

1. This application must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application for Variation or Cancellation of Conditions with the District Licensing Committee, the applicant must give public notice of the application on Form 7. The notice must be given in compliance with Regulation 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 as if this application for variation were an application for the renewal of a licence.
3. Within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of the application in Form 7 is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

Office use    Applicant use

- Application Fee (as per premises application fee based on total weighting)
- Fully completed application form.
- Include a copy of your company certificate
- A Host Responsibility Policy
- Supporting documentation relevant to the condition(s) to be varied or cancelled
- If a redefinition is sought relevant to the area (footprint) of the licensed premises or a change in the purpose (i.e. restaurant to tavern), a new building and planning certificate may be required.
- Detailed A4 scale map of the interior of the premises showing:
  - the areas used for sale of alcohol
  - the areas that are to be restricted or supervised
  - the principal entrance
  - location of tables and chairs, toilets and kitchen
  - the use of footpath for outdoor dining (if applicable– attach outdoor dining permit)
  - CCTV placement and security lighting (if applicable)

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 variation or cancellation of the conditions of a licence is made in accordance with the details set out below.

### Type of Licence

On-Licence

On-Licence (BYO)

Off-Licence

Club-Licence

Licence No.

Expiry date

## 1. Details of Applicant

Full Legal Name

Licensee as per the alcohol licence)

Postal address for service of documents

Contact person

Contact numbers

Phone (home)

Phone (work)

Mobile

Email address

Preferred mode of contact

## 2. Details of Premises

Address of licensed premises

Proposed trading name

## 3. Details of Conveyance *(To be included only where the licence applies to any conveyance)*

State the type of conveyance e.g. bus, railway carriage

Registration No.

Home base address

Trading or other name of the conveyance

## 4. Action Sought

Variation

Redefinition

Cancellation

**5. Conditions** (To be filled in for each condition to which the application relates)

Terms of conditions at present?

<b>Day of the week</b>	<b>Hours</b>
	from to
	from to
	from to
	from to
	from to
	from to
	from to

If Variation, in what respect do you seek to vary the conditions?

<b>Day of the week</b>	<b>Hours</b>
	from to
	from to
	from to
	from to
	from to
	from to
	from to

Full reasons for variation or cancellation

Is the variation application for a **Redefinition?**

Yes

No

If Yes, please attach a scale floor plan showing the part or parts of the premises to be redefined

Full reasons for redefinition

**6. 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

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 On / Club Licence OR Renewal On / Club Licence is being applied for, state that:

1. The building in which the premises are situated has an evacuation scheme for public safety which meet the requirements of section 21B of the Fire Service Act 1975; or
2. The building, by reason of its current use, does not require such, or the building is exempt from having to meet the requirement for such a scheme; or
3. A draft scheme is currently before the Fire Service 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 King Country News and published twice, one week apart, within 20 working days of filing your application.

**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 on/off/club 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

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*(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.

Application for NEW or variation of licence - two notices required

Application for renewal low or very low risk - one notice required

Medium, high or very high risk - two notices required

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This notice was first published on: