

# Renewal Off Licence Application Pack

- Application checklist
- Fee calculator
- Off Licence Application *which includes*
  - › Public Notices
  - › NZ Police Disclosure Authority
  - › 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:

Applicant	Customer Services	
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form <i>original plus one copy – copy must be single sided</i>
		<b>Reminder</b> - <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"/>	Certificate of Incorporation <i>if applicable</i>
<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Evacuation Scheme
<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 <b>Important</b> - <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"/>	<b>(For Grocery Stores and Supermarkets)</b> Detailed A4 scale floor plan of the interior of the premises <b>highlighting:</b> <ul style="list-style-type: none"> <li>• those parts of the premises that are to be used for the sale and supply of alcohol</li> <li>• the single area (including any sub-areas) required in section 113 of the Act</li> <li>• the principal entrance or principal entrances</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>(For Grocery Stores and General Stores)</b> A statement of annual sales revenue, certified by a Chartered Accountant, as per requirements under Section 12 of the Sale and Supply of Alcohol Regulations 2012

### 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 (off licences)	Weighting
Supermarket, grocery store, bottle store	15
Hotel or tavern with off licence	10
Remote sale premises, other premises not specified elsewhere	5
Winery cellar doors	2

Latest trading time allowed by off licence	Weighting
10pm or earlier	0
Any time after 10pm	3

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 decision is made. The final determination of the fee category for the premises is made by Council.

**OFFICE USE ONLY**

Application ID: .....

Customer Service Rep: .....

Fee: .....

Date fee paid: .....

Receipt number: .....

## Application for Renewal of Off-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 **Off-Licence** is made in accordance with the details set out below:

### Details of Application

Type of application (*tick box that applies*):

Renewal of Off-Licence       Variation of Off-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 .....

Tues .....

Wed .....

Thurs .....

Fri .....

Mon - Fri .....

Mon - Sun .....

Sat .....

Sun .....

### Endorsements

Type of endorsement(s) sought (*tick boxes that apply*):

Auctioneer       Remote Sales

### Details of Applicant

Full legal name or names 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?

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What steps are proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

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

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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: \_\_\_\_\_ Date: \_\_\_\_\_

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

**To be placed in the Newspaper**

**Public Notice of application for**  **Renewal**  **Variation** **of Off-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 off 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 Off-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 off-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.

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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.

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 Off-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: \_\_\_\_\_

Is your premises in a liquor ban area?  Yes  No

### **Intoxicated Patrons**

How do you identify if a person is intoxicated?

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

What process do you have to deal with intoxicated patrons?

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

### Alcohol Promotions

Is alcohol advertised on the building exterior?  Yes  No

Sandwich boards  Yes  No

Billboards  Yes  No

What percentage of your front window is covered in alcohol advertising?

What alcohol brands and products are you currently advertising in your windows?

Do you sell single serve drinks  Yes  No

Do you have tastings?  Yes  No

If YES, is water freely available?  Yes  No

### Signage

Do you have the following signage on display?  Yes  No

No ID, No Service, No Exceptions  Yes  No

Alcohol will not be served to anyone who is intoxicated  Yes  No

### Smokefree Environments Act 1990

Do you sell tobacco?  Yes  No

Are tobacco products visible to the public?  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 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](mailto:craig.bain@fireandemergency.nz)



Phone: (09) 430 1256