Renewal On Licence

Application Pack

- Application checklist
- Fee calculator
- On Licence Application which includes
  › Public Notices
  › Declaration of Evacuation Scheme
  › Public Health Questionnaire
Use these pages to ensure you lodge a complete application. If incomplete, your application cannot be accepted.

### Please provide the following

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Customer Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Completed application form **original plus one copy – copy must be single sided**

**Reminder -** your application needs to be lodged at least 20 working days before the expiry date of your current licence.

- Supporting documentation as set out below **two copies of everything – single sided**

- Application fee **see next page**

### Supporting Documentation

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Customer Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Copy of the Certificate of Incorporation
- Declaration of Evacuation Scheme
- Existing liquor (base) licence

If a variation is sought, provide a covering letter detailing the reasons for changes

**Important - If a variation is sought, we forward your application to Council’s planning department who will assess the variation against District Plan rules. You may be required to apply for Resource Consent and if so, the planning department will contact you.**

- Public Notice – the notice must be completed and attached for checking before being placed in the newspaper. The appropriate newspaper(s) to place the advertisement will be advised. The date of the first publication MUST be advised prior to placing the advertisement

### Public Notices:

Within 10 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 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 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 the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

Whether one or two public notices are required is covered by sections 37 and 38. Section 37 states that for “very low” or “low” category premises, only one public notice is required, where section 38 states that two public notices are required for all other categories (“medium”, “high” or “very high”).

Notices must be published between 5-10 working days apart. We suggest you publish on the same day, one week apart.

**Important notes to remember**

1. Please provide us with the original page of the newspaper/s which shows the date and public notice – the full page, not a clipping.

2. Please contact Council’s Health and Bylaws Department once the notice has been displayed in your window so we can arrange for the collection of photographic proof of the notice.
Application Fee Please do not remove this page from your application

Fees are based on a “cost/risk rating” of each premise and take into account the type of premises, hours of operation and any enforcement actions in the previous 18 months. A weighting for each of these will produce the rating for the premises as shown below.

The “cost/risk rating” is the combined total of the weightings for each of the three parameters set out below. To determine the “cost/risk rating” for your premises, add the three weightings applicable to your premises.

<table>
<thead>
<tr>
<th>Type of premises (on licences)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Class 1” restaurants, Night clubs, Taverns, Adult premises</td>
<td>15</td>
</tr>
<tr>
<td>“Class 2” restaurants, Hotels, Function centres, Universities and Polytechnics</td>
<td>10</td>
</tr>
<tr>
<td>“Class 3” restaurants, other premises not specified elsewhere</td>
<td>5</td>
</tr>
<tr>
<td>Theatres/cinemas, BYO restaurants</td>
<td>2</td>
</tr>
</tbody>
</table>

**Class 1 restaurant** Defined as a restaurant, in the opinion of council, having a significant separate bar operated at least once a week in the manner of a tavern

**Class 2 restaurant** Defined as a restaurant, in the opinion of council, having a separate bar area that is not operated in the manner of a tavern at any time

**Class 3 restaurant** Defined as a restaurant that only serves alcohol to the table and does not have a bar area

<table>
<thead>
<tr>
<th>Latest trading time allowed by on licence</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2am or earlier</td>
<td>0</td>
</tr>
<tr>
<td>Between 2.01am and 3.00am</td>
<td>3</td>
</tr>
<tr>
<td>All other closing times</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of enforcements in last 18 months</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2 or more</td>
<td>20</td>
</tr>
</tbody>
</table>

There are 5 fee categories depending on the total rating.

<table>
<thead>
<tr>
<th>Cost/Risk rating</th>
<th>Fee Category</th>
<th>Application fee Inc GST</th>
<th>Annual fee Inc GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>Very low</td>
<td>$600</td>
<td>$262</td>
</tr>
<tr>
<td>3-5</td>
<td>Low</td>
<td>$994</td>
<td>$637</td>
</tr>
<tr>
<td>6-15</td>
<td>Medium</td>
<td>$1,456</td>
<td>$1,031</td>
</tr>
<tr>
<td>16-25</td>
<td>High</td>
<td>$1,669</td>
<td>$1,687</td>
</tr>
<tr>
<td>26+</td>
<td>Very high</td>
<td>$1,969</td>
<td>$2,344</td>
</tr>
</tbody>
</table>

*These fees are as per Councils Schedule of Fees and Charges 1 July 2019 – 30 June 2020

Please Note

The application fee must be paid at the time of application. For a new licence application, if the application is granted, the annual fee must be paid before the licence will be issued. An invoice will be issued once the application has been completed.
Application for Renewal of On-Licence
Section 127(2), Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Whangarei District Council
Private Bag 9023
WHANGAREI 0148

