



Application for Renewal of On-Off-Club Licence

Instruction Sheet

SOUTH WAIRARAPA DISTRICT LICENSING AGENCY

PO Box 6, Martinborough 5741
Telephone (06) 306 9611
Fax: (06) 306 9373

SECTIONS 18/41/64:

- (1) The holder of an on/off licence, or the holder of a temporary authority issued in respect of an on/off licence may apply in accordance with this section for the renewal of the licence.
- (2) Every application for the renewal of an on/off/club licence shall –
 - (a) Be filed with the District Licensing Agency with which the application for the licence was filed; and
 - (b) Be made no later than 20 working days before the expiry of the licence, or by such later date (not being later than the date of the expiry of the licence) as the District Licensing Agency may allow; and
 - (c) Be made in the prescribed form and manner; and
 - (d) Contain the prescribed particulars; and
 - (e) Where the application relates to any premises, be accompanied by a statement by the applicant (form attached) that:
 - (i) The building in which the premise 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, by 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; and
- (3) Within 10 working days after filing the application, the **applicant shall give public notice** of the application in the prescribed form. (*Form 1, if variation use Form 1v*).
- (4) Within 10 working days after 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 if variation, use Form 1Av*).
- (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 18:

- (1) An application by the holder of an on/off/club licence for the renewal of the licence shall be in form 15.
- (2) Every such application shall be accompanied by the following:
 - Two copies of the application:
 - The prescribed fee of **\$793.24** (Endorsed BYO **\$134.93**)
 - Completed Site Notice Declaration form
 - Copy of Host Responsibility Policy

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 Renewal On-Off-Club Licence

SOUTH WAIRARAPA DISTRICT LICENSING AGENCY

PO Box 6, Martinborough 5741
Telephone (06) 306 9611
Fax: (06) 306 9373

Sections 18, 41, and 64, Sale of Liquor Act 1989

Application No.

DLA Ref:

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

Application for the renewal of a licence is made in accordance with the details set out below :-

1. DETAILS OF LICENSEE

- (a) Full Name
- (b) Postal address for service of documents.....
- (c) Daytime contact name and telephone no.....

2. DETAILS OF MANAGER

Full names, address and Certificate No of all manager/s currently employed.

Name:.....Certificate No:.....

Address:.....

Name:.....Certificate No:.....

Address:.....

Name:.....Certificate No:.....

Address:.....

3. DETAILS OF LICENCE

(a) Type of licence (tick appropriate box):

On-licence Off-licence Club licence

(b) Number

(c) Date of expiry

4. DETAILS OF PREMISES *(To be included only where the licence applies to any premises)*

- (a) Address:.....
- (b) Trading or other name (if any):
- (c) *(If a club licence)* does the club share the premises with any other club? Yes / No
If yes, -
 - (i) what is the name of the other club?
 - (i) what months of the year do the respective clubs use the premises?

5. DETAILS OF CONVEYANCE *(To be included only where the licence applies to any conveyance)*

- (a) Type of conveyance
- (b) Address of home base (if any)
- (c) Trading or other name (if any)

6. CONDITIONS

Are any changes sought to the present conditions of the licence? Yes / No
If yes, -

- (a) what changes are sought?
- (b) what are the full reasons for the changes sought?

Please attach further information

Dated at this..... day of 20

.....
Licensee

NOTES:

1. This form should be used in respect of on-licences, off-licences, and club licences. Special licences are not renewable.
2. This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. For the matters that are to accompany this application, see regulation 18(2) of the Sale of Liquor regulations 1990.
4. Within 10 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.
5. 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 or 1Av* 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)

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

at..... (or the)
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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