

Office Use Only

 Application ID: _____ Licensing Inspector: _____
 Fee: _____ Date application paid: _____ Receipt Number: _____

Checklist

- | | |
|---|------------------------|
| <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 |

Grocery Stores & Supermarkets

- | | |
|--|------------------------|
| <input type="checkbox"/> Detailed A4 scale floor plan of the interior of the premises showing: <ul style="list-style-type: none"> • those parts of the premises that are to be used for the sale and supply of alcohol. • the single area (including any sub-areas) required in section 113 of the Act is to be clearly identified the principal entrance or principal entrances | Original plus 1 x copy |
|--|------------------------|

Grocery Stores & General Stores

- | | |
|--|--|
| <input type="checkbox"/> Statement of annual sales revenue, certified by Chartered Accountants, as per requirements under Section 12 of the Sale and Supply of Alcohol Regulations 2013. | |
|--|--|

Application for Renewal of Off-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 off-licence** is made in accordance with the details set out below.

Details of Applicant:

Full legal name or names on licence: _____

Contact person: _____ Driver Licence number: _____

Daytime phone: _____ Fax: _____

Email: _____

Postal address for service of documents: _____

Town: _____ Post code: _____

 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*):

Endorsements

Type of endorsement sought or sought to be renewed, if applicable:

- Section 39 of the Act – Auctioneers
- Section 40 of the Act – Remote Sellers of Alcohol

Details of Application

Type of application (tick all that apply – if changes to conditions are sought – tick “Variation of Off-Licence”):

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

Licence number: _____ Expiry date: _____

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

If yes, what changes are sought? _____

Details of Premises

Address of premises: _____

Town: _____ Post code: _____

Trading name: _____

Details of Managers

(If more than four bar managers are employed, give details on a separate sheet of paper or supply a copy of your register of certificated managers)

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? _____

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 _____ Dated _____

Name of applicant _____

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 7a of the Sale and Supply of Alcohol Regulations 2013.

Public notices must be made in either of the following newspapers:

- Whangarei Leader;
- Northern Advocate
- Whangarei Report.

For “very low or low” category premises one public notice is required, two public notices are required for all other categories, i.e. medium; high; or very high. If in doubt, please contact your Licensing Inspector. Notices must be published between 5 and 10 working days apart, we suggest one week apart. After publication, please send us the original full-page from the newspaper, showing the date and the public notice, not a clipping.

Also within 10 working days after filing this application, the applicant must

- ensure that notice of this application in form 7b 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 or in the case of a conveyance).

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 (eg changes to hours or licensed area) a covering letter giving details of 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, and renewal certificate, if applicable | 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 |
| Grocery Stores & Supermarkets | | |
| <input type="checkbox"/> | Detailed A4 scale floor plan of the interior of the premises showing: | Original plus 1 x copy |
| | <ul style="list-style-type: none"> • those parts of the premises that are to be used for the sale and supply of alcohol. • the single area (including any sub-areas) required in section 113 of the Act is to be clearly identified the principal entrance or principal entrances | |
| Grocery Stores & General Stores | | |
| <input type="checkbox"/> | Statement of annual sales revenue, certified by Chartered Accountants, as per requirements under Section 12 of the Sale and Supply of Alcohol Regulations 2013. | 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



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 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 Promotion

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 alcoholic 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

Smoke-free 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, including Police, LLI or ARLA, for the purpose of their enquires.

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 (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

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		
Your Application fee	including GST	
Your Annual fee (payable on anniversary of licence)	including GST	

Public Notice of application for renewal of Off-Licence (Form 7a)

Section 101, Sale and Supply of Alcohol Act 2012

_____ has made
application to the Whangarei District Council Licensing Committee for the renewal of an off-licence
in respect of the premises situated at _____

_____ and known as _____

The general nature of the business conducted under the licence is (Supermarket, Grocery Store,
General Store, Bottle Store, Tavern, Hotel, 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.

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Public Notice of application for renewal of Off-Licence (Form 7b)
(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 off-licence
in respect of the premises situated at _____

_____ and known as _____

The general nature of the business conducted under the licence is (Supermarket, Grocery Store,
General Store, Bottle Store, Tavern, Hotel, etc.)

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This notice was first published in the _____

on _____