

Application for Variation or Cancellation of Conditions of Licence

Sections 120, Sale and Supply of Alcohol Act 2012

To: The Secretary Waipā a District Licensing Committee, Waipā District Council, Private Bag 2402, Te Awamutu 3840
Phone: 0800 924 723 | Web: www.waipadc.govt.nz | Email: info@waipadc.govt.nz

To the Secretary:

District Licensing Committee Waipā District Council

Application for the variation or cancellation of the conditions of a licence is made in accordance with the details set out below:

1. Details of applicant

Full Legal Name:	<i>Company name, partnership or sole trader</i>		
Postal Address:			
Physical Address:			
Contact Phone Number:		Mobile Number:	
Email Address:		DOB (if applicable):	

2. Details of Licence

Type of licence (tick appropriate box):	☐ On-licence	☐ Off-licence	☐ Club licence
Number:			

3. Contact person (if different to applicant)

Full Legal Name:			
Postal Address:			
Contact Phone Number:		Mobile Number:	
Email Address:		Designation:	

4. Details of Premises (to be included only where the licence applies to any premises that are NOT a conveyance)

Address: _____

Trading or other name (if any): _____

5. Details of Conveyance (to be included only where the licence applies to any conveyance)

Type of conveyance: _____

Address of home base (if any): _____

Trading or other name (if any): _____

6. Conditions (to be filled in for each condition to which the application relates add sheets if necessary)

Terms of condition at present: _____

Action sought: (tick appropriate box) ☐ Variation ☐ Cancellation

If variation, in what respect does the applicant seek to vary the condition?

Full reasons for variation or cancellation: _____

Dated at: *place* _____ Date: _____

Full name: *full name of person completing form* _____

Signature of applicant: _____

Notes & accompanying information required:

- This application must be accompanied by the prescribed fee.
- Within 20 working days after filing this application with the District Licensing Committee, the applicant must give public notice of the application in form 7. The notice must be given in compliance with regulation 37 or 38 of the Sale of the Supply Alcohol Regulations 2013 as if this application for variation were an application for the renewal of a licence.
- Within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of the application in form 7 is attached in a conspicuous place on or adjacent to the site to which the application related (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).
- Include a copy of your company certificate (if applicable)

- Supporting documentation relevant to the condition(s) to be varied or cancelled
- If a redefinition is sought relevant to the area (footprint) of the licensed premises or a change in the purpose (i.e. restaurant to tavern), a new building and planning certificate may be required.
- Detailed A4 scale map of the interior of the premises showing:
 - the areas used for sale of alcohol
 - the areas that are to be restricted or supervised
 - the principal entrance
 - location of tables and chairs, toilets and kitchen
 - the use of footpath for outdoor dining (if applicable– attach outdoor dining permit)
 - CCTV placement and security lighting (if applicable)
- A Host Responsibility Policy.

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 \$160)

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

Public Notice Of Application For (Licence Type)

Section 101, Sale and Supply of Alcohol Act 2012

(Name, Address, Occupation)

has made application to the Waipa District Licensing Committee for the (Issue/Renewal)

of a (Licence Type) in respect of the (Either) (Address)

and known as (Vehicle/Premises name)

The general nature of the business (Either) under the licence is a (Business Type)

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

(Specify Days and Hours)

The details of the proposed variation are (if applicable):

(Detail variation)

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 25 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:

The Secretary of the District Licensing Committee or email info@waipadc.govt.nz

Waipa District Council

101 Bank Street

Te Awamutu

No objection to the issue of a this licence may be made in relation to a matter other than a matter specified in section (Act) of the Sale and Supply of Alcohol Act 2012.

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