



APPLICATION FOR ON LICENCE

Section 9, Sale of Liquor 1989

Sale of Liquor Regulations 1990
FIRST SCHEDULE
Form 2

1990/61
Reg. 5(1)

To The Secretary
The District Licensing Agency
At .....

Application for an on-licence is made in accordance with the details set out below:

1 DETAILS OF APPLICANT(S)

- a) Full name, address and occupation .....
DOB.....
b) Postal address for service of documents .....
c) Daytime contact name and telephone number .....
d) Full name and address of proposed manager (if any) .....
DOB.....
e) Status of applicant (tick appropriate box)
[ ] Natural person
[ ] Private Company
[ ] Public Company
[ ] Licensing Trust
[ ] Partnership
[ ] Government Department or other instrument of the Crown
[ ] Local Authority
[ ] Trustee
[ ] Manager under the Protection of Personal & Property Rights Act 1988
[ ] Body Corporate to which section 8(1)(ba) of the Act applies
[ ] Board, organisation, or other body to which section 8(1)(bb) of the Act applies

## 2 FURTHER DETAILS WHERE APPLICANT IS A COMPANY

- a) Date of Incorporation .....
- b) Place of Incorporation .....
- c) Full details of each director, and the secretary, as follows:

NAME	ADDRESS	DATE OF BIRTH	PLACE OF BIRTH	DESIGNATION

- d) (In the case only of a private company)  
 Authorised Capital ..... Paid up Capital .....
- e) (In the case only of a private company) Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company:

NAME	ADDRESS	DATE OF BIRTH	PLACE OF BIRTH	DESIGNATION	FACE VALUE OF SHARES HELD

- f) (In the case only of a public company) Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company:

NAME	ADDRESS	DATE OF BIRTH	PLACE OF BIRTH	DESIGNATION

### 3 FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP

a) Full details of each partner as follows:

NAME	ADDRESS	DATE OF BIRTH	PLACE OF BIRTH

b) Signature of each partner:

.....  
 .....  
 .....

### 4 PREMISES DETAILS

a) Address of proposed licensed premises .....  
 .....  
 .....

b) Proposed trading name for premises (if any) .....  
 .....

c) Is a licence sought conditional upon construction or completion of the premises?  
 .....YES/NO

d) Does the applicant own the proposed licensed premises ..... YES/NO

If NO i) What is the full name and address of the owner .....  
 .....

ii) What form of tenure of the premises will the applicant have  
 (including term of tenure)? .....  
 .....

e) What part (if any) of the premises does the applicant intend should be designated as:

i) A restricted area .....

ii) A supervised area .....

- f) Legal Description .....
- Valuation Number .....
- Lot Number ..... DPS .....

**5 BUSINESS DETAILS**

- a) What is the general nature of the business to be conducted by the applicant if the licence is granted? (for example, hotel, tavern, restaurant, entertainment/night club)  
.....
- b) Is the sale of liquor intended to be the principal purpose of the business?  
YES/NO  
If NO – what is intended to be the principal purpose of the business .....
- c) Is the applicant engaged, or intending to be engaged in the sale or supply of any goods other than liquor and food, or in the provision of any services other than other directly related to the sale or supply of liquor and food ..... YES/NO  
If YES – what is the nature of those other goods or services .....
- d) On which days and during which hours does the applicant intend to sell liquor under the licence?  
.....
- e) (In the case only of a BYO restaurant) Does the applicant wish to have the licence endorsed under Section 28 of the Act? ..... YES/NO

**6 CONDITIONS**

- a) What provision does the applicant intend to make for the sale and supply of:
  - i) Food? .....
  - ii) Non-alcoholic refreshments? .....
- b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?  
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c) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

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d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

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.....  
.....

**DATED AT .....** **THIS .....**

**DAY OF ..... 20.....**

.....  
**APPLICANT**

## NOTES

- 1 In respect of the status of the applicant, see Section 8 of the Sale of Liquor Act 1989.
- 2 For the matters that are to accompany this application, see regulation 5(3) of the Sale of Liquor Regulations 1990.
- 3 Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than four days and not more than 10 days between the two dates of publication.
- 4 Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

## CHECK LIST – ON LICENCE APPLICATION

The following information is to accompany every application for an on-licence.

Please tick the box adjacent the relevant sections to indicate that you have provided the necessary information with your application.

- i) Three copies of the application (Form 2 except where application is in respect of a conveyance form 3).

ii) WHERE APPLICANT IS	TO PROVIDE
<input type="checkbox"/> Incorporated	Copy of certificate of incorporate or other documentary evidence.
<input type="checkbox"/> A Company	Copy of the Memorandum of Association or other documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor.
<input type="checkbox"/> A Local Authority	A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act.
<input type="checkbox"/> A Manager acting pursuant to a property order	A copy of the property order.

- iii) A photograph of the exterior of the premises or an artists impression of the exterior of the proposed premises as they will look when they are finished.
- iv) A map or a copy of a map or a portion of a map showing the location of the premises.
- v) A scale plant showing:
- Those parts of the premises that are to be used for the sale or supply of liquor.
  - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
  - Each entrance to the premises that the applicant intends should be designated as a principal entrance.
- vi) A written statement from the owner to the effect that the owner has no objection to the grant of the licence (only where the applicant is not the owner of the premises).

vii) A certificate by Waipa District Council that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the building code – see attached form.

viii) Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application in form 1. The notice must be published twice in a newspaper and newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than five days and not more than 10 days between the two dates of publication.

The full page containing the advertisement from each publication is to be submitted to the Licensing Agency.

ix) The prescribed fee \$776.00.

## **TO THE APPLICANT**

We have received your application for an On/Off/Club Licence.

Please ensure that your public notifications are advertised within the following time frame:

- i) Within 10 days of filing the application the first publication is to be made.
- ii) The second publication is to be not less than **FIVE** days and not more than **TEN** days after the first publication.

You must provide the original page from the newspaper in which your advertisements were published to this office.

Format for publication is enclosed.

Yours faithfully

Bryan Faris  
**WAIPA DISTRICT LICENSING INSPECTOR**

**Encl**

SCHEDULES

FIRST SCHEDULE

Reg. 3

PRESCRIBED FORMS

Form 1

Reg. 4

PUBLIC NOTICE

Sections 9(4), 16(2), 18(3), 31(3), 39(2), 41(3), 55(3), 62(2), 64(3) and 76(4), Sale of Liquor Act 1989

[Full name, address, and occupation of applicant] has made application to the District Licensing Agency at ..... for the grant (or renewal) of a [Specify type of licence] in respect of the premises situated at ..... (or the [Specify type of conveyance] travelling between ..... and .....) known as .....

The general nature of the business conducted (or to be conducted) under the licence is ..... [For example, hotel, tavern, restaurant, entertainment/night club].

The days on which and the hours during which liquor is (or is intended to be) sold under the licence are .....

The application may be inspected during ordinary office hours at the office of the ..... District Licensing Agency at [Number, street and town].

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Agency at [Full postal address].

This is the first (or second) publication of this notice.