

Application for On-Licence

Sections 100 and 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 an **On-Licence** is made in accordance with the details set out below:

Details of Application

Type of application (tick box that applies):

On-Licence

Is a licence already held for the premises or conveyance concerned? Yes No

If Yes, state kind of licence and licence number: _____

Licence number: _____

Expiry date: _____

Endorsements

Type of endorsement(s) sought or sought to be renewed (tick all appropriate boxes):

BYO restaurant Caterer

Details of Applicant

Full legal name or names to be on licence: _____

Contact person: _____ Driver Licence number: _____

Daytime phone: _____ Fax: _____

Email: _____

Postal Address for service of documents: _____

Town: _____ Post Code: _____

Status of applicant:

Natural Person

Private company

Public company

Partnership

Limited partnership

Trustee

Other (state) Body corporate, board, organisation or other body; Licensing Trust; Government department or other instrument of the Crown; Local Authority; Trustee; Manager under the Protection of Personal and Property Rights Act 1988

For an applicant that is a natural person or persons (complete for each applicant):

Full legal name: _____

Also known as: _____ Male Female

Driver Licence number: _____

Residential address: _____

Town: _____ Post Code: _____

Occupation: _____

Date of Birth: _____ Place of Birth: _____

Phone: _____ Email: _____

Fax: _____ Preferred mode of contact: _____

Full legal name: _____

Also known as: _____ Male Female

Driver Licence number: _____

Residential address: _____

Town: _____ Post Code: _____

Occupation: _____

Date of Birth: _____ Place of Birth: _____

Phone: _____ Email: _____

Fax: _____ Preferred mode of contact: _____

Full legal name: _____

Also known as: _____ Male Female

Driver Licence number: _____

Residential address: _____

Town: _____ Post Code: _____

Occupation: _____

Date of Birth: _____ Place of Birth: _____

Phone: _____ Email: _____

Fax: _____ Preferred mode of contact: _____

Business Details: *(describe principal business and any other businesses)*_____

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)

For a body corporate, authority under which is incorporated: _____

Further details where applicant is a company

Date and place of incorporation: _____

Give full details of each director *Use an additional sheet of paper if necessary*

Name: _____

Date of Birth: _____ Driver Licence number: _____

Address: _____

Designation: _____

Public company only:

Give details of each person who holds 20 percent or more of the shares issued by the company.

Name: _____

Date of Birth: _____ Driver Licence number: _____

Address: _____

Designation: _____

Private company only:

Authorised capital: \$ _____ Paid-up capital: \$ _____

Give full details of each person who holds any shares issued by the company

Name: _____

Date of Birth: _____ Driver Licence number: _____

Address: _____

Designation: _____

Face value of shares held: \$ _____

Further details where applicant is a partnership:

(Attach a copy of the partnership agreement to the application)

Name: _____

Date of Birth: _____ Driver Licence number: _____

Address: _____

Designation: _____

Name: _____

Date of Birth: _____ Driver Licence number: _____

Address: _____

Designation: _____

Name: _____

Date of Birth: _____ Driver Licence number: _____

Address: _____

Designation: _____

Name: _____

Date of Birth: _____ Driver Licence number: _____

Address: _____

Designation: _____

Details of Premises

Address of premises: _____

Proposed trading name: _____

Does the applicant own the proposed licensed premises? Yes No

If No, what is the full name and address of the owner:

Full Name: _____

Address: _____

Town: _____ Post Code: _____

Tenure: (*freehold, unit title, leasehold or under licence, including term*) _____

Is the licence conditional on completion of building work? Yes No

If Yes, please state details: _____

Details of Conveyance

Type of conveyance (bus, ship, railway carriage etc): _____

Registration number (if any): _____

Address of home base: _____

Any name used or proposed for conveyance: _____

Principal route travelled: _____

Does the applicant own the conveyance? Yes No

If No, what is the full name and address of the owner:

Full Name: _____

Address: _____

Town: _____ Post Code: _____

Tenure: (*e.g. leasehold, or under licence, including term*) _____

Is the licence conditional on completion of building work? Yes No

If Yes, please state details: _____

Is a current Safe Ship Management Certificate (*if a ship, ferry or hovercraft*) or a current Certificate of Airworthiness (*if an aircraft*) or a Rail Service Licence (*if a train*) or current Warrant or Certificate of Fitness (*if a car or bus*) in effect for this conveyance?

