



## **Application Process – New Applications: On / Off and Club Licences**

### **Processing your Application**

Within 20 working days of lodging your application, you are required to place a public notices\* in your local new paper (South Taranaki Star, Taranaki Daily News or Wanganui Chronicle). The public notification must be circulated in the area relevant to the licence. Once the public notices has been published, the applicant MUST provide the entire page of each public notice to the District Licencing Committee as part of the application.

\*One or two public notices are required depending on your risk factor. You may contact the Liquor Licensing Inspector on 0800 111 323 to determine your risk.

Within 10 working days of lodging your application, you are required to place a notice of your application in a conspicuous place in the premises.

An application does not guarantee the granting of a Liquor Licence.

The District Licencing Committee will:

1. Assess your application including:
  - Suitability of the applicant
  - Days and the hours during which liquor will be sold
  - Design and layout of the proposed premises
  - Steps proposed to be taken by the applicant to ensure that the requirements of the law in relation to the sale of liquor to prohibited persons are observed such as not serving alcohol to minors and intoxicated people
  - Whether the applicant is engaged, or proposed to engage, in the sale or supply of any other goods besides liquor or the provision of any services other than those directly related to the sale or supply of liquor, and, if so, the nature of those goods or services
  - Business case
  - How the business will mitigate any risk which could negatively impact the local community
2. Forward your application to the following reporting agencies:
  - Police
  - Medical Officer of Health
  - Liquor Licensing Inspector
3. Send an inspector to visit and inspect your premises
4. Determine all applications  
If your application is opposed, you may be required to attend a public hearing.



## **Checklist**

The following is required to be supplied with your application. Lodging an incomplete application will result in delayed processing times.

### **ON and CLUB LICENCE APPLICATIONS**

#### *Tick box*

- The prescribed fee. These fees are not refundable.
- Three copies of the completed application form plus all documentation.
- Planning Certificate.
- Building Certificate.
- Notice of appointment of Manager/s.
- MOH Questionnaire.
- Fire Evacuation Scheme Statement.
- Public Notification.
- Application for a Temporary Authority (if applicable)
- Permission to sell and supply liquor from the premises by the property owner if the applicant does not own the building (in writing).
- A copy of the lease details showing the date of tenure and the length of tenure, if the applicant does not own the building.
- A photo showing the principal entrance.
- A copy of the menu.
- A copy of the Certificate of Incorporation (if applying in a company name).
- A copy of the floor plans of the premises (highlighting Restricted or Supervised areas and the Principal Entrance).
- A copy of your host responsibility policy and an alcohol management plan detailing how the specific points in the policy will be implemented.
- A location map showing the site (highlighting proximity to sensitive premises such as schools, hospitals, churches etc.)
- A report detailing how the proposed business will mitigate any risk which could negatively impact the local community.
- A business case. (This should detail the operation of the business including target market, licensee experience and licensee involvement, staff training and any other matter which may assist in determining the application.)
- A letter of authorisation for the consultant, if you use a liquor licensing consultant.



# APPLICATION FOR ON-LICENCE

Section 100 Sale and Supply of Alcohol Act 2012

Licence Number

Date Received

To: The Secretary  
South Taranaki District Licensing Committee  
Private Bag 902  
Hawera 4640

Application for On-Licence is made in accordance with the particulars set out below.

## ENDORSEMENTS

State (by type) every endorsement sought or sought to be renewed

.....

## DETAILS OF APPLICANT

(a) Full legal name or names to be on licence: .....

(b) Whether licence already held for premises or conveyance concerned? **YES / NO**

If "YES", state kind of licence: .....

(c) Applicant Status: *(By reference to section 28 of Sale and Supply of Alcohol Act 2012)*

Natural Person  (must be at least 20 years old)      Any Body Corporate

A Board, Organisation or other Body       A Licensing Trust or Community Trust

A Limited Partnership       A Partnership

A Trustee       A Department of State or other Instrument of the Crown

A Territorial Authority

Other  Details: .....

(d) For applicant that is a natural person or persons, details: *(for each, state full*

*legal name, any aliases, usual residential address, sex, occupation, date and place of birth, any internet site, preferred mode of contact)*

.....

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.....

