

# Application for On-Licence or Renewal of On-Licence

*Section 100 and 127(2), Sale and Supply of Alcohol Act 2012*

To: Waipa District Council, Private Bag 2402, Te Awamutu 3840  
Phone: 0800 924 723 | Web: waipadc.govt.nz | Email: info@waipadc.govt.nz

To the Secretary  
District Licensing Committee Waipa District Council

Application for (tick which licence applies)  **On-Licence** or  **Renewal of On-Licence** is made in accordance with the particulars set out below:

## 1. Licence Details

Licence number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

## Application Details

Will this application be lodged at least 20 working days before the licence expires?

Yes

No (see below)

Please complete request for waiver form (licensing forms on our website)

## 2. Details of Applicant

Full Legal Name to go on licence: \_\_\_\_\_

*Company, partnership, natural person, who receives the proceeds*

Is a licence already held for the premises or conveyance concerned?  Yes  No

Applicant Status: [under section 28 of the Sale and Supply of Alcohol Act 2012 what is the status of the applicant?]

Individual

Partnership

Trustee

Licensing Trust

Private Company

Public Company

Local Authority

Others – advise what authority under which incorporated

## 3. Applicant Details

Full Legal Name: \_\_\_\_\_

Also known as (alias): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

#### 4. Contact Details:

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Occupation: \_\_\_\_\_

Internet Site (if applicable): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Preferred mode of contact: *Phone or Email or Letter*

#### 5. Criminal Convictions

Have you (or Directors) been convicted of any offences?

Yes  No (go to next question)

Attach offence details on a separate sheet of paper if you need more space.

Nature of Offence	Conviction Date	Sentence

#### 6. Public Company (whether incorporated under the Companies Act 1993 or equivalent foreign legislation):

Name of Company: \_\_\_\_\_

Date company was incorporated? \_\_\_\_\_

Detail of Director (s):

Name	Address	Date of birth	Place of birth

#### 7. Private Company incorporated under the Companies Act 1993:

Name of Company: \_\_\_\_\_

Date company was incorporated? \_\_\_\_\_

How much paid up capital does company have? \_\_\_\_\_

How much authorised capital does company have? \_\_\_\_\_

Detail of Director (s):			
Name	Address	Date of birth	Place of birth

**9. For a partnership (full details for each partner):**

Name	Address	Date of birth	Place of birth	Signature

**10. Details of Premises (if not a conveyance)**

**Address of premises:** \_\_\_\_\_

Trading or other name: \_\_\_\_\_

If not owned by applicant - \_\_\_\_\_

Tenure: *[freehold, unit title, leasehold or under licence]* \_\_\_\_\_

Full Legal Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Type: \_\_\_\_\_ *[grocery, hotel, retail shop, tavern etc]*

Is the licence conditional on completion of building work?     Yes     No

If Yes, please provide details: \_\_\_\_\_

**11. Details of Conveyance**

Type of conveyance: *[ship, train, bus etc]* \_\_\_\_\_

Address of conveyance's home base: \_\_\_\_\_

Conveyance's trading name: \_\_\_\_\_

What is registration number of conveyance: \_\_\_\_\_

Tenure: \_\_\_\_\_  
*[owned by applicant, operated under charter, lease or licence]*

If not, provide details: \_\_\_\_\_

Full name and address of owner: \_\_\_\_\_

What kind of lease do you have:
Lease Type: _____
Lease Expiry Date: _____
Is the conveyance under construction? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>12. Variation</b>
If applying for a renewal of an existing licence, do you wish to vary any conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what condition(s) and why?
_____
_____
_____

13. Details of Managers (complete for each manager or proposed manager)		
Full name of Manager	Certificate Number	Expiry Date

<b>14. Business Details</b>
General nature of the business to be conducted by applicant in the premises if licence granted:
<i>[hotel, tavern, restaurant, entertainment/nightclub]</i>
Is the sale of alcohol intended to be the principal purpose of the business? <input type="checkbox"/> Yes <input type="checkbox"/> No
If No, what is intended principal purpose of the business? _____
Are you engaged, or intending to engage in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what is the nature of the other goods and services?
_____
_____

15. Days and hours proposed for sale of alcohol:						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**16. Are you only a BYO – only restaurant ?**

Yes  No

Do you wish to have the licence endorsed under Section 37 of the Act ?

Yes  No

**17. Are you a caterer?**

Yes  No

Do you wish to have the licence endorsed under Section 38 of the Act?

