



APPLICATION FOR OFF LICENCE

Section 31, Sale of Liquor 1989

Sale of Liquor Regulations 1990 FIRST SCHEDULE Form 6

1990/61
Reg. 8(1)

TO: The Secretary
The District Licensing Agency
At TE AWAMUTU

Application for an off-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) Type of premises (*tick appropriate box*)
 Hotel or tavern
 Club
 Premises on which principal business is manufacture or sale of liquor
 Supermarket
 Grocery Store
 Other

c) Proposed trading name for *premises (if any)*

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

e) 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)?
- f) What part (if any) of the premises does the applicant intend should be designated as:
 - i) A restricted area
 - ii) A supervised area

5 BUSINESS DETAILS

- a) Does the applicant seek the licence in connection with the business of a caterer?
- YES/NO
- b) Does the applicant seek the licence in connection with the business of an auctioneer?
- YES/NO
- c) 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?
-
-
- d) 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 those 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?
-
-
- e) On which days and during which hours does the applicant intend to sell liquor under the licence?
-
-
- f) Does the applicant intend to provide complimentary samples of liquor on the premises? YES/NO

6 CONDITIONS

- a) 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?

.....
.....

- b) (Where the principal business is other than the manufacture or sale of liquor). What kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

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

**DATED AT THIS DAY OF
20.....**

.....
APPLICANT

NOTES

- 1 In respect of the status of the applicant, see Section 30 of the Sale of Liquor Act 1989.
- 2 For the matters that are to accompany this application, see regulation 8(2) 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 five 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 – OFF LICENCE APPLICATION

The following information is to accompany every application for an off-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 6)

ii) WHERE THE APPLICANT IS	TO PROVIDE
<input type="checkbox"/> Incorporated	Copy of certificate of incorporate or other documentary evidence of its incorporation
<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"/> Local Authority	A reference to the enactment by which the applicant is expressly authorised to hold an off-licence under the Act
<input type="checkbox"/> A Manager acting pursuant to a property order	A copy of the property order

iii) WHERE THE APPLICATION RELATES TO	TO PROVIDE
<input type="checkbox"/> A) Hotel or Tavern	A reference to the number of the on-licence held by the application in respect of the hotel tavern.
<input type="checkbox"/> B) Premises in which premises business is the manufacture or sale of liquor	Particulars of the principal business conducted on the premises. If winemaking the number of the licence held under the Wine Makers Act 1981.
<input type="checkbox"/> C) Supermarket (Floor area 1000 sq metres)	Particulars of the floor area of the supermarket, including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.
<input type="checkbox"/> D) Grocery Store	Particulars of the principal business of store and certified accounts where required.

WHERE THE APPLICATION RELATES TO	TO PROVIDE
<input type="checkbox"/> E) Premises with which the sale of liquor would be an appropriate complement to the kind of goods sold in the premises [S 36 (2) (b)]	Particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complementary.
<input type="checkbox"/> Other premises where the kind of premises is C or D described above would not be economic in the area S. 36 (2) (a)	Evidence to show that the kind of premises B, C or D described above would not be economic.
<input type="checkbox"/> The holder of an auctioneers licence	The number of the licence held under the Auctioneers Act 1978
<input type="checkbox"/> iv) 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.	
<input type="checkbox"/> v) A map, or copy of a map or of a portion of a map showing the location of the premises.	
<input type="checkbox"/> vi) A scale plan showing: <ul style="list-style-type: none"> • 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. (This part is not applicable where the applicant is a club). 	
<input type="checkbox"/> vii) 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).	
<input type="checkbox"/> viii) 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.	
<input type="checkbox"/> ix) 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 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.	
<input type="checkbox"/> x) The prescribed fee of	\$776.00 (GST inclusive).

To The Applicant

When we receive your application for an On/Off/Club Licence

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

- 1) Within 10 days of filing the application the first publication is to be made**
- 2) 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
Karl Tutty/Dirk Fabrie
WAIPA DISTRICT LICENSING INSPECTORS**

ENCL.

INFORMATION FOR APPLICANTS

The Sale of Liquor Act 1989 requires that “within 10 days after filing the application, the applicant must ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates”

This requirement may be waived if the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so.

Check this list to determine the appropriate section of the Act under which to advertise.

Delete the sections in the heading of the notice (Form 1A) which do not apply. For example if your notice is to advertise an application for renewal of an on-licence, delete all the section number EXCEPT 18(4)

Section 9(5)	New On-Licence
Section 16(2A)	Variation of On-Licence
Section 18(4)	Renewal of On-Licence
Section 31(4)	New Off-Licence
Section 39(2A)	Variation of Off-Licence
Section 41(4)	Renewal of Off-Licence
Section 55(4)	New Club licence
Section 62(2A)	Variation of Club-Licence
Section 64(4)	Renewal of Club-Licence
Section 76(4)	Special Licence

PUBLIC NOTICE

Section 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4), 62(2A), 64(4), 76(4)
Sale of Liquor Act 1989

.....

.....
(full name of applicant)

.....

.....
(full address of applicant)

.....

.....
(occupation of applicant)

Has made application to Waipa District Licensing Agency at Te Awamutu/Cambridge for the grant (or renewal) of a:

.....

.....
(specify type of licence)

In respect of premises situated at

.....

.....

.....
(specify the address where licensed premises are or will be situated)

And known as

.....

.....

The general nature of the business conducted (or to be conducted) under the licence is:

.....

.....
(e.g. 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:

.....

.....

Form 1

**Sale of Liquor Regulations 1990
SCHEDULES
FIRST SCHEDULE Reg. 3
PRESCRIBED FORMS**

Form 1 Reg. 4

PUBLIC NOTICE

Section 9(4), 16(2), 18(3), 31(3), 39((2), 41(3), 55(3), 62(2), 64(3) and 76(4) (Please circle relevant section)

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 specify type of conveyance) travelling between
.....**

**And Known as
.....**

**The general nature of the business conducted (or to be conducted) under the licence is:
.....
.....
(e.g. hotel, tavern, restaurant, entertainment, night club)**

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

The application may be inspected during ordinary office hours at the office of the Waipa District Council, District Licensing Agency, Bank Street, Te Awamutu/Wilson Street, Cambridge

Any person who is entitled to object and who wishes to object to the grant of application may not