



Application for Off-Licence or Renewal of Off-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) **Off-Licence** or **Renewal of Off-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:

Company, partnership, natural person, who receives the proceeds

Is a licence already held for the premises 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:

Company, partnership, natural person, who receives the proceeds

Physical Address:

Postal Address:

Post code:

Date of Birth:

Email address:

4. Contact Details:

Contact person or agent: _____

Phone number: _____

Email Address: _____

Residential Address: _____

Town: _____ Post Code: _____

Occupation: _____

Internet Site of business (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

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

Name	Address	Date of birth	Place of birth	Signature

9. Details of Premises

Address of premises: _____

Trading 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: _____

10. Variation

If applying for a renewal of an existing licence, do you wish to vary any conditions? Yes No

If Yes, what condition(s) and why?

11. Details of Managers (complete for each manager or proposed manager)



Full name of Manager	Certificate Number	Expiry Date

12. Business Details

General nature of the business to be conducted by applicant in the premises if licence granted:
Grocery, bottle store, remote seller

Is the sale of alcohol intended to be the principal purpose of the business? Yes 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?
 Yes No
 If Yes, what is the nature of the other goods and services?

13. Days and hours proposed for sale of alcohol:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

14. Conditions

Experience of applicant: *(Attach additional pages)*

Training or proposed training: *(attach copies)*

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?

15. 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 :

Documents required to accompany applications:

- 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
- A 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 to be the licenced area.
 - The principal entrance
- A written statement from the owner to the effect that the owner has no objection to the issue or variation 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***)
- copy/copies of **actual advertised notices must also be submitted once they have been advertised OTHERWISE YOU WILL BE REQUIRED TO READVERTISE AT YOUR COST**
- Statement of Annual Sales Revenue (or proposed) verified by a Chartered Accountant (Grocery Stores only)
- Copies of Managers Certificates
- Evidence of recent training (***if a renewal***) or proposed training and staff systems (***if new***)
- Complete the 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 Policy and/or Alcohol Management Plan- see www.alcohol.org.nz for resources.
- Application for waiver if requesting consideration of late application (***renewals only***)
- If agent, written authority to act on behalf of the applicant.
- A copy of your current licence (IF A RENEWAL)

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

Applicant:	
Postal Address:	
Email:	Phone:

Application number:
Physical address of premises:
Legal Description of premises: <i>(i.e., lot 1 DP 5555)</i>
Current Trading name of the premises if applicable: <i>i.e., Te Awamutu Tavern</i>

<p>Council Charges</p> <p>The Council's total charges payable on the application of a Building Certificate (Sale of Alcohol) are:</p> <p><input type="checkbox"/> New Premises \$255.00</p> <p><input type="checkbox"/> Existing Premises (New Owner) \$163.00</p>

Name:	Designation: <i>(ie director)</i>
Signature:	Date:

Fire Evacuation Statement

This statement must be accompanied with all new or renewal application for on-licence (including BYO licence), Off-licence, special and club licences in accordance with Section 100 and 127 of the Sale and Supply of Alcohol act 2012.

Premises Name	
Premises Address	
Applicants Name	Phone number
Email	

Fire Evacuation Scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons**:
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the building owner. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site <https://www.fireandemergency.nz/> or Contact Fire and Emergency New Zealand call **04 496 3600**.*

I HEARBY STATE THAT – (tick one)

- The owner of the building in which the premises are situated provide and maintains an evacuation scheme as require by section 76 of the Fire and Emergency New Zealand Act 2017:*
OR
- Because of the buildings 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 maintains such a scheme:*

NOTE: if an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand) Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand

Dated
Applicants signature

Notes for publications:

For NEW Applications

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**

For RENEWAL Applications

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”**.

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.

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

Public notification

- Application for **new or variation of** licence – two notices required
- Application for renewal Low or very low risk – one notice required
- Medium, high or very high risk – two notices required

Do You Wish to Advertise on Council Website

Yes

No

(Please include the fee of \$134)

If you are advertising in a newspaper: copy/copies of actual advertised notices must be submitted once they have been advertised.

