a) Existing use rights,
- b) Permitted Activity
- c) Existing Resource consent

(note: applicant to demonstrate compliance in application)

DEBRA STAN-BARTON
PLANNING GUIDANCE MANAGER

Per:

Laura Clemens
Planner
Phone 07 838 6614

VETTING SHEET

1. Application Types			
<input type="checkbox"/> 10 – Land Use	<input type="checkbox"/> 12 – Miscellaneous App	<input type="checkbox"/> 12 – Miscellaneous App	<input type="checkbox"/> 13 – Miscellaneous Cert
<input type="checkbox"/> Resource Consent	<input type="checkbox"/> Amendment to Flats Plan	<input type="checkbox"/> Outline Plan	<input type="checkbox"/> Encumbrances
<input type="checkbox"/> 11 - Subdivision	<input type="checkbox"/> Boundary Adjustment	<input type="checkbox"/> Planning Verification	<input type="checkbox"/> Misc Cert Incl. Reissue
<input type="checkbox"/> Boundary Relocation	<input type="checkbox"/> Cert of Compliance NES	<input type="checkbox"/> Property Enquiry	<input type="checkbox"/> Overseas Investment Cert
<input type="checkbox"/> Cross Lease	<input type="checkbox"/> Cert of Compliance s139	<input type="checkbox"/> Proposed Unit Dev Plan	<input type="checkbox"/> s226 Cert of Existing Allots
<input type="checkbox"/> Fee Simple	<input type="checkbox"/> Change Existing Rd Name	<input type="checkbox"/> Registered Item	<input type="checkbox"/> s239 Vesting Reserves
<input type="checkbox"/> Unit Title	<input type="checkbox"/> Existing Use Rights	<input type="checkbox"/> Remission Req. (Non app related)	<input type="checkbox"/> s241 Cancel Amal. Cond.
<input type="checkbox"/> CARs	<input type="checkbox"/> Gambling Venue	<input type="checkbox"/> s221(3) Cert (Variation Consent Notice)	<input type="checkbox"/> s75-83 Building Act 1994
<input type="checkbox"/> General Enquiry	<input type="checkbox"/> Internal Urban Design Meeting	<input type="checkbox"/> s348 ROW Approval	<input type="checkbox"/> s243 Rev. of Easement
	<input type="checkbox"/> New Road Name	<input type="checkbox"/> TAB Venue	<input type="checkbox"/> s327A Rev. Bldg Line

2. Related Consent/Application (For 'part' applications only): <i>Other Related Consents/Applications are listed in section 5 over page</i>			
<input type="checkbox"/> Appeals to Court	<input type="checkbox"/> Objection to Resource Consent	<input type="checkbox"/> s127 Change or Cancel Condition	<input type="checkbox"/> Surrender of Consent
<input type="checkbox"/> s125 Extension of Time	<input type="checkbox"/> Objection to Resource Consent Fees	<input type="checkbox"/> s128 Review of Consent Condition	
<input type="checkbox"/> Objection to Further Information	<input type="checkbox"/> Remission Request	<input type="checkbox"/> Staged Subdivision	
Application Number:			

3. Received/Lodgement Dates	
Application received on (date stamped by PGU):	
Application lodged on (date application is 'complete' being Day 0): <i>This is the lodgement date to record in Authority. Further info must be received <5 wds from when app is received. Return under s88 if still incomplete >5 wds.</i>	Reason why 'lodgement' date differs from 'received' date:

4. General Details			
External Ref: Applicant Ref/Surveyor Ref/Scheme Plan:			
Address of Subject Site:			
Legal Description/s: Or Subdivision of:			
Applicant/s:			
Contact (Agent/Surveyor Name):			
Workflow:	<input type="checkbox"/> Non-Notified <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Limited Notified	<input type="checkbox"/> Public Notified
Allocated Planner/External Consultant:		HCC Applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	Conflict of Interest? <input type="checkbox"/> Yes <input type="checkbox"/> No
Activity Type:	<input type="checkbox"/> Permitted <input type="checkbox"/> Controlled	<input type="checkbox"/> Restricted Discretionary <input type="checkbox"/> Discretionary	<input type="checkbox"/> Non-complying <input type="checkbox"/> Not Applicable
Application Proposal (give as much narrative details as possible):			Authority Proposal Code:
No. of Dwellings:	No. of Lots/Units (for subdn applications):	Stage # (for subdivision applications):	
Other Related Consents/Applications:			

