

Waimakariri District Licensing Committee

Information Sheet for Application for New On-Licence or Renewal of On-Licence

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

For guidance on completing this application and information about the alcohol licensing process, please refer to our **Alcohol Licensing Guide**.

Every application should be accompanied by the following:

A Certificate from the Planning Unit stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the Building Code.

A map of the area showing the location of the premises.

A photograph of the exterior of the premises, or artist's impression of the exterior of the proposed premises as they will look when they are finished, showing the principal entrance.

A scale plan showing:

1. Those parts of the premises that are to be used for the sale and supply of alcohol.
2. Those parts of the premises (if any) the applicant intends should be designated as restricted or supervised areas.
3. The entrance that the applicant intends should be designated a principal entrance.

Where the Applicant is not the owner of the premises, a written statement from the owner saying they have no objection to the granting of a Licence.

If the Applicant is incorporated, a copy of the certificate of incorporation or documentary evidence of its incorporation.

A drinks menu.

A food menu.

A Host Responsibility Policy written by the Applicant.

Please note

- Form 7 Standard Template for Council Website and Notice to Display on Premises needs to accompany the application.
- You are required within 10 working days of lodging the application to display a public notice on the premises in a prominent visual location. This notice must be displayed for the same period that the notices appear on the Waimakariri District Council website. A declaration must be submitted to the DLC to prove your compliance with this requirement.

Continued over page

This page is blank

Waimakariri District Licensing Committee

Application for New On-Licence or Renewal of On-Licence

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

To: The Secretary
Waimakariri District Licensing Committee
Private Bag 1005
Rangiora 7440

Application is made in accordance with the particulars set out below: (please tick)

On-Licence Renewal On-Licence On-Licence (change of conditions)

Endorsements

State every endorsement sought or sought to be renewed:

On-Licence for caterers On-Licence for BYO restaurant

Details of applicant

Company name or full legal name(s) to be on the licence: _____

Other names/aliases known by: _____

Is a licence already held for the premises or conveyance concerned? Yes No

If 'Yes', what kind of licence: _____

Licence number: _____

Are any changes sought to the present conditions of the licence? Yes No

If 'Yes', what changes are sought? _____

Status of applicant:

Natural person (minimum 20 years of age) Company Partnership or Limited Partnership

Club Trustee Body Corporate Licensing Trust or Community Trust

Local authority Government Department or other Instrument of Crown

Manager under the Protection of Personal and Property Rights Act 1988

Full legal name of individual or contact person of organisation:

Date of birth (if individual): _____

Phone number: _____

Email address: _____

Mobile number: _____

Website: _____

Preferred mode of contact: _____

Postal address: _____

Post code: _____

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):

Nature of offence	Date of conviction	Penalty suffered

Details of managers

Full legal name, number and expiry date of Manager's Certificate for each proposed manager:

Full legal name	Certificate number	Expiry date

Details of premises or conveyance

Address of proposed licensed premises: _____

Name, trading name, or name of building: _____

Is a licence sought conditional upon construction or completion of the premises? Yes No

If 'Yes', state details: _____

OR

Type of conveyance (e.g. ship, train, bus): _____

Name of conveyance: _____

Home base address: _____

Registered number of conveyance (if any): _____

Owner's consent (to be completed even if the applicant is the owner of the property)

I have no objection to _____ using my premises situated at _____ for the purpose of _____ to take place on _____ involving _____ attendees.

Name of owner and agent: _____

Signature: _____ Date: _____

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the signature field above you are giving your authority for this application to proceed.

What part (if any) of the premises does the applicant intend should be designated as:

- **Restricted designation:** no person under 18 may be present on the premises.
- **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or legal guardian.
- **Undesignated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

Area	Designation

NOTE: If a marquee or tent will be used and is over 100m², you will require a building consent. Please contact the Building Unit for appropriate forms.

Fire safety

I certify that the building **has** **does not require** an Evacuation Scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency New Zealand Act 2017.

Name of owner: _____

Signature: _____ Date: _____

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the signature field above you are giving your authority for this application to proceed.

A registered Evacuation Scheme is required when:

- the building holds 100 or more people
- there are 10 or more employees in the entire building; or
- providing accommodation for 6 or more persons.

Please contact the Fire and Emergency New Zealand (FENZ) (04 496 3600) for more information about Evacuation Schemes and Fire Safety Requirements.

