



# 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:

*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:

*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): \_\_\_\_\_

Preferred mode of contact: *Phone or Email*

#### 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 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?

Yes

No

## 12. 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?

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

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

Full name of Manager	Certificate Number	Expiry Date

## 14. Business Details

General nature of the business to be conducted by applicant in the premises if licence granted:

*[hotel, tavern, restaurant, entertainment/nightclub]*

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?

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

**15. Days and hours proposed for sale of alcohol:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**16. Are you applying for 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:

*(Attach additional sheets if required)*

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 *(i.e.<2.5%)* \_\_\_\_\_ *[describe type and range or attach copy]*

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:

### 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
- 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 or a variation)
- 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, variation 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
- 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**
- 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.

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

<b>Applicant:</b>	
<b>Postal Address:</b>	
<b>Email:</b>	<b>Phone:</b>

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

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



# 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 and 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.**

