



Application for On-Licence or Renewal of On-Licence

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

To: Otorohanga District Council, P O Box 11, Otorohanga 3940
Phone: 07 873 4000 | Fax: 07 873 4300 | Web: www.otodc.govt.nz | Email: info@otodc.govt.nz

To The Secretary
District Licensing Committee Otorohanga District Council
17 Maniapoto Street,
P.O. Box 11,
Otorohanga 3940

Application for On-Licence or Renewal of On-Licence is made in accordance with the particulars set out below:

Details of Application	
<input type="checkbox"/> On-Licence	<input type="checkbox"/> Renewal of On-Licence
Is a licence already held for the premises or conveyance concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what type of licence? _____ Licence Number: _____	

Endorsements
Type of endorsement(s) sought, or sought to be renewed (if appropriate):
BYO restaurant (section 15) <input type="checkbox"/> Caterer (section 16) <input type="checkbox"/>

Status of Applicant
Natural Person <input type="checkbox"/> Private Company <input type="checkbox"/> Public Company <input type="checkbox"/>
Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Trustee <input type="checkbox"/>
Other: _____

Contact Person for Applicant
Full Name of Applicant/Licensee: _____
Full name of Contact and Role/Title (e.g. Director): _____



Day-time Phone number: _____ E-mail : _____

Details of Applicant:

Applicant that is a natural person or persons *(complete for each applicant):*

Full Legal Name: _____ Male Female

Also known as (alias): _____

Residential Address: _____

Town: _____

Post Code: _____

Occupations: _____

Internet Site (if applicable): _____

Date of Birth: _____

Preferred mode of contact: _____

Place of Birth: _____

Criminal 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).

Applicant that is a natural person or persons

Full Legal Name: _____ Male Female

Also known as (alias): _____

Residential Address: _____

Town: _____

Post Code: _____

Occupation: _____

Internet Site (if applicable): _____

Date of Birth: _____

Preferred mode of contact: _____

Place of Birth: _____

Criminal 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).

Applicant that is a natural person or persons

Full Legal Name: _____ Male Female

Also known as (alias): _____

Residential Address: _____

Town: _____

Post Code: _____

Occupation: _____

Internet Site (if applicable): _____

Date of Birth: _____

Preferred mode of contact: _____

Place of Birth: _____

Criminal 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).

Details of Applicant that is NOT a natural person (e.g. Company, partnership):

Full Legal Name: _____

Email Address: _____ Preferred contact: _____

Internet site: _____ *[phone, email etc]*

Postal Address: _____

Town: _____ Post Code: _____

Business Details: _____ *[describe principal business, any other businesses]*

For a **company** (whether incorporated under the Companies Act 1993 or equivalent foreign legislation):

Date of Incorporation: _____ Place of Incorporation: _____

Directors:

Directors Name	Address	Date of Birth	Place of Birth

For a **private company** incorporated under the Companies Act 1993:

Authorised capital: \$ _____ Paid up capital: \$ _____

Shareholders:

Shareholders Name	Address	Date of Birth	Place of Birth	Value of Shares



For a **public company** incorporated under the Companies Act 1993:

Shareholders who hold 20% or more of shares, or classes of shares:

Shareholders Name	Address	Date of Birth	Place of Birth	Value of Shares

For a **Partnership**: The full details of each partner

Full Legal Name: _____

Address: _____

Town: _____

Post Code: _____

Date of birth: _____

Place of birth: _____

Full Legal Name: _____

Address: _____

Town: _____

Post Code: _____

Date of birth: _____

Place of birth: _____

Applicant that is a **body corporate**, authority under which incorporated:

Variation

If applying for a renewal of an existing licence, do you wish to vary any conditions? Yes No

If Yes, what condition(s)?