5. Comments Required by Other Units			
Quick Consent?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Admin to advise City Development by Email, only if comments required)		
Request comments from council units:	<input type="checkbox"/> CDU <input type="checkbox"/> Env Health – Hazardous Sub/Noise <input type="checkbox"/> DC Officer	<input type="checkbox"/> Parks & Open Spaces <input type="checkbox"/> Env Health - NES <input type="checkbox"/> Other:	<input type="checkbox"/> Urban Design <input type="checkbox"/> City Planning
Request comments from external parties:	<input type="checkbox"/> Waikato Regional Council <input type="checkbox"/> NZTA	<input type="checkbox"/> Heritage New Zealand <input type="checkbox"/> Transpower	<input type="checkbox"/> IWI <input type="checkbox"/> Other

6. Sensitive Developments & Additional Details		
Sensitive Development? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Affects Key Transportation Route <input type="checkbox"/> Brothel <input type="checkbox"/> Cell Phone Towers <input type="checkbox"/> City Centre Development <input type="checkbox"/> Development in high community interest locations <input type="checkbox"/> Demolition of any Building <input type="checkbox"/> Development on Major Arterial Road/Key Transportation Route <input type="checkbox"/> Events <input type="checkbox"/> Gambling Applications <input type="checkbox"/> Greenfield Subdivision <input type="checkbox"/> High Community Interest <input type="checkbox"/> Industrial Zone – Large Office	<input type="checkbox"/> Industrial Zone Retailing <input type="checkbox"/> Key City Site <input type="checkbox"/> Major Out of Zone Application <input type="checkbox"/> New Bars and Bottle Shops <input type="checkbox"/> Out of Character Development <input type="checkbox"/> Removal of Protected Tree <input type="checkbox"/> River Bank Development/Activities on the Surface of Water <input type="checkbox"/> Sale of Liquor (on & off site) <input type="checkbox"/> Significant Heritage Issue (DP Listed) <input type="checkbox"/> SUB Greater than 10 New Lots <input type="checkbox"/> Traffic Report/TIA Required
Pre-Meetings Held? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pre-Application	<input type="checkbox"/> Pre-Design
Additional Details	<input type="checkbox"/> Infill	<input type="checkbox"/> Greenfield

7. Fees			
Planning Fee to be paid (A):	\$	Engineering Fee to be paid (B):	\$
Total Fees to be paid (A+B):	\$	Enclosed Fee:	\$
Correct Fee Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Need to Invoice:	\$
Internal Journal? <i>(For internal apps – GST excl)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Internal Cost Code for Journal: <i>(Unit Contact to provide this)</i>	

8. Development Engineer Notes		
Vetted by Development Engineer: Yes <input type="checkbox"/> N/A <input type="checkbox"/> <i>(Determined by Land Use Team Leader)</i>	Sign:	Date:
Complete Application received? <input type="checkbox"/> Yes <input type="checkbox"/> No	If application is incomplete list incomplete aspects below:	
1.		
2.		
3.		
4.		
5.		

9. Information for Planners			
Engineering Plans submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No (if 'Yes', the Team Leader must ENSURE that a separate 'Engineering Plan Approval' application has been set up in Authority – this process will involve the Team Leader separating the engineering plan documentation from the Application documentation)			
Has a subdivision (SD) application been made in association with the landuse (LU) application? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <u>Concurrent</u> Landuse and Subdivision (SD based on LU) or <input type="checkbox"/> <u>Joint</u> Landuse and Subdivision (SD not based on LU)			
Planner at Pre-App			
Information Provided	<input type="checkbox"/> Application Form <input type="checkbox"/> Site Plan <input type="checkbox"/> Floor Plans <input type="checkbox"/> Elevations	<input type="checkbox"/> AEE/Checklists <input type="checkbox"/> Parking/Access <input type="checkbox"/> Landscape planting plan <input type="checkbox"/> CT or 224(c)	<input type="checkbox"/> Affct'd Person Consents <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/a
Other	Selected site (SLUR)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
NES for Assessing and Managing Contaminants in Soil to Protect Human Health. (If <u>both</u> tests are passed then the NES applies, refer to env health)	<input type="checkbox"/> Removal of underground fuel storage systems and associated soil	<input type="checkbox"/> Soil sampling <input type="checkbox"/> Soil disturbance	<input type="checkbox"/> Subdivision of land <input type="checkbox"/> Change of use
Team Leader Notes			
Vetting completed by Team Leader	Sign:	Date:	