

Application for Off-Licence

Instruction Sheet



**SOUTH WAIRARAPA DISTRICT
LICENSING AGENCY**
PO Box 6, Martinborough 5741
Telephone (06) 306 9611
Fax: (06) 306 9373

SECTION 31:

- (1) Every application for an off-licence shall -
 - (a) Be made in the name of the *person/partnership/company* (ie receives proceeds from sale of liquor) who will hold the licence if the application is granted, and
 - (b) Be made in the prescribed form and manner; and
 - (c) Contain the prescribed particulars; and
 - (d) Be accompanied by the prescribed fee; and
 - (e) Be accompanied by a certificate by the local authority that the proposed use of the premises meets requirements of the Resource Management Act 1991 and of the Building Code.
- (2) Every application shall be filed with the District Licensing Agency for the district in which the premises are situated.
- (3) Within 20 working days after filing the application, **the applicant shall give public notice** of the application in the prescribed form. (*FORM 1*)
- (4) Within 10 working days after the filing the application, the applicant must ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates. (*FORM 1A*)
- (5) The applicant is not required to ensure that notice of the application is attached in accordance with subsection (4), if the Secretary of the District Licensing Agency agrees *in writing* that it is impractical or unreasonable to do so.

REGULATION 8:

- (1) Every application for an off-licence shall be in Form 6 and accompanied by:
 - Two copies of the application:
 - (*Where the applicant is incorporated*)
A copy of the certificate of incorporation or other documentary evidence of its incorporation:
 - (*Where the applicant is a company*)
A copy of the memorandum of association, or other documentary evidence of its authority to sell liquor or to hold a licence under the Act.

- (Where the applicant is a board, organisation, or body to which section 30(1)(bb) of the Act applies)*
A reference to the Act under which the applicant is authorised to sell liquor or hold an off-licence under the Act:
- (Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988).*
A copy of the property order:
- (Where the applicant is a club).* Evidence that the club:
- (I) Held a charter under section 164 of the Sale of Liquor Act 1962 immediately before the 1st day of April 1990; or
- (II) Holds a club licence under the Sale of Liquor Act 1989 – and is not a sports club:
- (Where the application relates to a hotel or tavern).*
A reference to the number of the on-licence held by the applicant in respect of the hotel or tavern.
- (Where the application relates to premises in which the principal business is the manufacture or sale of liquor).*
Particulars of the principal business conducted on the premises, and
- (where that principal business is wine making)*
the number of the licence held under the Wine Makers Act 1981.
- (Where the application relates to a supermarket)*
Particulars of the floor area of the supermarket, including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items:
- (Where the application relates to a grocery store)*
Particulars of the principal business of the store, including evidence and certified accounts showing the percentage of turnover that is derived from the sale of main order household foodstuffs:]
- (Where the application is made in reliance on section 36(2)(a) of the Act)*
Evidence to show that the sale of liquor in premises of a kind described in paragraph (c) or paragraph (d) of section 36(1) of the Act would not be economic:
- (Where the application is made in reliance on section 36(2)(b) of the Act)*
Particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complementary:
- (Where the application is made by the holder of an auctioneer's licence)*
The number of the licence held under the Auctioneers' Act 1928:
- (Where the application relates to the business of a caterer)*
Evidence to show that the applicant is or will be conducting the business of a caterer, including the frequency and types of functions that are or are proposed to be catered for:]
- A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished:
- A map, or a copy of a map or of a portion of a map, showing the location of the premises:
- A scale plan showing—
- (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
- (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas; and

(iii) *(Except where the applicant is a club)*
Each entrance to the premises that the applicant intends should be designated as a principal entrance:

- (Where the applicant is not the owner of the premises)*
A written statement from the owner to the effect that the owner has no objection to the grant of the licence:
- A certificate by the local authority that the proposed use of the premises meets town planning requirements:
- The prescribed fee **\$793.24** Endorsed Caterer/Auctioneer **\$134.93**
- Where the application relates to any premises, be accompanied by a statement (form attached) by the applicant that:
 - (i) The 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; or
 - (ii) The building, be reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.
- A letter from the applicant supporting their application describing the premises and detailing the operation of the premises.
- A copy of the applicant's managers' certificate and any other qualifications and/or certificates relevant to the application.
- A copy of the Host Responsibility Policy.
- Complete the site notice declaration form.