Details of Premises (if not a conveyance)

Address of premises: _____

Trading or other name: _____

If not owned by applicant -

Tenure: *[freehold, unit title, leasehold or under licence]* _____

Full Legal Name of Owner: _____

Address: _____

Town: _____

Post Code: _____

Type: _____

[grocery, hotel, retail shop, tavern etc]

Is the licence conditional on completion of building work? Yes No

If Yes, please provide details:

Details of Conveyance

Type of conveyance: *[ship, railway carriage, bus etc]* _____

Tenure: *[owned by applicant, operated under charter, lease or licence]* _____

If Not owned by applicant, please provide details:

Full Legal Name of owner: _____

Contact Phone No: _____

Mobile Number: _____

Email Address: _____

Postal Address: _____

Town: _____

Post Code: _____

Registration Number *(if any)*: _____

Address of home base *(if any)*: _____

Any name used or proposed for conveyance: _____

Is the licence conditional on completion of building work? Yes No

If Yes, please provide details:

Details of Managers (complete for each manager or proposed manager)	
Full Legal Name:	_____
Certificate No:	_____ Expiry Date: _____
Full Legal Name:	_____
Certificate No:	_____ Expiry Date: _____
Full Legal Name:	_____
Certificate No:	_____ Expiry Date: _____
Full Legal Name:	_____
Certificate No:	_____ Expiry Date: _____
Full Legal Name:	_____
Certificate No:	_____ Expiry Date: _____
Please provide copies of managers certificates where they were issued by another Licensing Committee	

Business Details
General nature of the business to be conducted by applicant in the premises if licence granted: <i>[hotel, tavern, restaurant, entertainment/nightclub]</i>
Is the sale of alcohol intended to be the principal purpose of business? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, what is the intended principal purpose of the business? _____
Are you engaged, or intending to engage 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the nature of the other goods and services?
Days and hours proposed for sale of alcohol: _____ _____
Is the premises proposed to be subject to any designations? (i.e. Restricted or Supervised) _____ _____

Conditions / Licence Criteria

What is the Experience and training of applicant?:

Detail what provision the applicant intends to make for:

Food *[describe type and range]*

Non-alcoholic beverages

[describe type and range]

Low-alcohol beverages

[describe type and range]

To what extent, and where, is drinking water intended to be freely available to patrons?

[If no access to mains water supply, potability of water intended to be available?]

What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises?

What steps are to be taken to prevent the sale and supply of alcohol to prohibited people?

What other steps does the applicant propose to promote the responsible consumption of alcohol?

What systems (including training) and staff are in place (or to be in place) for compliance with the Act?

[Detail staff numbers and training, security and CCTV systems, lighting, internal policies etc]

What systems are in place to reduce any negative effects on the amenity of the surrounding area?
[e.g. noise control measures etc]

Has the design of the premises included reference to the Crime Prevention Through Environmental Design (“CPTED”) Guidelines?

[For more information on these guidelines go to www.alcohol.org.nz]

Yes No

Has the applicant or any of its managers appeared before the Alcohol Regulatory and Licensing Authority and/or being the subject of any suspension or cancellation applications?

Yes No

If “yes” please detail:

Manager/Licensee	Type of Application	When	Outcome

Signature:

Dated at: _____

Date: _____

Signature of applicant: _____

Name of Signatory (where not the applicant): _____

Documents required to accompany new applications:

- For body corporate applicant, copy of certificate of incorporation (or equivalent document)
- For companies copy of Company Incorporation Certificates
- For Partnerships, a copy of the Partnership Agreement.
- Photograph(s) [or artists impression] of the exterior of the premises, including of the principal entrance
- A map or a copy of a map or a portion of a map showing the location of the premises and the surrounding area.
- A scale plan showing:
 - Those parts of the premises that are to be used for the sale and supply of alcohol
 - Those parts of the premises that the applicant intends should be designated as restricted areas or as supervised areas
 - Each entrance to the premises that the applicant intends should be designated as a principal entrance
- A written statement from the owner to the effect that the owner has no objection to the grant of the licence
- A certificate by Otorohanga District Council that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the Building Code –see attached application form
- Copy of planning consent
- Copies of all relevant building certificates consents
- A menu or other indication of the standard and style of the food, low and non-alcoholic drinks to be provided or proposed to be provided
- A statement that the premises has, and maintains a Fire Evacuation Scheme, or does not require a scheme.
- Copies of an nominated managers Manager’s Certificates if not issued by Otorohanga District Licensing Committee
- Any staff training plans, or host responsibility plans.
- Copy of draft public notices

Documents required to accompany renewal applications:

- Copy of draft public notices
- A statement that the premises has, and maintains a Fire Evacuation Scheme, or does not require a scheme.

