



Renewal of On, Off, or Club Licence

Applicant Guide

For the matters that are to accompany this application, see Regulation 18(2) of the Sale of Liquor Regulations 1990.

What you Need to Submit for all Applications

Such applications shall be accompanied by the following:

a **The prescribed fee:**

On, (including Conveyance), Off and Club \$776.00.

Endorsed On Licence (BYO), endorsed Off Licence (Caterers, auctioneers) - \$132.00 – All fees are non refundable.

b **Fire Statement For Premises** (for conveyance - current certificate).

c Where a variation of licensing conditions is sought (most commonly changes to hours) a **covering letter** outlining specifically the reasons for the changes.

Note

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 the Planning Department will contact you directly.

d **Three Copies of All Documentation for Processing**

What you Need to do

Submit advertisement, see 'Guidelines for Submitting Advertisements in Newspaper' attached.

Note

In terms of the Sale of Liquor Act, you will be required to make application for a new licence should you allow the licence to expire before renewal date.

WHANGAREI DISTRICT COUNCIL

Forum North • Private Bag 9023 • Whangarei 0148 • New Zealand
Telephone: (09) 430 4200 • 0800 WDC INFO • 0800 932 463 • Facsimile: (09) 438 7632
Website: <http://www.wdc.govt.nz> • E-mail: mailroom@wdc.govt.nz



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Renewal of On, Off, or Club Licence

Application Form (Form 15)

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

Sections 18, 41 and 64, Sale of Liquor Act 1989
Reg. 18(1) Sale of Liquor Regulations 1990

683602-171 \$776.00/\$132.00

1 Details of Licensee

Full name of licensee <i>(name that is on your existing licence)</i>		Date of Birth	
Address			
Postal address for service of documents		Fax number	
Day contact name		Day telephone	

2 Details of Licence

Type of licence (<input checked="" type="checkbox"/> appropriate box)	<input type="checkbox"/> On-licence	<input type="checkbox"/> Conveyance	<input type="checkbox"/> Catering
	<input type="checkbox"/> BYO	<input type="checkbox"/> Off-licence	<input type="checkbox"/> Club licence
Licence number		Date of expiry	

3 Details of Premises *(To be included only where the licence applies to any premises)*

Address		
Existing Trading Name		
Trading Name to be Changed to <i>(if applicable)</i>		

4 Details of Certificated Managers Currently Employed

Full Name	Address	Date of Birth	Certificate Number	Expiry date

If a Club Licence	
Does the Club share the premises with any other club	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes	
i What is the name and address of the other club?	_____

ii What months of the year do the respective club use the premises?	_____

5 Details of Conveyance *(To be included only where the licence applies to any conveyance)*

Type of conveyance (✓ <i>appropriate box</i>)	<input type="checkbox"/> Ship	<input type="checkbox"/> Aircraft	<input type="checkbox"/> Coach	<input type="checkbox"/> Rail	<input type="checkbox"/> Scenic trips
If other, specify					
Address of home base <i>(if any)</i>					
Trading or other name <i>(if any)</i>					
I have attached a copy of either Safe Management Certificate, Maritime Certificate or Certificate of Airworthiness					
<input type="checkbox"/> Yes <input type="checkbox"/> No					

6 Variations to Conditions on Existing Licence *(To be filled in for each condition to which the application relates)*

Are any changes sought to the present conditions of the licence	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes - what changes are sought?	

You must attach a covering letter outlining the reasons for the changes	

7 Where Applicant is a Company

Have there been any changes to the shareholding of the company since the licence was issued or last renewal

Yes (if yes, please supply details below) No

Signature of applicant _____ Date _____



Declaration of Evacuation Scheme *Fire Statement*

Reference: Sale of Liquor Act 1989
Amended Sections 18(2) or 41(2) or 64(2)

For premises known as _____	
Located at _____	
Licence Number _____	Building Warrant of Fitness No _____ <i>(If you have one)</i>
I <i>(Licensee)</i> _____ <i>(Applicant, please print)</i>	

herewith state that: *(please ✓ the appropriate option)*

(i) The building in which the premises is situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975.

OR

(ii) The building, by reason of its current use, does not require such a scheme, or the building is exempt from having to meet the requirements for such a scheme.

If an evacuation scheme is in progress with the fire service then please complete this section and forward to the address below:

(iii) The premises meets the requirements of the Fire Service Act 1975 Section 21A in that work is underway to implement an evacuation procedure.
(refer Fire Safety and Evacuation of Buildings Regulations, 1992)

Signed *(applicant)* _____ Date _____

For your information, a scheme may be required where there is an inadequate or no sprinkler system in a building and where there are 100 or more persons able to be assembled and/or 10 or more persons may be employed and/or 5 or more persons are able to be accommodated.

Such an evacuation scheme shall provide for the evacuation from the scene of a fire to a place of safety outside the building.

Where a building is altered or there is a change of use, a review of any existing scheme may be required.

Evacuation Schemes for Public Safety.

Note

You are advised to contact the
NZ Fire Service
5 Mansfield Terrace
Whangarei
Phone: 438 9199

to establish whether you require or are exempt from having an evacuation scheme.