Yes Expiry date: _____ No

Details of Managers

If more than four bar managers are to be employed, give details on a separate sheet of paper

Full name: _____

Driver Licence number: _____ DOB: _____

Address: _____

Manager's certificate number: _____ Expiry date: _____

Full name: _____

Driver Licence number: _____ DOB: _____

Address: _____

Manager's certificate number: _____ Expiry date: _____

Full name: _____

Driver Licence number: _____ DOB: _____

Address: _____

Manager's certificate number: _____ Expiry date: _____

Business Details

What is the general nature of the business to be conducted by the applicant if the licence is granted?
 (e.g. *hotel, tavern, restaurant, function centre, entertainment/nightclub*):

Is the sale of liquor intended to be the principal purpose of the business? Yes No

If NO, what is intended to be the principal purpose of the business? _____

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

Yes No

If Yes, what are those other goods and services? _____

On which days and during which hours does the applicant intend to sell liquor under the licence?

(**BYO** applicants – fill in trading days and hours here too)

What part (if any) of the premises does the applicant intend should be designated as:

A supervised area:

A restricted area:

(**BYO restaurant only**) Does the applicant wish to have the licence endorsed under Section 37 of the Act?

Yes No

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? _____

Signature

Signature of applicant _____ Dated at _____

Name of applicant _____

Notes

- 1 This application must be accompanied by the prescribed fee (see information below).
- 2 Within 20 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 regulation 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 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).

Office Use Only

Date application received: _____ Application number: _____

Assigned Fee Category: _____ Fee: _____ Receipt number: _____

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 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 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.*

Use this page to ensure you lodge a complete application. If not complete, your application may be returned to you.

Attachments required to accompany new applications

- For a body corporate – a copy of the certificate of incorporation (or equivalent documentation) and full details in the company details section of the application form
- For a partnership – a copy of the partnership agreement and full details of each partner in the partnership details section of the application form
- A map showing the location of the premises within Whangarei District
- Photo or artist's impression of outside of the premises
- Detailed A4 scale floor plan of the interior of the premises showing:
 - those parts of the premises that are to be used for the sale and supply of alcohol
 - each area to be designated as a supervised or restricted area, and indicating whether supervised or restricted area;
 - the principal entrance or principal entrances
- A written statement from the owner of the building consenting to the applicant selling alcohol from the premises
- Certificates from Whangarei District Council that the proposed use of the premises meets requirements of the Resource Management Act and of the Building Code
- A copy of all menus and a list of all alcoholic, low-alcohol and non-alcoholic drinks to be available (including the details of how free drinking water will be made available)
- A copy of each manager's certificate and details of the manager's experience
- Details of staff training/staff training plan
- A Host Responsibility Policy and details of how it will be put into practice
- A brief written statement describing the way the business will operate.
- 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

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. To determine the cost/risk rating for your premises add the three weightings applicable to your premises.

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

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 the Council.

Public Notice of application for On-Licence

Section 101, Sale and Supply of Alcohol Act 2012

(Print clearly the full name, address and occupation of applicant)

has made application to the Whangarei District Licensing Committee for the issue of an on-licence in respect of the premises situated at

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 intended to be 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 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.

This is the first publication of this notice.

OR

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

Notes (Not for publication):

Shaded text – select appropriate text for the first or second advertisement

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

Section 101, Sale and Supply of Alcohol Act 2012

(Print clearly the full name, address and occupation of applicant)

has made application to the Whangarei District Licensing Committee for an on-licence in respect of the premises situated at

and known as _____

The general nature of the business to be conducted under the licence is *(eg hotel, tavern, restaurant, entertainment/night club)*: _____

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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 _____
(name of newspaper)

on _____

Section 2

Resource Management Act Certificate

RMA Certificate Checklist		
Customer	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Four copies of all documentation
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	Covering letter
<input type="checkbox"/>	<input type="checkbox"/>	Owner's authorisation letter (<i>if not the owner</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Location/Planning maps (<i>locality maps – District Plan</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Brief description of type of business/Number of patrons (<i>e.g. bar/restaurant</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Number of parking spaces/traffic movements
<input type="checkbox"/>	<input type="checkbox"/>	Signage detail (<i>if applicable</i>)
<input type="checkbox"/>	<input type="checkbox"/>	Building plans
<input type="checkbox"/>	<input type="checkbox"/>	Fees (<i>cash or cheque only</i>)

CSR checklist completed by		Date
		Receipt no

Office use	Date received _____
Name of CSR _____	Time received _____
Fees received \$ _____	
Receipt no _____	
TechOne app no _____ RO _____	
Assess _____ P _____	

Application for Liquor Planning Certificate

This application is made pursuant to Section 100 (f) of the Sale and Supply of Alcohol Act 2012.

This form is designed to provide Council with required details, and must be submitted as part of your application. Please note that the public can view all the information provided in your application.