Application for a renewal of an On-Licence is made in accordance with the details set out below:

Details of Application

Type of application (tick box that applies):

- [ ] Renewal of On-Licence
- [ ] Variation of On-Licence

Licence number: ____________________________ Expiry date: ____________________________

If a variation is sought, what changes to the current licence conditions do you wish to make? (changes to days and hours can be detailed below)

- [ ] Mon ____________________________ [ ] Mon - Fri ____________________________
- [ ] Tues ____________________________ [ ] Mon - Sun ____________________________
- [ ] Wed ____________________________ [ ] Sat ____________________________
- [ ] Thurs ____________________________ [ ] Sun ____________________________
- [ ] Fri ____________________________

Endorsements

Type of endorsement(s) sought or sought to be renewed (tick boxes that apply):

- [ ] BYO Restaurant
- [ ] Caterer

Details of Applicant

Full legal name to be on licence: ____________________________

Contact person: ____________________________ Driver Licence number: ____________________________

Email: ____________________________ Phone: ____________________________

Postal address for service of documents: ____________________________
Has the applicant been convicted of any offences since the existing licence was issued?

☐ Yes  ☐ No

If YES, what was the nature and date of the offence? (exclude 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 Premises

Address: __________________________________________________________
Trading name: _____________________________________________________

Details of Conveyance

Type (E.g. bus, ship, railway carriage): __________________________________
Trading name: _____________________________________________________
Address of home base: _______________________________________________
Registration number/s (if any): _______________________________________
Is there a current licence/certificate/WOF in effect for this conveyance?

☐ Yes  ☐ No

☐ Safe Ship Management Certificate
☐ Certificate of Airworthiness
☐ Rail Service Licence
☐ Warrant of Fitness

Details of Managers

Full legal name: _____________________________________________________
Driver Licence number: ________________________________ DOB: _____________
Manager’s Certificate number: ________________________________ Expiry date: _____________

Full legal name: _____________________________________________________
Driver Licence number: ________________________________ DOB: _____________
Manager’s Certificate number: ________________________________ Expiry date: _____________

Full legal name: _____________________________________________________
Driver Licence number: ________________________________ DOB: _____________
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Full legal name: _____________________________________________________
Driver Licence number: ________________________________ DOB: _____________
Manager’s Certificate number: ________________________________ Expiry date: _____________

Full legal name: _____________________________________________________
Driver Licence number: ________________________________ DOB: _____________
Manager’s Certificate number: ________________________________ Expiry date: _____________
 Conditions

What is the experience and training of the applicant?

---------------------------------------------------------------

---------------------------------------------------------------

Describe in detail, the availability for purchase of:

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 water is not mains supply, what potable water is 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 proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

---------------------------------------------------------------

Describe any other steps proposed to promote the responsible consumption of alcohol:

---------------------------------------------------------------

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

---------------------------------------------------------------

Signature

Signature of applicant: ............................................. Date: ......................

Name of applicant: .........................................................................................
Public Notice of application for □ Renewal  □ Variation of On-Licence (Form 7)
Section 101, Sale and Supply of Alcohol Act 2012

(Licensee name) _____________________________________________________________
has made application to the Whangarei District Licensing Committee for the □ renewal  □ variation
of an on-licence in respect of the premises situated at
(Address) ________________________________________________________________
and known as ______________________________________________________________

The general nature of the business to be conducted under the licence is (eg. hotel, tavern, restaurant, entertainment/night club)
________________________________________________________________________

The days on which and the hours during which alcohol is sold under the licence are
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The application may be inspected during ordinary office hours at the office of the Whangarei District Council, District Licensing Committee, Walton Plaza, Albert Street, Whangarei.

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 first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Whangarei District Council, Private Bag 9023, Whangarei 0148.

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.

Notes (not for publication)
Select appropriate text for the first or second advertisement

☐ This is the only publication of this notice.
☐ This is the first publication of this notice.
☐ This is the second publication of this notice. This notice was first published on ____________________
To be displayed at the front entrance of your premises

Public Notice of application for  □ Renewal  □ Variation of On-Licence (Form 7)

Section 101, Sale and Supply of Alcohol Act 2012

(Licensee name) ____________________________________________________________

has made application to the Whangarei District Licensing Committee for the  □ renewal  □ variation

of an on-licence in respect of the premises situated at

(Address) ____________________________________________________________

and known as __________________________________________________________

The general nature of the business to be conducted under the licence is (eg. hotel, tavern, restaurant, entertainment/night club)

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The application may be inspected during ordinary office hours at the office of

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Any person who is entitled to object and who wishes to object to the renewal of the licence may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Whangarei District Council, Private Bag 9023, Whangarei 0148.

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. The application may be inspected during ordinary office hours at the office of the Whangarei District Council, District Licensing Committee, Walton Plaza, Albert Street, Whangarei.

This notice was first published in the __________________________ (newspaper) on __________________________ (date)
Declaration of Evacuation Scheme

Important: This form must be completed and returned with your licence application.

To enable the District Licensing Committee to approve your licence, your application must be accompanied by the following statement that outlines the building status in relation to having, or not having, an approved evacuation scheme filed with Fire Emergency New Zealand.

In relation to Liquor Licensing (mainly bars and clubs), the most likely criteria is that the facility is capable - through calculation in the Building Act - of holding 100 or more customers. Buildings capable of holding less than 100 people generally don’t need a scheme.

If you are unsure of your occupancy numbers, consult the latest Fire Design Report for your building, the building file at Council or contact the Fire Emergency New Zealand representative listed below.

If you are a tenant in a larger building, your building may already have an approved evacuation scheme. Check with the building owner.

To be completed by applicant:

Applicants Name: 

For premises known as: 

Street Address: 

Building Owner: 

Statement (Tick the option that applies)

☐ The building has a current evacuation approved under Section 76 Fire and Emergency New Zealand Act 2017 or the Fire Service Act 1975. Has a trial evacuation been completed in the building in the last 6 months and reported to Fire and Emergency New Zealand? (If not your application may be opposed).

☐ Yes  ☐ No

☐ The building does not require an evacuation scheme due to either current use or nature of the building.

☐ We are a tenancy in a larger building with an evacuation scheme approved by the New Zealand Fire Service.

Signed: ______________________  Date: ______________________

Position: ______________________

Note:

For more information or advice, please contact:

Craig Bain
Whangarei-Kaipara Area 2
12 Mansfield Terrace
Whangarei
Email: craig.bain@fireandemergency.nz

Phone: (09) 430 1256
Public Health Questionnaire for On-Licence Applications

This questionnaire helps to ensure that you, as a licensee, meet the Public Health requirements of the Sale and Supply of Alcohol Act (2012) to minimise illness, disease, Injury or death caused by the inappropriate consumption of alcohol.

This questionnaire should be completed by the applicant/licensee (not a consultant) & returned with your licence application

Your licence application may be delayed without the completion of this questionnaire.

Application Details

Name of Licensed Premises: _____________________________________________________________
Name of Applicant: _________________________________________________________________
Who is the main contact person and their role? __________________________________________
Email address: _________________________________________________________________
Contact phone number: __________________________________________________________

Intoxicated Patrons

What measures do you take to prevent intoxication on your premises?
_______________________________________________________________________________
_______________________________________________________________________________
How do you identify if a person is intoxicated?
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
What process do you have to deal with intoxicated patrons?
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
**Signage**

Taxi / Dial-a-Driver phone number?  
☐ Yes  ☐ No

No ID No Service No Exceptions  
☐ Yes  ☐ No

Food, low and non-alcoholic options at all times  
☐ Yes  ☐ No

Intoxicated persons are not permitted on premises  
☐ Yes  ☐ No

Host Responsibility Policy displayed  
☐ Yes  ☐ No

**Alcohol Promotions**

Do you run alcohol promotions (eg. discounted drinks, happy hours, 2-for-1 deals)? If YES, please detail:  
Yes  ☐ No

**Smokefree Environments Act 1990**

Since 10 December 2004, it has been an offence to permit smoking in the internal areas of licensed premises. The licensee is required to take all reasonable practicable steps to prevent people smoking inside.

Do you display NO SMOKING signage at all entrances?  
☐ Yes  ☐ No

Do you have an outdoor smoking area?  
☐ Yes  ☐ No

Is the outdoor smoking area enclosed?  
☐ Yes  ☐ No

Do you sell tobacco products?  
☐ Yes  ☐ No

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**UNDERTAKING FROM LICENSEE**

I  ________________________________ (full name), the Licensee*  
for  ________________________________ Premises

acknowledge that I have read and understood each of the above questions and I agree to comply with the measures outlined here throughout this next licensing period.

I also acknowledge that Public Health Liquor Licensing Officer, on behalf of the Medical Officer of Health, may visit my premises, from time-to-time, in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.

Signed:  ________________________________  Dated:  ________________________________

Position/Title:  ________________________________

*In the case of a corporate this application is to be signed by the Operations Manager responsible for the premise/outlet. The submission of this Public Health Questionnaire is not complete until it has been signed either by the Licensee or Operations Manager for the premises. The information contained within this Public Health Questionnaire may be shared with other statutory agencies Police, LLI or ARLA, for the purpose of their enquiries.