

Application for New On Licence, Renewal or Variations Checklist



Checklist for a New or Variation to an On Licence Application

Floor plan showing the area to be licensed, any areas to be designated as supervised or restricted, and indicating whether supervised or restricted.

Certificate of incorporation – If applicable.

Details of shares for Company or Partnership.

A copy of the menu and the range of food.

Host Responsibility Policy.

Amenity and Good Order details.

Compliance certificate application form, Fire Evacuation statement and advertising form attached.

Alcohol Management Plan – Where sale of alcohol is intended to be the principal purpose of business.

Where the owner of the building is not the applicant, a written statement from the owner to effect that the owner has no objection to the grant of an on-licence.

A map or a portion of a map showing the location of the premises.

A photograph of exterior of the premises.

All forms are signed by applicant.

Checklist for Renewal On Licence Application

Prescribed fee (as per invoice).

Floor plan showing the area to be licensed, each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.

Copy of original licence.

A copy of the menu and the range of food.

Host Responsibility Policy.

Fire Evacuation Statement.

Advertising form

Alcohol Management Plan - Where sale of alcohol is intended to be the principal purpose of business.

All forms are signed by the applicant.

For further information please contact

Waitaki District Council

20 Thames Street

Private Bag 50058

Oamaru

Phone: 03 433 0300 Fax: 03 433 0301

Email: regulatory@waitaki.govt.nz

Application for New On Licence, Renewal or Variations - Form 3



Section 100 - 127 (2), Sale - Supply of Alcohol Act 2012
To the Secretary District Licensing Committee, Waitaki District Council

Application for

New On-Licence

Renewal On-Licence

Variation or Redefinition

Endorsements

Please tick which type of licence you are applying for

BYO Restaurant (s.37)

On-Licence Caterers (s.38)

PART A – APPLICANT

Details 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 or Persons (20 years or over)

Body Corporate to which Section 28(1)(b) of the Act applies

A Board, Organisation, Other body to which section 28(1)(f) (that is authorised by an enactment other than this Act to sell alcohol or hold a licence)

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 applicant that is a company, provide details of contact person

Full legal name _____

Email _____ Mobile (____) _____

Postal address for service _____

Principal purpose of business _____

Preferred method of contact _____

Body corporate, state the authority under which incorporated:

Public Company

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

Please state details of all directors below (please use another sheet if necessary).

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: _____

Name: _____ Address: _____

Date of Birth ___/___/___ Place of Birth: _____ Position: _____

For a private company incorporated under the Companies Act 1993

Authorised Capital Paid-Up Capital

Full details of each person who holds any shares issued by the company:

Name: _____ Address: _____

Date of Birth: ___/___/___ Place of Birth: _____ Face Value of Shares Held: ___

Name: _____ Address: _____

Date of Birth: ___/___/___ Place of Birth: _____ Face Value of Shares Held: ___

Name: _____ Address: _____

Date of Birth: ___/___/___ Place of Birth: _____ Face Value of Shares Held: ___

Name: _____ Address: _____

Date of Birth: ___/___/___ Place of Birth: _____ Face Value of Shares Held: ___

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)]

Full Name: _____ Date of Conviction: ___/___/___

Conviction: _____

Full Name: _____ Date of Conviction: ___/___/___

Conviction: _____

Full Name: _____ Date of Conviction: ___/___/___

Conviction: _____

Full Name: _____ Date of Conviction: ___/___/___

Conviction: _____

PART B – PREMISES

Details of premises (if not a conveyance)

Any name, trading name, or name of building _____

Address _____

If not owned by applicant,—

Tenure *[state whether leasehold, under tenancy agreement or licence]*

Full legal name of owner _____

Address of owner _____

Whether licence conditional on completion of building work Yes No

Details of premises (if a conveyance)

Kind (eg, ship, railway carriage, bus, etc) _____

Do you own the proposed conveyance? Yes No

If no, is it operated under charter, lease or licence? _____

If not owned by applicant please provide the following:

Full legal name _____

Address of owner _____

Any registration number _____

Any home base address _____

Any name used or proposed for conveyance _____

Is licence conditional on completion of construction work? Yes No

If yes, state details _____

PART C - MANAGERS

Details of managers for each manager or proposed manager:

Full Legal Name _____

Certificate Number _____ Expiry Date _____

Full Legal Name _____

Certificate Number _____ Expiry Date _____

Full Legal Name _____

Certificate Number _____ Expiry Date _____

Full Legal Name _____

Certificate Number _____ Expiry Date _____

Full Legal Name _____

Certificate Number _____ Expiry Date _____

PART D – PROPOSED BUSINESS**Business details**

General nature of the business to be conducted by applicant in the premises if licence granted (Hotel, Tavern, Restaurant, Entertainment/Nightclub etc)

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 of alcohol and food. Yes No

If “Yes”, nature of other goods or services _____

In the case only of a BYO restaurant, do you wish to have licence endorsed under section 37 of the Act? Yes No

PART E - CONDITIONS**Trading times**

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

Inside Areas _____

Outdoor Areas _____

Training

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

Designations

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

Restricted¹ area

Supervised² area

Undesignated

(Restricted¹: under 18 years prohibited; Supervised² under 18 years only with parent or legal guardian)

General

What provision does the applicant intend to make for the sale and/or supply of:

Food intended to be available for purchase (or free) (please describe type and range)

Non-alcoholic refreshments (please describe type and range)

Low-alcohol beverages (please describe type and range)

To what extent, and where, drinking water is 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?

