

## Application for New, Renewal or Variation of Off Licence Checklist



### Checklist for New or Variation of Off-Licence

- Floor plan showing the are to be licensed, any areas to be designated as supervised or restricted, and indicating whether supervised or restricted.
- Certificate of Incorporation. (Not required for Renewals)
- Host Responsibility Policy.
- Amenity and Good Order details.
- Advertising Form.
- Fire Evacuation Statement.
- Compliance certificate application form. **(Not required for renewals)**
- Where the owner of the building is not the applicant, a written statement from the owner to the effect that the owner has no objection to the granting of the off-licence. **(Not required for renewals)**
- A map or a portion of a map showing the location of the premises.
- A photograph of exterior of the premises.
- If applicable - Statement of gross sales revenue (if applicable) Refer: Sale and Supply of Alcohol Regulations 2013 Matters relating to grocery stores. **(See Part D)**
- Alcohol Management Plan (if requested)
- All forms are signed by the applicant.

### Renewals Only: Please complete Page 11 in addition to all other details on the application.

- Copy of original licence.
- Please complete Page 11

#### Please Note:

- Your application will not be formally accepted or processed until all information is lodged.
- Renewal applications must be filed with the District Licensing Committee at least 20 days before the expiry of any current licence.

For further information please contact

Waitaki District Council  
20 Thames Street, Private Bag 50058, Oamaru

Phone: (03) 4330300

Email: [regulatory@waitaki.govt.nz](mailto:regulatory@waitaki.govt.nz)

# Application for New Off Licence, Renewal or Variation



Form 4

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

To the Secretary  
District Licensing Committee Waitaki District Council

Application for new licence/renewal of an off-licence is made in accordance with the particulars set out below.  
Please tick which type of licence you are applying for

New Off-Licence  Renewal Off-Licence  Variation or Redefinition

## Endorsements

Please tick which type of licence you are applying for

Auctioneer (s39)  Remote (internet) Sales (s40)

## PART A – APPLICANT

### Detail of applicant

Full legal name or names to be on licence \_\_\_\_\_

Whether licence already held for premises or conveyance concerned Yes  No

If yes, please state what kind of licence. \_\_\_\_\_

### Applicant Status

- Private company
- Public Company
- Natural Person
- Body Corporate to which Section 28(1)(b) of the Act applies
- Licensing Trust or Community Trust
- Limited Partnership (registered under section 51 of the Limited Partnerships Act 2008 whose partnership agreement does not contain a restriction preventing it from selling alcohol or from holding a licence)
- Partnership
- Department of State or other instrument of the Crown
- A Territorial Authority
- A Trustee (Trustee Act 1956)

**Natural Person(s) or Partnership**

Full legal name \_\_\_\_\_ Sex \_\_\_\_\_

Aliases \_\_\_\_\_

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

Preferred mode of contact \_\_\_\_\_

Occupation \_\_\_\_\_ Any internet site \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_

Email \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

**For a partnership**

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

**Public Company (Whether incorporated under the Companies Act 1993 or equivalent foreign legislation)**

Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_ Position \_\_\_\_\_

**Body corporate, state the authority under which incorporated:**

\_\_\_\_\_

**For a company (whether incorporated under the Companies Act 1993 or equivalent foreign legislation)**

Full legal names of Directors \_\_\_\_\_

\_\_\_\_\_

**Private Company (Whether incorporated under the Companies Act 1993 or equivalent foreign legislation)**

Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_ Face Value of Shares Held \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_ Face Value of Share Held \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_ Face Value of Shares \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth \_\_\_\_\_ Face Value of Shares \_\_\_\_\_

**Contact person**

Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Postal Address for Service \_\_\_\_\_

Business Details (describe principal business, any other businesses.) \_\_\_\_\_

**Criminal Convictions**

(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). **If none, please write NIL or NONE**

Full name \_\_\_\_\_

Conviction \_\_\_\_\_ Date of Conviction \_\_\_\_\_

Full name \_\_\_\_\_

Conviction \_\_\_\_\_ Date of Conviction \_\_\_\_\_

Full name \_\_\_\_\_

Conviction \_\_\_\_\_ Date of Conviction \_\_\_\_\_

**Details of premises (if not a conveyance)**

Address \_\_\_\_\_

Any name, trading name or name of building \_\_\_\_\_

**If not owned by applicant;-**

- Tenure

Leasehold                       under tenancy                       Licence

- Full legal name and address of owner

Name \_\_\_\_\_

Address \_\_\_\_\_

**Type**

Supermarket                       Hotel                       Retail shop (other than grocery)                       Tavern

Other Specify \_\_\_\_\_

Whether Licence conditional on completion of building work     Yes                       No

**Managers** (Details of managers for each manager or proposed manager)

Full Name \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiry date \_\_\_\_\_

Full Name \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiry date \_\_\_\_\_

Full Name \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiry date \_\_\_\_\_

**Business Details**

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

If no, intended principal purpose of business \_\_\_\_\_

Whether applicant engaged, or intending to be engaged, 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 or alcohol and food.

