

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:

Endorsements

State every endorsement sought or sought to be renewed:

Details of Applicant

Full Legal Name or Names to be on licence:

(the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to) _____

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

If Yes, what type of licence? _____

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

Applicant that is a natural person or persons *(complete for each applicant):*

Full Legal Name: _____ Male Female

Also known as (alias): _____

Contact Number: _____

Residential Address: _____

Town: _____

Post Code: _____

Occupations: _____

Internet Site (if applicable): _____ Date of Birth: _____

Preferred mode of contact: _____ Place of Birth: _____

Full Legal Name: _____ Male Female

Also known as (alias): _____

Residential Address: _____	
Town: _____	Post Code: _____
Occupation: _____	
Internet Site (if applicable): _____	Date of Birth: _____
Preferred mode of contact: _____	Place of Birth: _____
Applicant that is a body corporate, authority under which incorporated:	
Applicant that is not a natural person, details of contact person:	
Full Legal Name: _____	
Contact Phone No: _____	Mobile Number: _____
Email Address: _____	Internet site: _____
Preferred contact: _____	<i>[phone, email etc]</i>
Postal Address: _____	
Town: _____	Post Code: _____
Business Details: _____	<i>[describe principal business, any other businesses]</i>

Criminal Convictions	
<i>State all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies).</i>	

For a company (whether incorporated under the Companies Act 1993 or equivalent foreign legislation):	
Full legal names of directors: _____	

For a private company incorporated under the Companies Act 1993:	
Authorised capital: _____	
Paid up capital: _____	
Name: _____	
Address: _____	
Town: _____	Post Code: _____

Date of Birth:	_____	Place of Birth:	_____
Designation:	_____	Face value of shares held:	_____
For a partnership <i>(full details for each partner):</i>			
Full Legal Name:	_____		
Address:	_____		
Town:	_____	Post Code:	_____
Full Legal Name:	_____		
Address:	_____		
Town:	_____	Post Code:	_____

Details of Premises (if not a conveyance)

Address of premises:	_____		
Trading or other name:	_____		
If not owned by applicant -	_____		
Tenure: <i>[freehold, unit title, leasehold or under licence]</i>	_____		
Full Legal Name of Owner:	_____		
Address:	_____		
Town:	_____	Post Code:	_____
Type:	_____ <i>[grocery, hotel, retail shop, tavern etc]</i>		
Is the licence conditional on completion of building work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, please provide details:	_____		

Details of Conveyance

Type of conveyance: <i>[ship, railway carriage, bus etc]</i>	_____		
Tenure: <i>[owned by applicant, operated under charter, lease or licence]</i>	_____		
If Not owned by applicant, please provide details:	_____		
Full Legal Name of owner:	_____		
Contact Phone No:	_____	Mobile Number:	_____
Email Address:	_____		
Postal Address:	_____		
Town:	_____	Post Code:	_____

Registration Number (if any): _____

Address of home base (if any): _____

Any name used or proposed for conveyance: _____

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

If Yes, please provide details: _____

Variation

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

If Yes, what condition(s)?

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

Full Legal Name: _____

Managers Certificate No: _____ Expiry Date: _____

Full Legal Name: _____ Certificate No: _____

Managers Certificate No: _____ Expiry Date: _____

Full Legal Name: _____ Certificate No: _____

Managers Certificate No: _____ Expiry Date: _____

Business Details

Is the sale of alcohol intended to be the principal purpose of business? Yes No

If No, what is the intended principal purpose of the Business? _____

Are you engaged or are 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? _____

Days and hours proposed for sale of alcohol: _____

Conditions

Experience and training of applicant: _____

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?

Further details where applicant is a company

Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company (use extra sheet if required):

Full Legal Name: _____

Residential Address: _____

Town: _____

Post Code: _____

Date of Birth: _____

Place of Birth: _____

Designation _____

Full Legal Name: _____

Residential Address: _____

Town: _____

Post Code: _____

Date of Birth: _____

Place of Birth: _____

Designation _____

Full Legal Name: _____

Residential Address: _____

Town: _____

Post Code: _____

Date of Birth: _____

Place of Birth: _____

Designation _____

Further details where applicant is a partnership

Full details of each partner as follows:

Full Legal Name:	_____		
Residential Address:	_____		
Town:	_____	Post Code:	_____
Signature:	_____	Date:	_____
Date of Birth:	_____	Place of Birth:	_____
Full Legal Name:	_____		
Residential Address:	_____		
Town:	_____	Post Code:	_____
Date of Birth:	_____	Place of Birth:	_____
Signature:	_____	Date:	_____
Full Legal Name:	_____		
Residential Address:	_____		
Town:	_____	Post Code:	_____
Date of Birth:	_____	Place of Birth:	_____
Signature:	_____	Date:	_____

Dated at:	_____	Date:	_____
Signature of applicant:	_____		

Documents required to accompany new applications:

- 1 Company Incorporation Certificates
- 2 Statement of Annual Sales Figures
- 3 A photograph of the exterior of the premises
- 4 A map or a copy of a map or a portion of a map showing the location of the premises
- 5 A scale plan showing:
 - Those parts of the premises that are to be used for the sale and supply of liquor
 - Those parts of the premises 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
- 6 A written statement from the owner to the effect that the owner has no objection to the grant of the licence
- 7 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
- 8 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.

Documents required to accompany renewal applications:

- 1 Statement of Annual Sales Figures
- 2 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.

Notes:

- 1 This application must be accompanied by the prescribed fee.
- 2 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).
- 3 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).

Risk Category

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

Guidance on Preparing Form 7(a) Public Notice of Application for New or Renewal of: On-licence, Off-licence or Club Licence

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	<p><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</p> <p><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”.</p> <p>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.</p>

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 _____

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 _____

BUILDING

<p>STREET ADDRESS _____ _____</p> <p>TRADE NAME _____ _____</p>	<p>LEGAL DESCRIPTION</p> <p>VALUATION NUMBER _____</p> <p>LOT _____ DP _____</p> <p>SECTION _____ BLOCK _____</p> <p>SURVEY DISTRICT _____</p>
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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 _____

Full Name

Postal Address

TOWN/CITY _____ **POST CODE** _____ **TELEPHONE** _____

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//>