

<b>Office Use Only</b>	
Application ID: _____	Liquor Officer: _____
Fee: _____	Date application paid: _____ Receipt Number: _____
<b>Checklist</b>	
<input type="checkbox"/> Application form	Original plus 1 x copy
<input type="checkbox"/> Declaration of Evacuation Scheme	Original plus 1 x copy
<input type="checkbox"/> Existing liquor (base) licence	2 x copies
<input type="checkbox"/> Certificate of incorporation, if applicable	2 x copies
<input type="checkbox"/> If a variation is sought, provide a covering letter outlining specifically the reasons for changes	Original plus 1 x copy

## Application for Renewal of On-Licence

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

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

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

### Details of Application

Type of application (tick box('s) that applies – if changes to conditions are sought – tick “Variation of On-Licence”):

Renewal of On-Licence                       Variation of On-Licence

State licence number:

Licence number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Are any changes sought to the present conditions of the Licence?                       Yes                       No

If Yes, what changes are sought? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Endorsements

Type of endorsement sought or sought to be renewed: \_\_\_\_\_  
 BYO restaurant                       Caterer

**Details of Applicant**

Full legal name or names on licence: \_\_\_\_\_

Contact person: \_\_\_\_\_ Driver Licence Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address for service of documents: \_\_\_\_\_

Suburb: \_\_\_\_\_ City: \_\_\_\_\_ Postcode: \_\_\_\_\_

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 Premises**

Address of premises: \_\_\_\_\_

Trading name: \_\_\_\_\_

**Details of Managers**

*(If more than four bar managers are employed, give details on a separate sheet of paper)*

Full legal name: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

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 portable 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? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Signature

Signature of applicant \_\_\_\_\_ Dated at \_\_\_\_\_

Name of applicant \_\_\_\_\_

### Notes

Within 10 working days after filing this application with the District Licensing Committee, the applicant must give public notice of it in form 7 of the Sale and Supply of Alcohol Regulations 2013. Public notices must be made in either of the following newspapers: Whangarei Leader; Northern Advocate or Whangarei Report. The notice must be given in compliance with regulation 37 or 38 of the regulations (whichever applies to this application). 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, i.e. medium; high; or very high. If in doubt, please contact your district licensing inspector. Notices must be published between 5 and 10 working days apart. We suggest you publish on the same day, one week apart. Please send us the original page of the newspaper showing the date and the public notice – the full page, not a clipping.

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). The applicant must contact the Council’s liquor licensing section once this notice has been displayed to arrange for the collection of photographic proof of this notice.

Where a variation of licensing conditions is sought (most commonly changes to hours) a covering letter outlining specifically the reasons for the changes. If a variation to licence conditions is sought, then your application is forwarded 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 directly.

### Applicant Checklist

This application must be accompanied by:

- |   |                        |
|---|------------------------|
| <input type="checkbox"/> The prescribed fee   |                        |
| <input type="checkbox"/> Application form   | Original plus 1 x copy |
| <input type="checkbox"/> Declaration of Evacuation Scheme   | Original plus 1 x copy |
| <input type="checkbox"/> Existing liquor (base) licence   | 2 x copies             |
| <input type="checkbox"/> Certificate of incorporation, if applicable  | 2 x copies             |
| <input type="checkbox"/> If a variation is sought, provide a covering letter outlining specifically the reasons for changes | Original plus 1 x copy |

## Declaration of Evacuation Scheme

*Important: This form must be completed and returned with your licence renewal 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 Acct 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](mailto:craig.bain@fireandemergency.nz)



Phone: (09) 430 1256

## Fees

Fees are based on a “cost/risk rating” of each premises 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.

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

**Note:**

“Class 1” restaurant is defined as a restaurant having a significant separate bar operated at least once a week in the manner of a tavern (in the opinion of council).

“Class 2” restaurant is defined as a restaurant having a separate bar area that is not operated in the manner of a tavern at any time (in the opinion of council).

“Class 3” restaurant is 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

The “cost/risk rating” is the combined total of the weightings for each of the three parameters.

There are 5 fee categories depending on the total rating:

Cost/Risk rating	Fee Category	Application fee	Annual fee
		GST Incl	GST Incl
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 2017 – 30 June 2018

Your fees have been calculated as follows:

Parameter	Weighting
Type of premises	
Latest hours Licensed for	
Number of enforcements in last 18 months	
Cost/risk rating (total of weightings)	
Default fee category	
Assigned fee category	
<b>Your Application fee</b>	<b>including GST</b>
<b>Your Annual fee (payable on anniversary of licence)</b>	<b>including GST</b>

## Public Notice of application for renewal of On-Licence (Form 7)

Section 101, Sale and Supply of Alcohol Act 2012

\_\_\_\_\_ has made  
application to the Whangarei District Council Licensing Committee for the renewal of an on-Licence in respect  
of the premises situated at \_\_\_\_\_

and known as \_\_\_\_\_

The general nature of the business conducted under the Licence is: (Restaurant, Cafe, Tavern, Hotel, Bar etc.)

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, Forum North, Rust Ave, 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.

This is the first publication of this notice.

OR

This is the second publication of this notice. This notice was first published on \_\_\_\_\_

OR

This is the only publication of this notice.



**Public Notice of application for renewal of On-Licence (Form 7)**  
**(to be displayed at the front entrance of the premises)**

**Section 101, Sale and Supply of Alcohol Act 2012**

\_\_\_\_\_ has made  
application to the Whangarei District Council Licensing Committee for the renewal of an on-Licence in respect  
of the premises situated at \_\_\_\_\_

and known as \_\_\_\_\_

The general nature of the business conducted under the Licence is: (Restaurant, Cafe, Tavern, Hotel, Bar etc.)

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,  
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0148.

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

This notice was first published in the \_\_\_\_\_

on \_\_\_\_\_



## ***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 maybe 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 <input type="checkbox"/> | No <input type="checkbox"/> |
| No ID No Service No Exceptions                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Food, low and non alcoholic options at all times  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Intoxicated persons are not permitted on premises | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Host Responsibility Policy displayed              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

## Alcohol Promotions

Do you run alcohol promotions (Eg: discounted drinks, happy hours, 2 for 1 deals)?

Yes  No

If yes, please detail:

.....

## 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

## 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 enquires.*