Yes  No

If yes, nature of other goods or services \_\_\_\_\_

Note: If the premises is a grocery store, include with this application a statement of gross sales revenue excluding GST and a statement from a chartered accountant verifying the figures given.

The statement should cover gross sales revenue (excluding GST) after deduction of all lottery promoted by the New Zealand Lotteries Commission and then assign the remainder of that revenue to the following categories: food products, alcohol, tobacco, convenience foods and other revenue.

**Refer: Sale and Supply of Alcohol Regulations 2013 Matters relating to grocery stores.**

In the case only of auctioneer/remote sales, do you wish to have licence endorsed under

sec. 39 (Auctioneers)  Yes  No      sec.40 (Remote Seller)  Yes  No

**Trading Times**

What are the days and hours during which the applicant intends to sell alcohol?

\_\_\_\_\_

**Conditions**

**Designations**

What part(s) of the premises will be designated:

Restricted area \_\_\_\_\_

Supervised area \_\_\_\_\_

Undesignated \_\_\_\_\_

**General**

If tastings or samples are proposed to be offered, to what extent and where is drinking water intended to be freely available to patrons and how is this advertised e.g. signs?

\_\_\_\_\_

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

\_\_\_\_\_

**Training**

What experience and training regarding the sale and supply of alcohol does the applicant have?

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Describe what steps are proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

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Describe any other steps proposed to promote the responsible consumption of alcohol

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Describe the systems (including training systems), and staff in place (or to be in place) for compliance with the Act

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**Attachments**

- Copy of planning consent
- Copies of all relevant building certificates consents
- Where it must be determined whether the premises are grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.
- Floor Plan showing any proposed permitted area for the display and promotion of alcohol, and any proposed sub-areas.
- For body corporate applicant, copy of certificate of incorporation (or equivalent document).

Dated at \_\_\_\_\_ Date \_\_\_\_\_  
(place)

Signature of each partner \_\_\_\_\_

**NOTE**

- Application Fee and Annual Fee will be invoiced. Please pay on receipt of the invoice.
- 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. If you undertake the public notice advertisements yourself, 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). **This form will be supplied to you.**
- 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). **This form will be supplied to you**

I confirm payment method as follows: Amount Paid (as per invoice) \$ \_\_\_\_\_

Date of payment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Cash/Eftpos

Bank transfer to account

Visa/Mastercard by phone 03 4330 300

02 0940 0156400 00 (name/ref/alcohol)

Note: credit cards have a 1.5% surcharge)

## EVACUATION SCHEME STATEMENT

To accompany all **New** and **Renewal** Applications

All new and renewal applications for Off, On and Club Licences must be accompanied by a statement by the applicant as required under Section 100 (i) of the Sale and Supply of Alcohol Act 2012 regarding an Evacuation Scheme

The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21a of the Fire Service Act 1975 and the requirements as set out in the documentation of the approved evacuation scheme has been maintained in accordance with Section 21b of the Act



Signed by the Applicant: \_\_\_\_\_

OR

The relevant building by reason of its current use, does not require such a scheme, or that the relevant building is exempt from having to meet the requirements of such a scheme.



Signed by the Applicant: \_\_\_\_\_

### EVACUATION SCHEME

An evacuation scheme is required for buildings including the following:

1. Buildings where 100 or more people can gather together.
2. Buildings where 10 or more people work.
3. Buildings where 6 or more people sleep, unless there are 3 or fewer households.
4. Buildings storing certain levels of hazardous substances.

For a complete list and full details of buildings that are 'relevant buildings' refer to [section 75](#) of the Fire and Emergency New Zealand Act 2017.

Please direct any queries to: Fire Information Unit  
Phone: 0800 347 346  
Email: [fireinfo@fireandemergency.nz](mailto:fireinfo@fireandemergency.nz)

## Advertising – Public Notice



### Section 36, 37 or 38 Sale and Supply of Alcohol Regulations 2013

Within 20 working days after filing an On, Off or Club Licence 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).

The Oamaru Mail and Otago Daily Times are the nominated newspapers for the purposes of this application.

If you choose to advertise yourself, we will send you Form 7 which you will need to publish in either nominated newspaper (instructions will be attached).

**Or**

You may choose for us to publish on your behalf in the 'Notice Board' section of the Oamaru Mail. We will then invoice you for the advertising, this must be paid on invoice and the licence will not be issued unless payment has been received. Please note we will also put your public notice on our Council website free of charge.