Yes  No

**18. Do you intend to sell and supply alcohol yourself?**

Yes  No *(agency contracted to operate premises)*

If no provide details of individual or organisation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Copy of Management agreement will need to be submitted*

**19. Conditions**

Experience of applicant:

\_\_\_\_\_

Training or proposed training: *(attach copies)*

\_\_\_\_\_

Intended provision to be made for:

Food \_\_\_\_\_ *[describe type and range or attach copy]*

Non-alcoholic beverages \_\_\_\_\_ *[describe type and range or attach copy]*

Low-alcohol beverages \_\_\_\_\_ *[describe type and range or attach copy]*  
*(ie<2.5%)*

To what extent, and where, is drinking water intended to be freely available to patrons?

If no access to mains water supply, potability of water intended to be available?

What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises?

What steps are to be taken to prevent the sale and supply of alcohol to prohibited people?
What other steps does the applicant propose to promote the responsible consumption of alcohol?
What other systems (including training) and staff are in place (or to be in place) for compliance with the Act?

**20. Declarations**

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the Waipa District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand my application will not be lodged with Council until the application fee is paid and all required documents are submitted. Incomplete applications will be returned.

Signature:	Date:
Name:	Designation :

**Notes:**

- 1 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 2 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates

(unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so)

## Checklists

### Attachments which must accompany application (conveyance)

- Floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.
- For body corporate applicant, copy of certificate of incorporation (or equivalent document).
- Copies or details of Managers Certificates and Evidence of recent training.

### Documents required to accompany applications (Not conveyance):

- This application must be accompanied by the prescribed fee.
- Check the application form is completed, signed and dated.
- Company Incorporation Certificates
- A photograph of the exterior of the premises
- An map/ aerial photograph showing the location of the premises. Rural and Outdoor events need to outline the proposed licensed area.
- Detailed A4 scale plan (with measurements or scale) showing:
  - the “licensed area”- Those parts of the premises highlighted that are to be used for the sale, supply and consumption of alcohol
  - Those parts of the premises highlighted that the applicant intends should be designated as restricted areas (no minors permitted) or as supervised areas (minors with parents/legal guardians) if applicable.
  - The principal entrance
  - Location of all water provisions and other relevant activities
- A written statement from the owner to the effect that the owner has no objection to the issue or renewal of the licence (if new)
- 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 application form (if new or there have been alterations)
- A complete list of food (menu) and non/low alcoholic beverages provided
- Copies of Managers Certificates and Evidence of recent training or proposed training and staff systems
- A statement that you have, or do not require, a Fire Evacuation Scheme pursuant to section 76 of the Fire and Emergency New Zealand Act 2017.
- Statement from Directors outlining experience in support of application
- Host Responsibility plan and/or Alcohol Management Plan- see [www.alcohol.org.nz](http://www.alcohol.org.nz) for resources.
- Application for waiver if requesting consideration of late application.
- If agent, written authority to act on behalf of the applicant.

**Form 7**



Licence Applicant: Please complete by matching the highlighted numbers below with the instruction on the associated 'Guidance on Preparing Form 7a Public Notice of Application for New, or Renewal of, an On licence, Off-licence or Club Licence'.

**Public Notice Of Application For 1.** \_\_\_\_\_

Section 101, Sale and Supply of Alcohol Act 2012

**2.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ has made application to the Waipa District Licensing Committee for the

**3.** \_\_\_\_\_ of a

**1.** \_\_\_\_\_ in respect of the **4.**

\_\_\_\_\_

known as

**5.** \_\_\_\_\_

The general nature of the business

**6.** \_\_\_\_\_ under the licence is

**7.** \_\_\_\_\_

\_\_\_\_\_ The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:

**8.** \_\_\_\_\_

\_\_\_\_\_

The application may be inspected during ordinary office hours at the office of the Waipa District Council, District Licensing Committee at either 101 Bank Street Te Awamutu or 23 Wilson Street Cambridge.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at:

Waipa District Council  
Private Bag 2402  
Te Awamutu 3840



No objection to the issue of a new/renewal (delete which doesn't apply) licence may be made in relation to a matter other than a matter specified in section 9. \_\_\_\_\_ of the Sale and Supply of Alcohol Act 2012.