Guidelines for Submitting Renewal Advertisements in Newspaper

- 1 Select the appropriate form for your application, e.g.:

Form A

- Renewal of Off Applications
- Renewal of Catering Off Applications

Form B

- Renewal of On Applications
- Renewal of Conveyance Applications
- Renewal of BYO Applications

Form C

- Renewal of On and Off Applications

Form D

- Renewal of Club Applications

Form E

- Variation/Renewal of Licence

Please note if variation to licence is sought you will need to use Form E as a guideline and include/delete the sections that are/are not applicable.

- 2 Place your Public Notices (Forms attached)

Within 10 working days after filing the application, insert two public notices in one of the following newspapers:

- i Whangarei Leader
- ii Northern Advocate
- iii Whangarei Report

between 5 and 10 working days apart. We suggest you publish on the same day one week apart. Send us the original page of the newspaper showing the date and the public notice – the full page, **(not clippings)**.

- 3 Within ten (10) working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application, (Form A, B, C, D, or E which ever is applicable) is attached in a conspicuous place on, or adjacent to the site to which application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do).

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Public Notification – Form A Renewal of Off Licence

Section 41 (3), Sale of Liquor Act 1989

(Name and Address)

has made application to the District Licensing Agency at Whangarei for the renewal of an Off Licence (if catering off licence), state: Catering Off Licence in respect of the premises situated at:

Situation Address _____

Known as (Name of business) _____

The general nature of the business to be conducted under the licence is

Type of Business _____

The days on which and the hours during which liquor is (or is intended to be) sold under the licence are:

Days and Times _____

(excluding Good Friday, Easter Sunday, Christmas Day and before 1pm on Anzac Day)

The application may be inspected during ordinary office hours at the Whangarei District Licensing Agency at Whangarei District Council, Forum North, Rust Avenue, Whangarei.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 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 Agency at the Whangarei District Council, Private Bag 9023, Whangarei 0140.

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

(date) _____



Public Notification – Form B
Renewal of On Licence
Section 18 (3), Sale of Liquor Act 1989

[Name and Address]

has made application to the District Licensing Agency at Whangarei for the renewal of an On Licence (if BYO), state: BYO Licence or (if Conveyance On Licence) in respect of the premises situated at:

Situation Address _____

Known as (Name of business) _____

The general nature of the business to be conducted under the licence is

Type of Business _____

The days on which and the hours during which liquor is (or is intended to be) sold under the licence are:

Days and Times _____

The application may be inspected during ordinary office hours at the Whangarei District Licensing Agency at Whangarei District Council, Forum North, Rust Avenue, Whangarei.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 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 Agency at the Whangarei District Council, Private Bag 9023, Whangarei.

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Public Notification – Form C Renewal of On and Off Licence *Section 18 (3) and 41 (3), Sale of Liquor Act 1989*

[Name and Address]

has made application to the District Licensing Agency at Whangarei for the renewal of On & Off Licenses in respect of the premises situated at

Situation Address _____

Known as *(Name of business)* _____

The general nature of the business to be conducted under the licence is

Type of Business _____

The days on which and the hours during which liquor is sold under the **On** licence are:

Days and Times _____

The days on which and the hours during which liquor is sold under the **Off** licence are:

Days and Times _____

(excluding Good Friday, Easter Sunday, Christmas Day and before 1pm on Anzac Day)

The application may be inspected during ordinary office hours at the Whangarei District Licensing Agency at Whangarei District Council, Forum North, Rust Avenue, Whangarei.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 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 Agency at the Whangarei District Council, Private Bag 9023, Whangarei.

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(date) _____



**Public Notification – Form D
Renewal of Club Licence**

Section 64 (3), Sale of Liquor Act 1989

[Name and Address]

has made application to the District Licensing Agency at Whangarei for the renewal of the Club Licence in respect of the premises situated at:

Situation Address _____

Known as *(Name of Business)* _____

The general nature of the business conducted (or to be conducted) under the licence is:

Type of Business _____

The days on which and the hours during which liquor is (or is intended to be) sold under the licence are:

Days and Times _____

The application may be inspected during ordinary office hours at the Whangarei District Licensing Agency at Whangarei District Council, Forum North, Rust Avenue, Whangarei.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 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 Agency at the Whangarei District Council, Private Bag 9023, Whangarei, 0140.

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(date) _____



Public Notification – Form E
Renewal and Variation of _____ (type) Licence
Section 41 (3), Sale of Liquor Act 1989

- Sec 39 & 42 (Off Licenses)**
- Sec 16 & 18 (On Licenses)**
- Sec 62 & 64 (Club Licenses)**

(Name and Address)

has made application to the District Licensing Agency at Whangarei for a renewal and variation of a _____ (type) licence in respect of the premises situated at:

Situation Address _____

Known as *(Name of Business)* _____

The general nature of the business conducted (or to be conducted) under the licence is:

Type of Business _____

The days on which and the hours during which liquor is (or is intended to be) sold under the licence are:

Days and Times _____

Variation Sought _____

The application may be inspected during ordinary office hours at the Whangarei District Licensing Agency at Whangarei District Council, Forum North, Rust Avenue, Whangarei.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 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 Agency at the Whangarei District Council, Private Bag 9023, Whangarei, 0140.

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