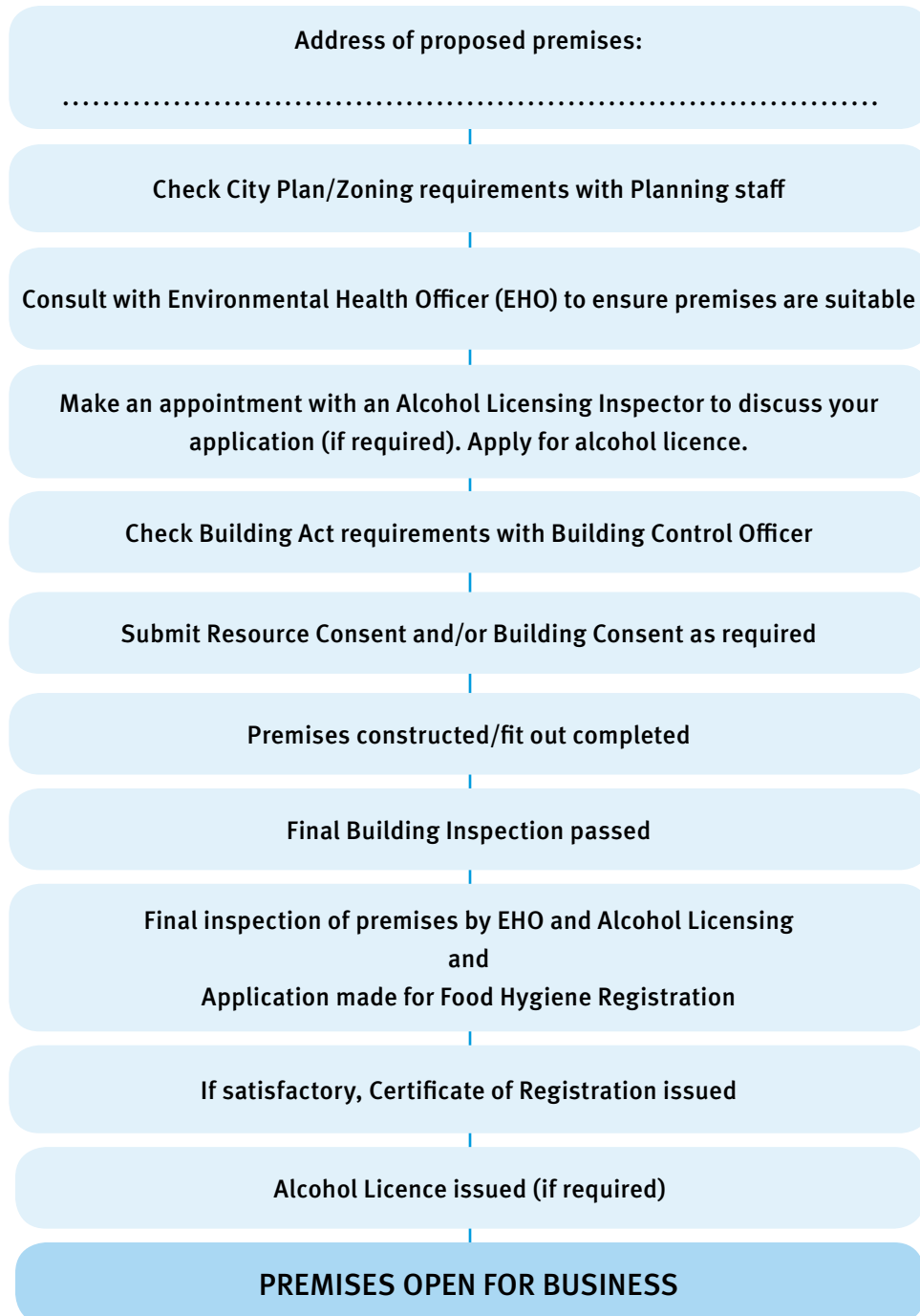


Opening a new restaurant bar/cafe flowchart and checklist



Checklist

☐ City Plan requirements

Zone:

Is the Zoning correct for this type of premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a Resource Consent needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is off-street car parking required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is liquor to be sold? (If Yes, a Certificate of Compliance is required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is liquor to be sold between 11pm – 7am? (If Yes, then Resource Consent may be required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Confirmed by Planner:

☐ Building Control/Consent requirements

Is a Building Consent required? If yes, then:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the whole building 'accessible'?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are accessible toilets provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the fire egress for the whole building adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this a 'Change of Use' under the Building Act? If yes, then in addition to above:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there sufficient toilet facilities for the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the structure of the building adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the fire safety provisions of the building adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a Backflow Prevention device required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the ventilation adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a grease trap required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a Compliance Schedule/Warrant of Fitness required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is an Evacuation Scheme required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note: Clients should check with a New Zealand Fire Service Fire Safety Officer on the need for an Evacuation Plan. NZFS requires these where more than 10 people work or more than 100 people gather. Premises qualifying in these categories need a plan/scheme submitted and approved by NZFS within a month of opening.

Confirmed by Building Consent Officer:

☐ **Environmental Health requirements**

Are the premises suitable for the purpose proposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there sufficient kitchen floor space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there sufficient storage space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the smoke free area large enough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is food on display protected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are changing rooms required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is dishwasher/glass washer provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the premises comply with 1st Schedule requirements? (Refer to "Getting Started" booklet)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Confirmed by Environmental Health Officer:

☐ **Sale of Alcohol requirements**

If alcohol is to be consumed on the premises an alcohol licence is required. The steps are as follows:

Obtain a Certificate of Compliance? This will confirm that town planning and building matters allow for the establishing of a licensed premises. When you have this, then:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Make application for an On Licence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

A person who holds a General Manager's Certificate is required to be on the premises at all times alcohol is available for sale.

All sale of alcohol applications can be obtained from the Council direct or downloaded from the Council website (www.ccc.govt.nz/alcohol).

You will be required to produce with your application:

- A copy of the Certificate of Incorporation, if a company is involved
- Information detailing your background and experience
- A photograph of the front of the premises
- A scale plan of the building
- The consent of the owner
- Menu
- A host responsibility policy
- Security Management Plan
- Completed application

Confirmed by Alcohol Licensing Inspector:

<input type="checkbox"/> Hazardous (Dangerous Goods) Substance requirements		
Am I using gas for cooking or heating?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there more than 10kg of LP gas stored inside the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there more than 100kg stored on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any other hazardous substances stored inside or outside the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has an application to licence the storage been made to the Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has a completion certificate been received from the installing gasfitter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Confirmed by Hazardous Substances Officer:

<input type="checkbox"/> Other Matters		
Have I checked:		
Trade Waste requirements (Is a grease trap required?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Smoke Free requirements? (Community and Public Health)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Occupational Safety and Health requirements? (Department of Labour)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have I:		
Applied for an Alcohol Licence? (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applied for a Resource Consent and/or Certificate of Compliance? (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applied for Building Consent providing all the necessary information? (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applied for Health Certificate of Registration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Paid required fees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Before I open, have I:		
Obtained approved Resource Consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Obtained approved Building Consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Completed premises to required standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Obtained Building Certificate of Compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Obtained Hazardous Substances Licence? (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arranged Final premises evaluation with Environmental Health Officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Received Health Approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Obtained Sale of Alcohol Licence? (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Received Certificate of Registration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If Yes to all of the above, I am ready to open for business!