

Checklist

New Off-Licence or Renewal of Off-Licence

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

- **Use this checklist to assist you in lodging a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.**
- **All items on this checklist must be ticked to show that they are provided. Additional information may be requested during the processing of your off-licence to confirm compliance.**

Office use Applicant use

New and renewal application

- ☐ Application Fee
- ☐ Provide a detailed A4 scale floor plan of the premises showing: (please use a highlighter pen)
 - the perimeter of the licensed area including any outdoor areas, the food and bar service and the free water outlets
 - areas that are to be restricted or supervised
 - all principal entrances
 - CCTV placement and security lighting (if applicable)
 - Any proposed or permitted areas for the display and promotion of alcohol and any proposed sub-areas
- ☐ A Host Responsibility Policy and details in an Implementation Plan of how the Host Responsibility Policy will be put into practice
- ☐ Copy of the Public Notice - Form 7
- ☐ NZ Fire Service evacuation statement - completed and returned with the application
- ☐ Copies of each Manager's Certificate for those nominated to manage the premises
- ☐ Copies of any material you supply to staff for training purposes
- ☐ Copies of recent advertising/promotion undertaken, or proposed advertising/promotions (if available)
- ☐ For grocery stores only: a statement of annual sales revenue required by regulation 12 and/or 13 of the Sale and Supply of Alcohol Regulations 2013

New off-licence application only

- ☐ Where the applicant is incorporated, a copy of the certificate of incorporation
- ☐ Where the applicant is a partnership, a copy of the Partnership Agreement
- ☐ Financial Plan (only applicable when taking over an existing business)
- ☐ A photograph or artist's impression of the exterior of the premises
- ☐ A street map showing the location of the premises
- ☐ Written statement from the owner of the building consenting to the applicant selling alcohol on the premises. *(Note the consent must be from the same party as detailed in section 3 of the application)*
- ☐ A Certificate of Compliance with the Resource Management Act and Building Act for the purposes of the Sale and Supply of Alcohol Act 2012

I certify that the above information is included with this application and all questions within the application have been answered in full.

Name (print clearly)

Signature

Date

Office Use Only

Accepted and checked by

Date

Amount paid

Receipt no

To the Secretary, District Licensing Committee Waitomo District Council

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

☐ **Off-Licence (new)**

☐ **Renewal of Off-Licence**

Licence No.

Expiry date

1. Details of Applicant

Full Legal Name(s) to be on licence

Postal address for service of documents

Contact person

Contact numbers

Phone (home)

Phone (work)

Mobile

Email address

Preferred mode of contact

Is a licence already held for the premises or conveyance concerned?

☐ Yes

☐ No

If Yes, what type of licence?

Applicant Status: *(under section 28 of the Sale and Supply of Alcohol Act 2012 what is the status of the applicant?)*

- | | | |
|---------------------------------------|---------------------------------------|---|
| <input type="radio"/> Natural Person | <input type="radio"/> Local Authority | <input type="radio"/> Body Corporate to which Section 28(1)(b) of the Act applies |
| <input type="radio"/> Private Company | <input type="radio"/> Trustee | <input type="radio"/> Manager under the Protection of Personal & Property Rights Act 1988 |
| <input type="radio"/> Partnership | <input type="radio"/> Public Company | <input type="radio"/> Government Department or other instrument of the Crown |
| <input type="radio"/> Club | <input type="radio"/> Licensing Trust | <input type="radio"/> Board, organisation, or other body to which section 28(1)(f) of the Act applies |
| <input type="radio"/> Community Trust | | |

2. Further Applicant Details

Further details where applicant is an individual person

Place and date of birth

Birthplace

Date of birth

Also known as (aliases)

Occupation

Residential address

Further details where applicant is a body corporate

Date of Incorporation

Place of Incorporation

Further details where applicant is a private company

Date of Incorporation

Capital

☐ Authorised capital

☐ Paid up capital

Full details of each director, secretary and each person who holds share issued by the company

Name

Position held

Address

Place of birth

Date of birth

Value of shares

Name

Position held

Address

Place of birth

Date of birth

Value of shares

Name

Position held

Address

Place of birth

Date of birth

Value of shares

Further details where applicant is a public company

Date of Incorporation

Place of Incorporation

Capital

☐

Authorised capital

☐

Paid up capital

Full details of each director, secretary and each person who holds 20% or more of the shares, or of any particular class of shares issued by the company.

Name

Position held

Address

Place of birth

Date of birth

Name

Position held

Address

Place of birth

Date of birth

Name

Position held

Address

Place of birth

Date of birth

Further details where applicant is a partnership

Full details of each partner

Name

Address

Place of birth

Date of birth

Name

Address

Place of birth

Date of birth

Name

Address

Place of birth

Date of birth

Criminal Convictions - include directors, secretaries, shareholders and partners

(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 Suffered

3. Details of Premises

Address of licensed premises

Proposed trading name

Type of premise

(e.g. Supermarket, Grocery Store, Bottle Store, Hotel, Tavern)

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

a) A restricted area?

b) A supervised area?

c) Undesignated area?

Is the licence sought conditional on construction or completion of building work? ☐ Yes

☐ No

If Yes, state details

Does the applicant own the proposed licensed premises?

☐ Yes

☐ No

If No, what is the full name and address of the owner

What form of tenure of the premises does the applicant have? *(include type and term of tenure)*

4. Business Details

What is the general nature of the business to be conducted by the applicant if the licence is granted?

(e.g. Supermarket, Grocery Store, Bottle Store, Hotel, Tavern)

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 in or intending to be engaged in the sale or supply of any goods other than alcohol or 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?