Please send form 7 so we can publish public notice

**OR**

Please publish form 7 on our behalf and send invoice

#### DETAILS OF APPLICANT(S)

Name of premises: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: Daytime: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_





# Amenity and Good Order



All applications require the Agency to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (Section 105). To support your application please supply the information required and answer the questions listed in this form.

## Scale Floor Plan

Provide a scale floor plan which also shows the design and layout of the premises.

This should include:

- Seating and tables
- A list of facilities
- CCTV placement
- Security lighting

***The reporting agencies must consider the effects the issue of the licence will have on amenity and good order. This is defined in the Act as ..."the extent to which, and ways in which, the locality in which the premises concerned are situated is.... Pleasant and agreeable".***

## For all licences:

1. Advise proximity of all childcare centres, schools and churches within 500m – a site plan would assist.

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2. How many residential neighbours would you have within 50 metres?

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3. Security – What security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV?)

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4. Internal Layout – can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-Licence)? Where are there blind spots? Is the internal lighting inside the premises suitable?

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5. Windows – is there good visibility into and from the premises and the street?  Yes  No

6. Lighting – Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID etc.?

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7. Security – Will you employ security staff and when will they be used?  Yes  No

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8. **Systems and Staff Training**

Are you involved in any mystery shop/pseudo CPO programmes?

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9. What till prompt systems do you have regarding age checks?

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10. What staff training is provided with regard to Sale of Alcohol Compliance and Host Responsibility practices – explain content, duration and how often this training is provided.

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11. Please provide copies of any written material you supply to staff regarding staff training. Please attach with your application.

12. Is this your first licensed premises?  Yes  No

a) What percentage of the front windows will be clear and transparent?

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b) What is the target market for the business?

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c) What is your policy regarding pricing and promotions?

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**Renewals Only**

1 Have you had any complaints from the neighbours (including noise complaints attended by Noise Control Contractors)?

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2 Has your business been subject to a Police Controlled Purchase Operation (CPO)? If yes, what were the results?

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3 Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

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The granting, or renewal, of this application will contribute to the Object of the Act by:

a) Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

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b) The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by:

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# New Zealand Police Report



**Assessing the suitability of the entity/individual applying for the Licence/Certificate is a requirement under the Sale and Supply of Alcohol Act 2012. The Police are required to report on this application. That report may include the release of any previous convictions you may have. Note: For Licence applications, all directors of the entity are required to complete this form.**

Full legal name: \_\_\_\_\_

Aliases/maiden name: \_\_\_\_\_

Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers licence number: \_\_\_\_\_

Country of origin: \_\_\_\_\_

 Signature of applicant: \_\_\_\_\_

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

**Persons who are not New Zealand residents or citizens are requested to provide the following additional information:**

Details of current work or visitors permit:

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

Your last permanent address: \_\_\_\_\_

Country: \_\_\_\_\_

Current passport number: \_\_\_\_\_

Country where passport issued: \_\_\_\_\_

# Application for Certificate of Compliance (Sale of Alcohol)



## Section 100(f), Sale and Supply of Alcohol Act 2012

A Certificate signed by the Local Authority stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the New Zealand Building Code is required.

### New Licence Application Only

#### DETAILS OF APPLICANT(S)

Company/Trust/Licensee Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone Number: Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

This certifies that \_\_\_\_\_ has my consent to sell/supply alcohol on or from the premises detailed in this application.  Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Premises Details

Address of Premises: \_\_\_\_\_

Lot: \_\_\_\_\_ DP: \_\_\_\_\_ Rapid No: \_\_\_\_\_

Valuation Number: \_\_\_\_\_ Certificate of Title Ref: \_\_\_\_\_

Is the premises: Existing  New Building  New Operation

Alterations Requiring Consent  Change of Building Use (Building Consent Required)

Current Use of Premises (e.g. retail, restaurant, etc): \_\_\_\_\_

Currently known as: \_\_\_\_\_

Currently licensed: On-Licence  Off-Licence  Club Licence

Current licensed days and hours: \_\_\_\_\_

Licence Number: \_\_\_\_\_

Do you have any outdoor areas? Yes  No

Please list (ensure these are specified on the plans submitted with your application)

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### Proposed Alcohol Licence Details

The business to be conducted on the premises in relation to the proposed liquor licence involves:

On-Licence Yes  BYO  Off-Licence  Club-Licence

Days: \_\_\_\_\_

Inside Hours: \_\_\_\_\_

Outside Hours: \_\_\_\_\_

Number of Occupants: \_\_\_\_\_

**I declare that all the information contained within this application form is correct.**

**Signature of applicant:** \_\_\_\_\_

**Dated at (Date and Place) :** \_\_\_\_\_