NOTE:

As soon as possible after the second publication of the notice, and before the hearing or determination of the application, the applicant must deliver a copy of each public notice and details of the dates and newspapers in which the notice was published for the first and second time to the Secretary of the District Licensing Agency or (as the case may require) to the Secretary of the Licensing Authority.

Application for Off- Licence

Section 31, Sale of Liquor Act 1989



**SOUTH WAIRARAPA DISTRICT
LICENSING AGENCY**
PO Box 6, Martinborough 5741
Telephone (06) 306 9611
Fax: (06) 306 9373

Application No.

DLA Ref:

TO: The Secretary
South Wairarapa District Licensing Agency
PO Box 6
MARTINBOROUGH

Application for an off-licence is made in accordance with the details set out below :-

1. DETAILS OF APPLICANT(S)

(a) Full name.....
Address.....
Occupation..... Birthdate.....
Drivers Licence No

(b) Postal address for service of documents

(c) Daytime contact name and telephone number.....

(d) Full name, address and Certificate no of manager/s to be employed.
Name.....Certificate No.....
Address.....
Name.....Certificate No.....
Address.....

e) Status of applicant (*tick appropriate box*):

Natural person	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Licensing Trust	<input type="checkbox"/>
Public Company	<input type="checkbox"/>	Body corporate to which Section 8(1)(ba) of the Act applies	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	Board, organisation, or other body to which section 8(1)(bb) of the Act applies	<input type="checkbox"/>	Manager under the Protection of Personal and property Rights Act 1988	<input type="checkbox"/>
Trustee	<input type="checkbox"/>	Government department or other instrument of the Crown.	<input type="checkbox"/>	Club	<input type="checkbox"/>

2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY

- (a) Date of incorporation
- (b) Place of incorporation
- (c) Full details of each director, and the secretary, as follows:

Name:

Address:

Date of Birth: Place of Birth Designation:

Name:

Address:

Date of Birth: Place of Birth Designation:

Name:

Address:

Date of Birth: Place of Birth Designation:

- (d) *(In the case only of a private company):*

Authorised capital Paid-up capital

- (e) *(In the case only of a private company)*

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

Name:

Address: Date of Birth:

Place of Birth: Designation: Face value of shares held:

Name:

Address: Date of Birth:

Place of Birth: Designation: Face value of shares held:

Name:

Address: Date of Birth:

Place of Birth: Designation: Face value of shares held:

- (f) *(In the case only of a public 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:

Name:

Address:

Date of Birth: Place of Birth Designation:

Name: _____

Address: _____

Date of Birth: _____ Place of Birth _____ Designation: _____

Name: _____

Address: _____

Date of Birth: _____ Place of Birth _____ Designation: _____

3. FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP

(a) Full details of each partner as follows:

Name: _____

Address: _____

Date of Birth: _____ Place of Birth _____

Name: _____

Address: _____

Date of Birth: _____ Place of Birth _____

Name: _____

Address: _____

Date of Birth: _____ Place of Birth _____

(b) Signature of each partner:

.....

4. P REMISES DETAILS

(a) Address of proposed licensed premises:

(a) Type of premises (*tick appropriate box*):

Hotel or Tavern	<input type="checkbox"/>	Club	<input type="checkbox"/>	Supermarket	<input type="checkbox"/>
Grocery Store	<input type="checkbox"/>	Premises on which principal business is manufactured or sale of liquor	<input type="checkbox"/>	Other	<input type="checkbox"/>

(b) Proposed trading name for premises (if any):

(d) Is a licence sought conditional upon construction or completion of the premises? Yes / No

- (e) Does the applicant own the proposed licensed premises: Yes / No
 If No:
- (i) what is the full name and address of the owner?
-
- (ii) what form of tenure of the premises will the applicant have (including term of tenure?)

- (f) What part (if any) of the premises does the applicant intend should be designated as –
- (i) a restricted area:
- (ii) a supervised area:

5. B BUSINESS DETAILS

- (a) Does the applicant seek the licence in connection with the business of a caterer? Yes / No
- (b) Does the applicant seek the licence in connection with the business of an auctioneer?
 Yes / No
- (c) Is the sale of liquor intended to be the principal purpose of the business? Yes / No
 If No:
- (i) what is intended to be the principal purpose of the business?

- (ii) what part of section 36 of the Act if applicable to this application?