- (e) For applicant that is a body corporate, authority under which incorporated? .....
- .....
- (f) For applicant that is not a natural person or persons, details of contact: *(state full legal name, telephone number or numbers, any fax number, any internet site, preferred mode of contact)*
- .....
- .....
- .....
- (g) Postal address for service: .....
- .....
- (h) Business details: *(describe principal business, any other business)* .....
- .....
- (i) Criminal conviction: *(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)*

Nature of Offence	Date of Conviction	Penalty

- (j) For a Company *(whether incorporated under the Companies Act 1993 or equivalent foreign legislation)*, full legal names of directors:

Name:	
Name:	
Name:	
Name:	

- (k) For a Private Company incorporated under the Companies Act 1993 *(state authorized capital, paid-up capital, and the following)*:

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			

Authorised capital: .....

Paid-up capital: .....

(I) For a Partnership, full legal names and addresses of partners:

Name:		Address:	
Name:		Address:	
Name:		Address:	
Name:		Address:	

**DETAILS OF PREMISES (If not a conveyance)**

(a) Address: .....

.....

(b) Any name, trading name, or name of building: .....

(c) If not owned by applicant:

- Tenure (*state whether to be held as leasehold, or under tenancy agreement or licence*) .....
- Full legal name and address of owner: .....
- .....
- .....

(d) Whether licence conditional on completion of building work? **YES / NO**

If "YES", state details: .....

## DETAILS OF CONVEYANCE

- (a) Kind (eg. Ship, railway carriage, bus, etc): .....
- (b) Tenure (state whether owned by applicant, or to be operated under charter, lease, or licence): .....
- (c) If not owned by applicant, full legal name and address of owner: .....
- .....
- .....
- (d) Any registration number: .....
- (e) Any home base address: .....
- .....
- (f) Any name used or proposed for conveyance: .....
- (g) Whether licence conditional on completion of construction work? **YES / NO**  
 If "YES", state details: .....
- .....

## DETAILS OF MANAGERS

Full legal Name:			
Certificate Number:		Expiry Date:	
Full legal Name:			
Certificate Number:		Expiry Date:	
Full legal Name:			
Certificate Number:		Expiry Date:	

## BUSINESS DETAILS

- (a) General nature of the business to be conducted by applicant in the premises if licence granted: (for example hotel, tavern, restaurant, entertainment/nightclub) .....
- .....
- (b) Whether sale of alcohol intended to be principal purpose of business? **YES / NO**  
 If "NO", intended principal purpose of business: .....

(c) 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: .....

.....

(d) Days and hours proposed for sale of alcohol:

Days of the week:.....

Hours of the day:.....

(e) In the case only of a BYO restaurant, whether applicant wishes to have licence endorsed under section 37 of the Act? **YES / NO**

## CONDITIONS

(a) Experience and training of applicant: .....

.....

(b) Food intended to be available for purchase: (*describe type and range*) .....

.....

(c) Non-alcoholic beverages intended to be available for purchase: (*describe type and range*) .....

(d) Low-alcohol beverages intended to be available for purchase: (*describe type and range*) .....

(e) To what extent, and where, drinking water is intended to be freely available to patrons: .....

(f) If no access to mains water supply, potability of water intended to be available: .....

.....

(g) Steps intended to be taken to provide help with and information about transport options from the premises: (*describe type and range*) .....

.....

(h) Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: .....

.....

- (i) Any other steps the applicant proposes to promote the responsible consumption of alcohol: .....
- .....
- .....
- (j) Other systems (including training systems), and staff in place (or to be in place) for compliance with the Act: .....
- .....
- .....

**ATTACHMENTS (if not a conveyance)**

- (a) Copy of planning consent
- (b) Copies of all relevant building certificates consents
- (c) Floor plan showing:
- Each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and
  - The principal entrance
- (d) For body corporate applicant, copy of certificate of incorporation (or equivalent document)

**ATTACHMENTS (conveyance)**

- (a) Floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.
- (b) For body corporate applicant, copy of certificate of incorporation (or equivalent document)



**FUTHER DETAILS WHER APPLICANT IS A 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

**FUTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP**

Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth	Signature

Dated at: (place and date) .....

Signature of applicant: .....

## NOTES

- 1. This form must be accompanied with the prescribed fee.**
- 2. Within 20 working days after filing this application with the District Licensing Committee, 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).**