5. Endorsements

Does the applicant seek any endorsement, or renewal of endorsement?
Please tick if applicable.

☐ Auctioneer

☐ Remote seller of alcohol

6. Alcohol Trading Hours

On which days and during which hours does the applicant propose to sell or supply alcohol under the licence?

Day of the week	Hours	
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

For renewal applications

Do you propose to change your current licensed hours?

☐ Yes

☐ No

If Yes, please state new days/hours sought

Day of the week	Hours	
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

7. Certified Manager Details

When alcohol is being sold or supplied to the public a certified manager (appointed under Section 217 of the Sale and Supply of Alcohol Act 2012, must be on duty at all times.

How many certified managers have been or will be employed?

State the full details of each manager or proposed manager

Full Name

Address

Date of birth

Certificate No

Certificate expiry

Full Name

Address

Date of birth

Certificate No

Certificate expiry

Full Name

Address

Date of birth

Certificate No

Certificate expiry

Full Name

Address

Date of birth

Certificate No

Certificate expiry

8. Conditions

1. What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act 2012?

2. State the experience and training of applicant.

3. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

4. What steps does the applicant propose to take in regard to promoting the responsible consumption of alcohol?

For renewal applications

5. Are there any changes sought to the present conditions of the licence? ☐ Yes ☐ No

If Yes, what changes are sought? (*Refer to section 5, Alcohol Trading Hours if applicable*)

9. Amenity and Good Order

The reporting agencies must consider the effect the issue of the licence will have on amenity and good order. Please answer the following questions to support your application.

1. State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a site plan would assist).

2. State the number of residential neighbours within a 50m radius of the premises.

3. What security systems does the applicant have in place (e.g. lighting indoor/outdoor CCTV) and where?

4. Can the entire premises be seen by the cashier? ☐ Yes ☐ No

5. Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable? Is there good visibility into the cool store area? Please describe.

6. Is there good visibility into and from the premises and the street? Please describe.

7. Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's? Please describe.

8. Will the applicant employ security staff? ☐ Yes ☐ No

If Yes, when will the security staff be used?

What formal registration or qualification (such as Certificate of Approval) will security staff have?

9. Is the applicant involved in any mystery shopper/pseudo controlled purchase operation programmes? ☐ Yes ☐ No

If Yes, please state details

10. Does the applicant have a till prompt system regarding age checks? ☐ Yes ☐ No

If Yes, please state details

11. What staff training is provided regarding compliance with the Act and Host Responsibility practices? Explain the content, duration and how often this training is provided. *(Please provide copies of any written material you supply to staff regarding staff training)*

12. State what outside advertising involving the promotion of alcohol the applicant will be displaying.

Newspapers, magazines

In store windows

On the premises roof, or other

Street and/or footpath signs

13. What is the applicant's policy regarding pricing and promotions of alcohol?

14. Will there be single bottle sales?

Yes

No

If Yes, please state details

15. What percentage of the front windows will be clear and transparent?

16. Where the application relates to the issue of a **new licence**:

Is this your first licensed premises?

Yes

No

If Yes, please attach a copy of your financial plan.

17. What is the target market for the business?

18. The granting, or renewal of this application will contribute to the Object of the Act by:

Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

Steps taken to minimise the harm caused by the excessive or inappropriate consumption of alcohol:

If the application relates to renewal of off-licence:

19. Have you had any complaints from neighbours (including confirmed noise complaints) that you are aware of?

20. Has your business been subject to a Police Controlled Purchase Operation (CPO)?. If so what were the results?

21. Has your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

10. Applicant Signature

Name *(print clearly)*

Signature

(If applying as a company/partnership etc. please state your relationship e.g. secretary, director)

Dated at

this

day of

20

NOTES

1. This form must be accompanied by the prescribed fee.
2. 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).
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).
4. Application fees are set by the Ministry of Justice www.justice.govt.nz

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

By signing this form, you consent to the release of the information.

APPLICANT AUTHORISATION

Licensee /Premise Name

Name (print clearly)

Signature

Date

NOTE: This declaration is to be completed, signed and returned with your application. This declaration will be forwarded, with your application to the NZ Fire Service.

Maximum number of persons allowed on the premises

Maximum number of staff employed at any one time

What hazards, substances are stored on the premises *(if any)*

I,

(full name)

declare the premises

(name of licensed premises)

for which an Off-Licence / Renewal of Off-Licence is being applied for, state that:

1. The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency New Zealand Act 2017; or
2. The building, by reason of its current use, does not require such, or the building is exempt from having to meet the requirements pursuant to Section 76(3) of the Fire and Emergency New Zealand Act 2017; or
3. A draft evacuation scheme is currently before Fire and Emergency New Zealand for approval.

Name *(print clearly)*

Signature

Dated at

this

day of

20

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)

This notice must also be displayed in a conspicuous place to the site to which the application relates within 10 working days of filing your application.

This notice must be sent to the Waitomo News and published twice, one week apart, within 20 working days of filing your application (For medium and high risk premises only).

It is your responsibility to do this.

(Full name, address and occupation of applicant)

has made application to the District Licensing Committee at Waitomo District Council, Te Kuiti for the
issue / renewal / variation of conditions of an off-licence
in respect of the premises situated at

(address)

known as

(trade name)

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 alcohol 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 Waitomo District Licensing Committee, Waitomo District Council, Queen Street, Te Kuiti.

Any person who is entitled to object and wishes to object to the issue of the licence may, not later than 25 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 Waitomo District Council, PO Box 404, Te Kuiti 3941.

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 the section 131 of the Sale and Supply of Alcohol Act 2012.

This is the **first / second / only** publication of this notice.

This notice was first published on: