

Renewal On Licence

Application Pack

- Application checklist
- Fee calculator
- On Licence Application *which includes*
 - › Public Notices
 - › NZ Police Disclosure Authority
 - › Public Health Questionnaire
 - › Declaration of Evacuation Scheme

Use these pages to ensure you lodge a complete application. If incomplete, your application cannot be accepted.

Please provide the following

Applicant	Customer Services	
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form <i>original plus one copy – copy must be single sided</i>
		Reminder - <i>your application needs to be lodged at least 20 working days before the expiry date of your current licence.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Supporting documentation as set out below <i>two copies of everything – single sided</i>
<input type="checkbox"/>	<input type="checkbox"/>	Application fee <i>see next page</i>

Supporting Documentation

Applicant	Customer Services	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of the Certificate of Incorporation
<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Evacuation Scheme
<input type="checkbox"/>	<input type="checkbox"/>	NZ Police Disclosure Authority
<input type="checkbox"/>	<input type="checkbox"/>	Existing liquor (base) licence
<input type="checkbox"/>	<input type="checkbox"/>	If a variation is sought, provide a covering letter detailing the reasons for changes
		Important - <i>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.</i>
<input type="checkbox"/>	<input type="checkbox"/>	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.

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

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

Latest trading time allowed by on licence	Weighting
2am or earlier	0
Between 2.01am and 3.00am	3
All other closing times	5

Number of enforcements in last 18 months	Weighting
None	0
1	10
2 or more	20

There are 5 fee categories depending on the total rating.

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

*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

OFFICE USE ONLY	Fee
Application ID	Date fee paid
Customer Service Rep	Receipt number

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*)

<input type="checkbox"/> Mon	_____	<input type="checkbox"/> Mon - Fri	_____
<input type="checkbox"/> Tues	_____	<input type="checkbox"/> Mon - Sun	_____
<input type="checkbox"/> Wed	_____	<input type="checkbox"/> Sat	_____
<input type="checkbox"/> Thurs	_____	<input type="checkbox"/> Sun	_____
<input type="checkbox"/> 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 Expiry Date: 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:

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

To be placed in the Newspaper

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)

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.....

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

.....

.....

.....

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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 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)

Section 1: Applicant to complete and submit with application

Personal Information

Full name :

Gender:

(M) (F) (Other)

Date of birth:
(dd/mm/yyyy)

NZ Driver Licence number:
Or Passport number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name: _____

Date: _____

Signature: _____

Electronic Signature



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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| No ID No Service No Exceptions | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Food, low and non-alcoholic options at all times | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Intoxicated persons are not permitted on premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Host Responsibility Policy displayed | <input type="checkbox"/> Yes | <input type="checkbox"/> 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have an outdoor smoking area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the outdoor smoking area enclosed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you sell tobacco products? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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.

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