

## ENVIRONMENTAL SERVICES

### Waimakariri District Licensing Committee

# Information Sheet for Application for Off-Licence or Renewal of Off-Licence

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

#### 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.

Fees – to calculate fees please refer to:

[waimakariri.govt.nz/services/fees-and-charges/alcohol-licensing-fees-and-charges](http://waimakariri.govt.nz/services/fees-and-charges/alcohol-licensing-fees-and-charges)

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 Host Responsibility Policy written by the Applicant.

Where the applicant is a club, evidence that the club held a charter under section 164 of the *Sale of Liquor Act 1962* immediately before the 1st day of April 1990 or 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 licence 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 alcohol, 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*.

Continued over page

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.

**Please note**

- The *Sale and Supply of Alcohol Act 2012* does not allow service stations or premises in which the principal business is to sell petrol or automotive fuel, to sell alcohol.
- Dairies are also not able to sell alcohol.
- Supermarkets, grocers etc are only allowed to sell wine and beer. Refer Section 33.
- 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.

***Please do not return this information sheet with the application.***

## ENVIRONMENTAL SERVICES

## Waimakariri District Licensing Committee

# Application for New Off-Licence or Renewal of Off-Licence

Sections 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)**

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

**Endorsements**

State every endorsement sought or sought to be renewed:

Off-Licence for Auctioneers      Off-Licence for Remote Sellers of Alcohol

**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 premises/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 (20 years of age)      Company      Partnership or Limited Partnership  
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*

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### Convictions of Company Directors, Partners, or individuals

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

### Further details where applicant is a natural person(s)

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

Date and place of birth (if individual): \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

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

### Further details where applicant is a company

Name of contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Postal address for service: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_ Place of incorporation: \_\_\_\_\_

### Full details of each director as follows

Full name	Address	Date of birth	Place of birth	Designation

**Private Company only: Authorised Capital:** \_\_\_\_\_ **Paid-up Capital:** \_\_\_\_\_

**Private Company:** Full details of each person who holds any shares issued by the company.

Full name	Address	Date of birth	Place of birth	Designation	Face value of shares held

**Public Company:** Full details of each person who holds 20 per cent or more of the shares, or of any particular class of shares, issued by the company.

Full name	Address	Date of birth	Place of birth	Designation	Face value of shares held

### Further details where applicant is a partnership

Full details of each partner as follows:

Full name	Address	Date of birth	Place of birth	Signature

### Details of premises

Address of premises: \_\_\_\_\_  
\_\_\_\_\_

Trading name for premises (if any): \_\_\_\_\_  
\_\_\_\_\_

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

Does the applicant own the licensed premises?    Yes    No

If 'No', what is the full name and address of the owner? \_\_\_\_\_  
\_\_\_\_\_

What form of tenure of the premises will the applicant have (including term of tenure)? \_\_\_\_\_  
\_\_\_\_\_

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, ie 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

## 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 box below you are giving your authority for this application to proceed.

A registered Evacuation Scheme is required when:

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

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

## Details of managers

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

Name	Address	Certificate number	Expiry date

## Business details

Under Section 32, what is the general nature of the business to be conducted by the applicant if the licence is granted? (eg hotel, tavern, bottle store, supermarket, auctioneer)

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 type and range of non-alcoholic beverages intended to be available for purchase:

Describe type and range of low-alcoholic beverages intended to be available for purchase:

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 in place (or to be in place) for compliance with the Act:

### 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 premise will (or does) minimise potential harm and ensure a safe environment for patrons as per the attached map/premise layout.:

### 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 (eg music and patron noise) on the locality:

- Nuisance and vandalism on the locality:

- How will you minimise the impact on sensitive sites/facilities within the locality?  
eg schools, preschools, churches, accommodation facilities, parks or reserves.

## Attachments

Please attach the following documents:

Host Responsibility Policy

Map showing the location of the premises

Floor plan defining all areas that will be licensed, including proposed permitted area for the display and promotion of alcohol and the principal entrance

Photograph of the principal entrance of the premises

Certificate of Incorporation (if applicable)

Background information on applicant(s) - experience and training

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

For a grocery store - statement of annual sales revenue required by regulation 12 and 13 (as the case requires) of *Sale and Supply of Alcohol Regulations 2013*

Fee - accepted methods of payment are cash, EFTPOS, and internet banking

Fee for Planning and Building Compliance Certificate (new applications and variations).

### 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 regulations 36, 37, or 38 of the *Sale and Supply of Alcohol Regulations 2013* (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 Waimakariri 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.