Renewal Off Licence Application Pack

- Application checklist
- Fee calculator
- Off 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>
<tr>
<td></td>
<td>Completed application form <em>original plus one copy – copy must be single sided</em></td>
</tr>
<tr>
<td></td>
<td><strong>Reminder</strong> - your application needs to be lodged at least 20 working days before the expiry date of your current licence.</td>
</tr>
<tr>
<td></td>
<td>Supporting documentation as set out below <em>two copies of everything – single sided</em></td>
</tr>
<tr>
<td></td>
<td>Application fee <em>see next page</em></td>
</tr>
</tbody>
</table>

Supporting Documentation

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Customer Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certificate of Incorporation <em>if applicable</em></td>
</tr>
<tr>
<td></td>
<td>Declaration of Evacuation Scheme</td>
</tr>
<tr>
<td></td>
<td>Existing liquor (base) licence</td>
</tr>
<tr>
<td></td>
<td>If a variation is sought, provide a covering letter detailing the reasons for changes</td>
</tr>
<tr>
<td></td>
<td><strong>Important</strong> - 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.</td>
</tr>
<tr>
<td></td>
<td><em>(For Grocery Stores and Supermarkets)</em> Detailed A4 scale floor plan of the interior of the premises <em>highlighting:</em></td>
</tr>
<tr>
<td></td>
<td>• those parts of the premises that are to be used for the sale and supply of alcohol</td>
</tr>
<tr>
<td></td>
<td>• the single area (including any sub-areas) required in section 113 of the Act</td>
</tr>
<tr>
<td></td>
<td>• the principal entrance or principal entrances</td>
</tr>
<tr>
<td></td>
<td><em>(For Grocery Stores and General Stores)</em> 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</td>
</tr>
</tbody>
</table>

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 (off licences)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supermarket, grocery store, bottle store</td>
<td>15</td>
</tr>
<tr>
<td>Hotel or tavern with off licence</td>
<td>10</td>
</tr>
<tr>
<td>Remote sale premises, other premises not specified elsewhere</td>
<td>5</td>
</tr>
<tr>
<td>Winery cellar doors</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Latest trading time allowed by off licence</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>10pm or earlier</td>
<td>0</td>
</tr>
<tr>
<td>Any time after 10pm</td>
<td>3</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 decision is made. The final determination of the fee category for the premises is made by Council.
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  ☐ Mon - Fri
☐ Tues  ☐ Mon - Sun
☐ Wed  ☐ Sat
☐ Thurs  ☐ Sun
☐ Fri

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  ☐ 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?

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 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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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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)
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 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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is alcohol advertised on the building exterior?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sandwich boards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billboards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you sell single serve drinks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have tastings?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If YES, is water freely available?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Signage

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have the following signage on display?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No ID, No Service, No Exceptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol will not be served to anyone who is intoxicated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Smokefree Environments Act 1990

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you sell tobacco?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are tobacco products visible to the public?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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.