The steps intended to be taken to provide help with and information about transport options from the premises:

What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited people?

Please describe any other steps proposed which will promote the responsible consumption of alcohol

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



Signature of applicant _____

Dated at (date and place) ____/____/____ _____
Location

Renewal or variation application fee must be paid prior to, or at the time of, the application and proof of payment must be submitted with the application. New applications will be invoiced.

I confirm payment method as follows:

Amount Paid (as per invoice) \$ _____

Date of Payment ____/____/____

Cash / Eftpos

Cheque payable to the Waitaki District Council

Bank transfer to account 02 0940 0156400 00 (Particulars: Name, Reference: Invoice Number Code: Alcohol)

Visa/Mastercard by phone 03 433 0300 (Note: Credit cards have a 1.5% surcharge)

Notes

- 1 This form 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).
- 4 All applications must be accompanied with completed 'Amenity and Good order' details.

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. All directors of the entity are required to complete this form. The Police are required to report on this application. That report may include the release of any previous convictions you may have.

Full legal name:

Aliases/maiden name:

Gender:

Date of birth:

Drivers licence number:

Country of origin:

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:



Signature of applicant:

Date:

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. All directors of the entity are required to complete this form. The Police are required to report on this application. That report may include the release of any previous convictions you may have.

Full legal name:

Aliases/maiden name:

Gender:

Date of birth:

Drivers licence number:

Country of origin:

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:



Signature of applicant:

Date:

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: _____ Fax: _____

DETAILS OF BUILDING OWNER(S)

Company/Trust/Licensee Name: _____

Contact Name: _____

Address: _____

Phone Number: Daytime: _____ Mobile: _____

Email: _____ Fax: _____

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



PREMISE DETAILS

Address of Premises: _____

Lot: _____ DP: _____ Rapid No: _____

Valuation Number: _____ Certificate of Title Ref: _____

Is the premises: Existing New Building New Operation

Alterations Requiring Building 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)

PROPOSED ALCOHOL LICENCE DETAILS

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

On-Licence 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) ____/____/____ _____
Location

The fee must be paid prior to, or at the time of, the application and proof of payment must be submitted with the application.

I confirm payment method as follows:

Amount Paid \$120.00

Date of Payment ____/____/____

Cash / Eftpos

Cheque payable to the Waitaki District Council

Bank transfer to account 02 0940 0156400 00 (Particulars: Name, Code: CC ALCOHOL)

Visa/Mastercard by phone 03 433 0300 (Note: Credit cards have a 1.5% surcharge)

EVACUATION SCHEME STATEMENT

To accompany all new and renewal applications for Off, On & Club Licences


Section 100 (i) of the Sale and Supply of Alcohol Act 2012 which relates to renewal and new applications for of on, off and club licenses require a statements follows to be signed by the applicant

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 where;

- 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
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts

Please direct any queries to:

Stuart Ide
Fire Risk Management Officer
New Zealand Fire Service
Phone: (03) 441 4537
Email: stuart.ide@fire.org.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 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: _____

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

Also, for Off-licences:

- A description of your product types, where they are displayed and stored.

1. The reporting agencies must consider the effects the issue of the licence will have on amenity and good order - please answer the following.

For all licences:

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

- b) How many residential neighbours would you have within 50 metres?

- c) Security - what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other?).

- d) Internal layout - can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?

- e) Windows - is there good visibility into and from the premises and the street? Yes No

f) Lighting - does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc.?

g) Security - will you employ security staff and when will they be used?

h) Security staff - how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?

Noise - required for On-licence and Club Licence only

i) Explain clearly all types* of entertainment you will be providing and when (*amplified music or large crowd noise related).

j) Noise management - do you have a noise management plan or acoustic report?

k) Soundproofing - what soundproofing has been undertaken?

What outside advertising involving alcohol will you be doing?

l) Newspaper/magazine?

m) Shop windows?

n) On your premises - roof/other?

Systems and staff training

o) Are you involved in any mystery shopper/pseudo CPO programmes?

p) What till prompt systems do you have regarding age checks?

q) 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.

r) Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

2. Is this your first licensed premises? Yes No

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

b) What is the target market for the business?

c) What is your policy regarding pricing and promotions?

Renewals only

- e) Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

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

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

3. 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:

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