District Plan rules & maps, application forms and land information are available on Council's website www.wdc.govt.nz

If you have spoken to a member of our planning staff about your proposal, please enter their name

It is important that you fully complete all sections

Please refer separate application guidance notes

1 Site Details

Site/s to which the application relates is described as:

No: _____ Street: _____

Suburb: _____

Name of premises: _____

Legal description(s): _____

2 Applicant Details

Name: _____

Address: _____

Postal address (if different): _____

Property Telephone (home/business/mobile): _____ Email: _____

3 Agent / Consultant Details *(if different from above)*

Company: _____ Contact person: _____

Address: _____

Postal address (if different): _____

Telephone _____ Email: _____

4 Payer *(mandatory)*

Name of Payer: _____

Address of Payer: _____

Postal address (if different to above): _____

Telephone (home/business/mobile): _____ Email: _____

Signature (mandatory) _____ Date: _____

(NB: By signing this form you undertake to pay Council's processing fees)

5 Type of licence being applied for

- On-licence: sale of liquor for consumption on the premises
- Off-licence: sale of liquor for consumption off the premises
- Club-licence: sale of liquor for consumption by club members

6 General nature of business being applied for

- | | | | |
|--|---|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Tavern or bar | <input type="checkbox"/> Entertainment venue | <input type="checkbox"/> Mail order | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Sports Club | <input type="checkbox"/> Restaurant or cafe | <input type="checkbox"/> Supermarket | <input type="checkbox"/> Bottle store |
| <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Other (please state) _____ | | |

7 Hours of operation

The existing hours of operation are (if applicable): _____

The proposed hours of operation are: _____

8 Is there an existing licence?

- No Yes

If yes,

What is the licence number? _____

Will there be a change to the hours of operation? _____

Will the area of the building to be licensed change? _____

Will the ownership change? _____

9 Information to be submitted with the application

Attach two (2) copies of the following information in support of your application. If inadequate information is supplied, this may cause delays in processing the application.

- Site plan showing the location of the building tenancy and any onsite parking spaces available.
- Floor plan showing the layout and uses of the building/tenancy including any outdoor areas. The area(s) of the premises and/or the site where liquor is to be sold, supplied or consumed must be clearly shown.
- Certificate(s) of the title less than three months old for the site to which this application relates. Attach the title and any consent notices, covenants, easements attached to the title if relevant or affected by the proposed activity.
- If relevant, a copy of the most recent resource consent or any previous liquor planning certificates for the premise.
- Signage – Please provide details of existing and proposed signage.

10 Privacy Information

The council requires the information you have provided on this form to process your application under the Sale and Supply of Alcohol Act 2012 and to collect statistics. The council will hold and store the information, including all associated reports and attachments. The details may also be made available to the public on the council's website. These details are collected to inform the general public and community groups about all applications which have been processed or issued through the council. If you would like to request access to, or correction of any details, please contact the council.

11 Application fees

Please refer to Council's 'Schedule of Fees & Charges' at www.wdc.govt.nz/ratesandpayments/feesandcharges.
You are required to pay an advance fee deposit at time of lodgement.

You will be charged a processing fee when Council has reached a decision on your application. Interim billing may also occur on applications. The processing charge covers tasks such as site visits, report preparation, information searches, and input from other Council staff including engineers. Mileage is also charged for.

12 Signature of applicant or agent

I hereby apply for this certificate under section 100 of the Sale and Supply of Alcohol 2012.

Full name: _____

Signature

Date

Section 3

Building code certificate

Building Code Certificate Checklist			
Customer	Office		
<input type="checkbox"/>	<input type="checkbox"/>	Application form completed and signed	
<input type="checkbox"/>	<input type="checkbox"/>	Scale plan of premises (<i>see guidelines</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	Fees	
CSR checklist completed by			Date
			Receipt no

Building code certificate application

Under the Provisions of the Sale and Supply of Alcohol Act 2012

Premises details

Full address/location of premises _____

Legal description Lot _____ DP _____ or section _____ SO _____

State the proposed use of the premises (*e.g. shop, cabaret, restaurant, motel, hotel, club etc*)

please ✓ the appropriate box

On licence _____

Off licence _____

Club _____

If there is an existing On Licence, please state the general nature of the business

On licence _____

If there is an existing Off Licence, please state type

Off licence _____

Existing name of premises _____

Proposed name of premises (*if any*) _____

If these premises were not previously licensed, please state previous use, e.g. Warehouse, retail, office or residential, the premises are located in

Existing building that will not have a change of use

Existing building that will have a change of use & require a building consent BC no _____

Existing building requiring upgrade or currently under building alternation BC no _____

New building BC no _____

Intended maximum occupant number _____

Applicant details

Name of applicant _____

Street address _____

Postal address if different from above _____

Contact numbers _____

Declaration and signature

I hereby apply for a certificate that my premises comply with the Building Code requirements. This application is made to comply with the provisions of the Sale and Supply of Alcohol Act 2012, Section 100(f).

Signature

Date