NOTES:

- 1 “The applicant” is the licensee who will receive the proceeds from the sale of alcohol.
- 2 Applications that are not correct and compete may be returned to the applicant.
- 3 This application must be accompanied by the appropriate application fee.
- 4 The payment of the annual fee may be required prior to issue of the licence.
- 5 Within 20 working days after filing this application with the District Licensing Committee (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 Regulations 2013 (whichever applies to this application).
- 6 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).

Section 101, Sale and Supply of Alcohol Act 2012

Public Notice

of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence) (Please circle relevant application)

(Full name, address and occupation of applicant)

.....
has made application to the Otorohanga District Licensing Committee at
..... for the grant (or renewal or variation of conditions) of a *(specify type of licence)* in respect of the premises situated at.....
..... *(or specify type of conveyance)* travelling between
..... And Known as
.....

The general nature of the business conducted (or to be conducted) under the licence is:
.....
(e.g. hotel, tavern, restaurant, entertainment, night club)

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

The application may be inspected during ordinary office hours at the office of the Otorohanga District Council, District Licensing Committee, 17 Maniapoto Street, Otorohanga.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Otorohanga District Council, 17 Maniapoto Street, PO Box 11, Otorohanga 3940.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

(In case of publication in newspaper(s)) This is the [state whether first, second, or only] publication of this notice.





APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH BUILDING ACT 2004 AND THE RESOURCE MANAGEMENT ACT 1991

(In case of second publication in newspaper(s)) This notice was first published on [state date].

0666764

For the purposes of
Section 100 (f) Sale and Supply of Alcohol Act 2012

Date Received _____	Application Number _____
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BUILDING

STREET ADDRESS _____ _____ TRADE NAME _____ _____	LEGAL DESCRIPTION VALUATION NUMBER _____ LOT _____ DP _____ SECTION _____ BLOCK _____ SURVEY DISTRICT _____
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COUNCIL CHARGES The Council's total charges payable on the uplifting of a Building Certificate (Sale of Alcohol) are:

New Premises \$184.00

Existing Premise (New Owner) \$100.00 RECEIPT NUMBER _____ DATE _____

Full Name Postal Address TOWN/CITY _____ POST CODE _____ TELEPHONE _____

SIGNED BY OR FOR ON BEHALF OF THE OWNER

Signature _____ Print Name _____

DATE _____

**NEW ZEALAND FIRE SERVICE
EVACUATION SCHEME PROCEDURE DATA**

Section 286 of the Sale and Supply of Alcohol Act 2012

Section 21A of the Fire Service Act 1975

Fire Safety and Evacuation of Buildings 1992

LICENSED PREMISES	
Name:	_____
Address:	_____ _____

Contact Person :	_____
Phone:	_____
Email:	_____

Do you have an evacuation scheme approved by the Fire Service as required by section 21A of the Fire Service Act 1975?	Yes / No
Date approved:	_____

Do you have an evacuation procedure as required by Fire Safety and Evacuation of Buildings Regulations 1992?	Yes / No
Date implemented:	_____

What is the maximum number of people that the building can occupy?	
Employees: _____ Public: _____	
Are there any other tenants in the building?	Yes / No
Are your exit routes and doors indicated by signs?	Yes / No

DETAILS OF THE BUILDING'S FIRE PROTECTION — Please tick if you have the following:			
Automatic fire sprinkler	<input type="checkbox"/>	Automatic fire detection	<input type="checkbox"/>
Manual fire alarm	<input type="checkbox"/>	Emergency lighting	<input type="checkbox"/>
Hose reels	<input type="checkbox"/>		
Portable fire extinguishers	<input type="checkbox"/>	No of units	_____
Other	<input type="checkbox"/>		

Please tick where applicable:	
<input type="checkbox"/>	I hereby declare that the above premises has an Evacuation Scheme/Procedure for the public safety which meets the requirements of Section 21A of the Fire Service Act 1975; or
<input type="checkbox"/>	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.
Name:	_____ Designation: _____
Signature:	_____ Date: _____

Fees and Charges