Details of directors

Full details of each director as follows:

Full name	Address	Date of birth	Place of birth	Designation

Business details

What is the general nature of the business to be conducted by the applicant if the licence is granted?
(e.g. hotel, tavern, restaurant, entertainment)?

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

If 'No', what is intended to be the principal purpose of the business? _____

Is the 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', what is the nature of those other goods or services?

On which days and during which hours does the applicant intend to sell alcohol under the licence?

Conditions

Please state the experience and training of applicant:

Describe the type and range of food intended to be available for purchase, or alternatively attach a food menu to the application. For information on registering a food business, please visit our **website**.

Describe the type and range of beverages intended to be available for purchase, or alternatively attach a drinks menu to the application. Please ensure that non-alcoholic (<0.5% ABV) and low-alcohol (0.5—2.5% ABV) beverages are clearly identified:

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premises, for staff and patrons?

Describe steps proposed to be taken to prevent the sale and supply of alcohol to prohibited persons:

Describe any other steps the applicant proposes to promote the responsible consumption of alcohol:

Describe other systems (including training systems) and staff that are in place (or to be in place) for compliance with the Act:

Describe to what extent, and where, drinking water is intended to be freely available to patrons:

Design and layout of the proposed premises

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Show how the design and layout of your premises will (or does) minimise potential harm and ensure a safe environment for patrons as per the attached map/premises layout.

For guidance on the design of safer bars and restaurants, please refer to the Health Promotion Agency's Safer Bars and Restaurants: **A Guide to Crime Prevention Through Environmental Design**:

Amenity and good order

The Act defines amenity and good order as the extent to which, and ways in which, the locality in which a premises are situated is pleasant and agreeable.

Show how you will minimise the impact of:

- Noise (e.g. music and patron noise) on the locality?
- Nuisance and vandalism on the locality?

- Identify any sensitive sites and facilities within the locality. Explain how you will minimise the potential impact on these.

Attachments

Please attach the following documents:

Host Responsibility Policy

Map showing the location of the premises

Site/floor plan (for whole premises, including outside areas) defining all areas that will be licensed, including areas to be designated as a supervised or restricted area and the principal entrance

Photograph of the principal entrance of the premises

Certificate of Incorporation (if applicable)

Drinks menu

Food menu

Background information on applicant(s) - experience and training

Owner's permission in writing (if not the owner of the property)

For application fees refer to the Registered Premises Fees and Charges on our **website**. Accepted methods of payment are either by cash, eftpos or internet banking. If you want to pay your application fee by internet banking, please email in your completed application to **IM@wmk.govt.nz**

Council staff will contact you by email with a reference number for payment. Processing of your application will commence once payment has been received.

Important to note - public notification of application

- Within 20 working days after filing this application with the District Licensing Committee (DLC) (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 Act 2012 (whichever applies to this application).
- Except in the case of a conveyance, within 10 working days after filing this application with the DLC, the applicant must ensure that notice of this application in form 7 is attached in a prominent visual location on or adjacent to the site to which this application relates (unless the Secretary of the DLC agrees that it is impracticable or unreasonable to do so).

Privacy Statement

Information contained in your application and any supporting information will be held by Waimakariri District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Council's Licensing Inspectors) for the purposes of assessing and reporting on your application, and to the Waimakariri District Licensing Committee (DLC) for the purposes of making a decision on your application.

This information may form part of a public hearing of your application before the DLC and may be used in the Committee's decision for your application. Decisions will be made publicly available.

The Council is required to keep a record of every premises licence application (including for renewals and variations) filed with the DLC and the Committee's decision on it. This information (which includes the application and all attachments) is made available to the Council's Licensing Inspectors, the Medical Officer of Health, and the Police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, Duty Manager appointments, and the Act. The Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the Council. The Privacy Act 2020 applies to the Council and under that Act, you have the right to see and correct personal information that the Council holds about you.

I have read and understood the above privacy statement: Yes No

Authorisation

Applicant name: _____ Date: _____

Applicant signature: _____ (must not be signed by an Agent or Solicitor).

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

Processing timelines

Applications should be made well before your certificate is required. On average about 6-8 weeks is required for a standard application to allow for processing, the required public notice period of 25 working days, statutory reporting on your application, and issuing of a DLC decision on your licence. Timelines will be longer if there are agency oppositions or missing information on your application.