This is the 10. \_\_\_\_\_ publication of this notice. This notice was first published on \_\_\_\_\_

THE NUMBERS BELOW DESCRIBE WHAT SHOULD BE WRITTEN IN EACH FIELD OF YOUR PUBLIC NOTICE. PLEASE NOTE THAT THE INFORMATION MUST MATCH YOUR APPLICATION.		
1	Kind of licence	Write either: "On-licence" OR "Off-licence" OR "Club Licence"
2	Name, address and Occupation	Ensure the name is the same as the licensee name in your application. If the applicant is a Natural Person: write your personal name, address and occupation. If the applicant is a Company, Body Corporate or Club: write the official/legal name of the entity seeking the licence, and legal business address. An occupation is not required.
3	Issue/renewal	Write either: for the "issue" of (if a new application); OR for the "renewal" of (if a renewal of an existing licence).
4	Premises/conveyance	If a premises which is not a conveyance write "the premises at [state full street address and town]". OR if a conveyance write "the [state type of vehicle]" (a "conveyance" means an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle, used to transport people).
5	Trading name	Provide the trading name that the business uses for trading commercial products or services.
6	Business conducted/ to be Conducted	Write either: the general nature of the business "conducted" (for an existing business); OR the general nature of the business "to be conducted" (if a new business).
7	Type of business	This must be exactly the same as in your application e.g. hotel, tavern, club, restaurant, entertainment/night club or sporting club.
8	Specify days and hours	This must be exactly the same as in your application e.g. Monday to Sunday 10am to 11pm, or Monday to Saturday 10am to 1am the following day.
9	Section of Act	Write either: specified in section "105" (if it is for a new application); OR specified in section "131" (if it is a renewal of an existing licence).
10	Publication of notice	<u>For NEW Applications</u> Advertisements must be placed within 20 working days of your application being formally accepted The notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. Depending on which notice this is, write either: This is the "first" publication of this notice OR This is the "second" publication of this notice. "This notice was first published on [state date]". OR <u>For RENEWAL Applications</u> Advertisements must be placed within 20 working days of your application being formally accepted in a local newspaper.. If you have been advised by the Licensing Inspector that your premises are rated low risk or very low risk, only one notice in the newspaper is required, in which case write "This is the only publication of this notice".  <b>NOTE: A copy of this notice must also be displayed in a conspicuous place on, or adjacent to, the site the application refers to within ten working days of the lodging of your application.</b> Once published, please provide the one or two complete pages from the newspapers your advertisement has appeared in, showing the name and date of newspaper, to the Waipa District Licensing Committee.

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# APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH BUILDING ACT 2004 AND THE RESOURCE MANAGEMENT ACT 1991

For the purposes of  
Section 100 (f) Sale and Supply of Alcohol Act 2012

Date Received _____	Application Number _____
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## BUILDING

<b>STREET ADDRESS</b> _____ _____ <b>TRADE NAME</b> _____ _____	<b>LEGAL DESCRIPTION</b> <b>VALUATION NUMBER</b> _____ <b>LOT</b> _____ <b>DP</b> _____ <b>SECTION</b> _____ <b>BLOCK</b> _____ <b>SURVEY DISTRICT</b> _____
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**COUNCIL CHARGES** The Council's total charges payable on the uplifting of a Building Certificate (Sale of Liquor) are:

**New Premises \$250.00**

**Existing Premise (New Owner) \$160.00** RECEIPT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

<b>Full Name</b>  <b>Postal Address</b>  <b>TOWN/CITY</b> _____ <b>POST CODE</b> _____ <b>TELEPHONE</b> _____ _____
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### SIGNED BY OR FOR ON BEHALF OF THE OWNER

*Signature* \_\_\_\_\_ *Print Name* \_\_\_\_\_

**DATE** \_\_\_\_\_

# FIRE EVACUATION STATEMENT

## Section 100 Sale and Supply of Alcohol Act 2012

I, \_\_\_\_\_ (name) on behalf of \_\_\_\_\_

(applicant) hereby state in relation to the premises located at

\_\_\_\_\_ (physical address) and known as

\_\_\_\_\_ (trading name) that:

- the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017; **or**
- A draft evacuation scheme is currently before Fire and Emergency New Zealand for approval; **or**
- because of the building's current use, its owner is not required to provide and maintain such a scheme; **or**
- because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme;

Signed \_\_\_\_\_

Dated:

\_\_\_\_\_

NOTE: if you are unsure as to the status of the building, the owner should be able to provide confirmation. Fire Evacuation Schemes are managed by Fire and Emergency New Zealand (formally the New Zealand Fire Service). For more information go to

<https://onlineservices.fire.org.nz//>