



Application for Renewal of On, Off and Club Licence

Sections 18, 41 and 64 Sale of Liquor Act 1989

Guide for Applicants (please detach for your future reference)

Please read the application form thoroughly before completing.

The checklist below is to assist you with your application and to ensure that Council receives all the information required to process your application.

Your application must be filed with the Agency in which the premises are situated.

This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the Licence.

After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.

Have you provided (All applications must have the following provided)

- 1. 2 complete copies of your application and attachment. *(Note: If 3 complete copies are not supplied, a photocopy and administration fee of \$15 will be charged and is payable before issue of a licence).*
- 2. Fee of \$776 for full licence, or \$132 for BYO.

If you are applying as a Company/Partnership, you must also supply one of the following:

- 3. Incorporated Society - Certificate of Incorporation or other documentary evidence,
OR
- 4. Company - Copy of Memorandum of Association or other documentary evidence of its authority to sell liquor or hold a licence under the Act,
OR
- 5. Partnership – Documentary evidence of a formal partnership
- 6. If applying as a club, you must include evidence that the club held a charter before 1 April 1990 or holds a Club Licence under the Sale of Liquor Act 1989 and is not a sports club.
- 7. Copy of current Licence

All of the above information must be supplied with your application. We are unable to commence processing until a complete application is received.

Note: As the applicant you are responsible for placing public notices on site and in the newspaper. Council will advise you of these requirements at the time of application. If you post in an application, please do not advertise immediately, but wait for Council to provide you with information and examples.



Renewal of On, Off and Club Licence Application

Office Use Only

Criteria for Acceptance: Counter and Postal Applications

Application

- | | | | |
|----------------------|---|------------------------------|-----------------------------|
| Pages 1 and 2 | Check status of applicant (Q6) matches name of applicant (Q2) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pages 1 and 2 | Check Origin for current license | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | ▪ Ensure applicant in Origin is same as on application | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | ▪ Ensure hours sought (Q13) equal hours on licence
(Note: If the hours are different, the original licence on file must be checked also to confirm). | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Pages 1 and 2 | Check date of License Expiry Q5. Is licence current? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Page 1 | Check Q6, if applicant is incorporated society, company, partnership or Club, documentary evidence supplied. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Page 3 | Check that applicant has signed application and if a company, the relationship is identified | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| All Pages | Check all questions answered, fee attached (\$776 or BYO \$132), and supporting documents included | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Guide for Applicants - Reference

- | | | |
|--|------------------------------|-----------------------------|
| Applicant advised of advertising requirements and that Council will forward sample advertisement for publication | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

Note

If any criteria indicates "NO", the application is incomplete.

- | | | |
|--------------------------|------------------------------|-----------------------------|
| Is application complete? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--------------------------|------------------------------|-----------------------------|

If incomplete, date and method of Advice to Applicant stating requirements

Date _____ Method _____

Accepted by: _____
(signature)

Name:

Receipting: LO/LIQL \$776 or \$132

DATE
STAMP
(if accepted
as complete)



Renewal of On, Off and Club Licence Application

Sections 18, 41, 64 Sale of Liquor Act 1989 –

When this form is completed, return to:

The Secretary
Western Bay of Plenty District Licensing Agency
Private Bag 12803
Tauranga 3143

(NOTE: If you are posting this form and the application is assessed as incomplete, the application can not be processed and you will be informed)

1. **Name of Business/Proposed Trading Name:** _____

2. **Name of Limited Company or Partnership or Individual/s making Application** (please ensure that if the application is for a company or partnership, the company or partnership details are inserted):

Occupation: _____

Postal Address for Service of Documents: _____

3. **Daytime Contact Name and Telephone Number(s):**

Name: _____ Phone Number: _____

Phone Work: _____ Phone Mobile: _____

4. **Full Name and Address of Manager(s) Currently Employed and Certificate Numbers**

Name _____ Address _____ Certificate No _____

Name _____ Address _____ Certificate No _____

Name _____ Address _____ Certificate No _____

5. **Details of Licence:**

On Licence BYO Licence Off Licence Club Licence

Number: _____ Date of Expiry: _____

6. **Status of Applicant:** *(Please tick one)*

- Natural Person Partnership/Private Company Public Company
- Licensing Trust Local Authority Trustee
- Government Department/Other Instrument of the Crown Body Corporate to which Section 8(1)(ba) of the Act applies Manager Under the Protection of Personal Property Rights Act 1988
- Board, Organisation, or Other Body to Which Section 8(1)(bb) of the Act applies

7. **Where the Applicant is a Natural Person, has the Applicant been convicted of any offence?** Yes No
If yes, provide details of any offence(s)

Nature of Offence	Date of Conviction	Penalty Suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____

Premises Details

8. **Address of Club Premises** _____

9. **Trading Name for Premises (if any)** _____

10. **If a Club Licence, does the Club share the premises with any other Club?** Yes No

If yes, what is the name of the other Club: _____

What months of the year does the respective Club use the premises? _____

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

11. **What is the type of conveyance?** _____

Address of Home Base (if any) _____

Trading Name (if any) _____

Conditions

12. **Are any changes sought to the present conditions of the licence?** Yes No
(Note: If yes you will need to apply for a Certificate of Compliance)

If yes, what are the changes sought: _____

What are the full reasons for the changes sought?: _____

13. **When does the applicant intend to sell liquor under the Licence?**

Day _____ Hours _____

Day _____ Hours _____

Day _____ Hours _____

Day _____ Hours _____

Day _____ Hours _____

Statement of Safety

Tick One

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 214 of the Fire Service Act 1975; or

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

Applicant's Signature _____

Date _____

If applying as a Company, please indicate your relationship to the Company eg Director/Secretary

Relationship _____