- (d) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food? Yes / No
- If Yes, what is the nature of those other goods or services?
-
- (e) On which days and during which hours does the applicant intend to sell liquor under the licence?
-
- (a) Does the applicant intend to provide complimentary samples of liquor on the premises?
 Yes / No

6. CONDITIONS

(a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

.....
.....
.....

(b) *(Where the principal business is other than the manufacture or sale of liquor)* what kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

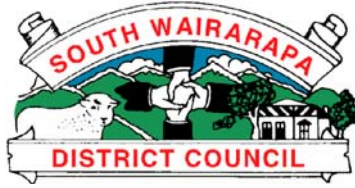
.....
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Dated atthis day of 20

.....
Applicant

NOTES:

1. In respect of the status of the applicant, see section 30 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 8(2) of the Sale of Liquor Regulations 1990.
3. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, *Wairarapa Times Age, Wairarapa News* with not less than 5 days and not more than 10 days between the 2 dates of publication.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees *in writing* that it is impracticable or unreasonable to do so).



PUBLIC NOTICE

*Sections 9(4), 16(2), 18(3), 31(3), 39(2), 41(3), 55(3), 62(2), 64(3), and 76(4), Sale of Liquor Act 1989
(Delete where not applicable)*

.....
.....
(Full name, address and occupation of applicant)

has made application to the District Licensing Agency at South Wairarapa District Council for the grant (or renewal) of a

..... in respect of the premises situated
(specify type of licence)

at..... (or the)
(address) (specify type of coveyance)

known as

The general nature of the business conducted (or to be conducted) under the licence is

.....
(Type of business, for example, hotel, tavern, restaurant, entertainment/nightclub)

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

.....
(Specify days and hours)

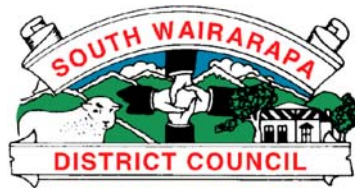
The application may be inspected during ordinary office hours at the office of the South Wairarapa District Licensing Agency at the South Wairarapa District Council, 19 Kitchener Street, Martinborough

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Agency at South Wairarapa District Council, PO Box 6 Martinborough, 5741

This is the first publication of this notice.....*(date)*

or

This is the second publication of this notice.....*(date)*



PUBLIC NOTICE

*Sections 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4), 62(2A), 64(4), and 76(4), Sale of Liquor Act 1989
(Delete where not applicable)*

.....
.....
(Full name, address and occupation of applicant)

has made application to the District Licensing Agency at South Wairarapa District Council for the grant *(or renewal)* of a

.....in respect of the premises situated
(specify type of licence)

at..... *(address)* (or the
(specify type of coveyance))

known as

The general nature of the business conducted *(or to be conducted)* under the licence is.....

.....
(Type of business, for example, hotel, tavern, restaurant, entertainment/nightclub)

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

.....
(Specify days and hours)

The application may be inspected during ordinary office hours at the office of the South Wairarapa District Licensing Agency at the South Wairarapa District Council, 19 Kitchener Street, Martinborough.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Agency at South Wairarapa District Council, PO Box 6, Martinborough, 5741.

**New/Renewal of Licence
Building Evacuation Scheme Declaration**

(Have you checked with the Fire Service that the building your premises is in has a building Evacuation Scheme before completing this declaration? Any enquiries regarding schemes or procedures should be referred to Masterton Fire Service)

Application for renewal of On Off Club licence *(tick the applicable)*

Date:.....

Premises Name:.....

Premises Address:.....

I HEREBY STATE THAT *(Tick whichever is applicable)*

Either:

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Sections 21s of the Fire Service Act 1975

OR

The building by reason of its current use, does not required such a scheme, or the building is exempt from having to meet the required for such a scheme

OR

The building in which the premises are situated has an evacuation procedure

.....
Licensee Signature

To: District Licensing Agency

South Wairarapa District Council

SALE OF LIQUOR LICENCE APPLICATION
SITE NOTICE DECLARATION

Application for renewal of On Off Club licence *(tick the applicable)*

Date:.....

Premises name:

Premises address:

I HEREBY STATE THAT:

- 1: The site signage (using Form 1A/Form 1Av) used print which was legible and prominent.
- 2: The sign was displayed in a conspicuous place at entry to the site.
- 3: The sign was placed to meet required timeframes.

.....

Licensee Signature