

Renewal On Licence Application Pack

- Application checklist
- Fee calculator
- On Licence Application *which includes*
 - › Public Notices
 - › NZ Fire Declaration of Evacuation Scheme
 - › NDHB Public Health Questionnaire

Please provide the following

Applicant	WDC	
<input type="checkbox"/>	<input type="checkbox"/>	Completed, signed and dated application form
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Incorporation and Company Extract <i>if the applicant is a Company/Incorporated Society or Club</i>
		OR
		Limited Partnership Certificate and Partnership Extract, if any <i>if the applicant is a Partnership</i>
<input type="checkbox"/>	<input type="checkbox"/>	NZ Fire Declaration of Evacuation Scheme
<input type="checkbox"/>	<input type="checkbox"/>	NDHB Public Health Questionnaire
<input type="checkbox"/>	<input type="checkbox"/>	Existing alcohol (base) licence
<input type="checkbox"/>	<input type="checkbox"/>	Public Notice Form 7, completed (and submitted to Council for website)
<input type="checkbox"/>	<input type="checkbox"/>	Public Notice Form 7, completed (and displayed in premises window)
<input type="checkbox"/>	<input type="checkbox"/>	If a variation is sought, provide a covering letter detailing the reasons for changes Important - <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>

An application is not duly made (complete) unless the information listed above has been provided, and payment has been made in full. An incomplete application will be put on hold.

Public Notices

Council publish all public notices online which are available to view for 25 working days after publication. This is a free service. The public notice will be available to view within 10 working days of the application being duly made.

You can find your Public Notice at www.wdc.govt.nz/AlcoholNotices once published.

Within 10 working days after filing this application with the District Licensing Committee, the applicant must also complete Form 7 and attach 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). **This does not apply to a conveyance.**

Application Fee

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 (on licences)	Weighting
“Class 1” restaurant, night club, tavern, adult premises	15
“Class 2” restaurant, hotel, function centre, university, polytechnic	10
“Class 3” restaurant, other premises not specified elsewhere	5
Theatre/cinema, BYO restaurant	2

Class 1 restaurant Defined as a restaurant, in the opinion of council, having a significant separate bar operated at least once a week in the manner of a tavern

Class 2 restaurant Defined as a restaurant, in the opinion of council, having a separate bar area that is not operated in the manner of a tavern at any time

Class 3 restaurant Defined as 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

Cost/Risk rating	Fee Category	Application fee	Annual fee
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 the current years’ Fees and Charges and are inclusive of GST.

OFFICE USE ONLY

Fee

Application ID

Date fee paid

Customer Service Rep

Receipt number

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

Details of Application

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

Renewal of On-Licence Variation of On-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*)

<input type="checkbox"/> Mon	_____	<input type="checkbox"/> Mon - Fri	_____
<input type="checkbox"/> Tues	_____	<input type="checkbox"/> Mon - Sun	_____
<input type="checkbox"/> Wed	_____	<input type="checkbox"/> Sat	_____
<input type="checkbox"/> Thurs	_____	<input type="checkbox"/> Sun	_____
<input type="checkbox"/> Fri	_____		

Endorsements

Type of endorsement(s) sought or sought to be renewed (*tick boxes that apply*):

BYO Restaurant Caterer

Details of Applicant

Full legal name 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?

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 potable 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

Date

Name of applicant

For Councils website

Public Notice of application for **Renewal** **Variation** **of On-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 on-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, Te Iwitahi, 9 Rust Avenue, Whangarei.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 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.

To be displayed at the front entrance of your premises (not applicable to a conveyance)

Public Notice of application for Renewal Variation of On-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 on-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, Te Iwitahi, 9 Rust Avenue, Whangarei.

Any person who is entitled to object and who wishes to object to the renewal of the licence may, not later than 25 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 105(1) of the Sale and Supply of Alcohol Act 2012.

This notice is published on the Whangarei District Council website.



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 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 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:

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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| No ID No Service No Exceptions | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Food, low and non-alcoholic options at all times | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Intoxicated persons are not permitted on premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Host Responsibility Policy displayed | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Alcohol Promotions

- Do you run alcohol promotions (eg. discounted drinks, happy hours, 2-for-1 deals)? If YES, please detail:
- Yes No
-
-

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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have an outdoor smoking area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the outdoor smoking area enclosed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you sell tobacco products? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.