



Application for Off Licence (for premises)

Section 31 Sale of Liquor Act 1989

Cameron Road
Private Bag 12803
Tauranga 3143
Phone: 07 571 8008
Fax: 07 5779820
customerservice@westernbay.govt.nz
www.westernbay.govt.nz

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.

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

1. Two 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. Premises owner's letter of consent (refer to Application Q10).
3. Evidence of Tenure (eg Lease Agreement – refer to Application Q10).
4. A map showing the location of the premises.
5. Scale floor plan of premises (showing any designated, restricted or supervised areas and every entrance) including specifically the principal entrance).
6. Certificate of Compliance with District Plan requirements (*if not supplied with the application a completed application form for a Certificate of Compliance is to be supplied - cost is \$110*)
7. Photograph or artists impression of exterior of building.
8. Managers certificate of the person(s) intending to be the manager of the premises, or if this document has not been issued at the time of this application, the date the manager's certificate was filed with the District Licensing Agency __ / __ / __ .
9. Fee of \$776 for full license.

If you are applying as any of the below, you must also supply one of the following:

10. Incorporated Society - Certificate of Incorporation or other documentary evidence, or;
11. Company - Copy of Memorandum of Association or other documentary evidence of its authority to sell liquor or hold a licence under the Act, or;
12. Partnership – Documentary evidence of a formal partnership.
13. A Manager acting pursuant to property order - copy of order.
14. 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 also evidence that the club is not a sports club.
15. Hotel or Tavern – evidence of the On Licence.
16. Winemaker – evidence of Winemakers Licence.
17. Auctioneer – evidence of Auctioneers Licence.
18. Caterer – evidence of catering business including the frequency and types of functions that are proposed or currently catered for.
19. Supermarket – evidence of the floor area of the supermarket including any separate departments set aside for foodstuffs such as fresh meat, fresh fruit and vegetables, and delicatessen items..
20. Grocery Store – evidence and certified accounts showing the percentage of turnover that is derived from the sale of main order household foodstuffs.

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.



Off Licence Application

Office Use Only

Criteria for Acceptance: Counter and Postal Applications

Application

Page 1	Check status of applicant (Q5) matches name of applicant (Q2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 1 (Q5)	Check if Club, that Licence Number supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 1 (Q4)	Check applicant has provided a manager's certificate from the proposed manager or provided the date the proposed manager applied to the DLA for a manager's certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2 (Q8)	Check Q8, if Hotel or Tavern, On Licence number and evidence supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2 (Q10)	Check Q10 if the applicant does not own the premises, owners details required plus form/term of tenure answered, and evidence of tenure supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2 (Q12)	Check Q12, if Auctioneer, Auctioneers Licence number and evidence supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2 (Q12)	If Winemaker, Winemakers Licence number and evidence supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 4	Check that applicant has signed application and if a company, the relationship is identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 4	Check statement of safety has been ticked	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Pages	Check all questions answered and fee \$776 attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Guide for Applicants - Reference

Q4, Q5 & Q7	Maps, Scale Floor Plan and Photograph or artist's impression supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Q6	Check if Certificate of Compliance not supplied, completed application for Certificate must be supplied together with \$110 fee	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Q10, Q11, Q12 & Q13 or 14	Check application Q5 if applicant is an Incorporated Society, Company, Property Order Manager or Club required documentary evidence	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Q15, Q16, Q17, Q18, Q19, Q20	Check Application Q's 8, 12, if one of these types, documentary evidence supplied	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Applicant advised of advertising requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Note

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

Is application complete? Yes No

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

Date _____ Method _____

Accepted by: _____
(signature)

Name _____

Received: LO/LIQL \$776
LO/RCON \$110 (if applicable)

DATE
STAMP
(if accepted as
complete)



Application for Off Licence (for premises)

Section 31 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 full legal names of Individual/s making Application** *(please ensure that if the application is for a company or partnership, the company or partnership details are inserted on a separate enclosed form).*

Occupation: _____

Postal Address for Service of Documents (this address will be used for **all** Council correspondence, not just liquor licensing).

3. **Daytime Contact Name and Telephone Number(s)** (capacity in relation to applicant: ie: Director or Secretary of Company or Club).

Name: _____ Phone Number: _____

Phone Work: _____ Phone Mobile: _____

4. **Full Name and Address of Proposed Manager:**

Name: _____ Manager's Certificate Number: _____

Address: _____ Expiry date: _____

Phone Home: _____ Phone Work: _____

Phone Mobile: _____ *Note: If the Proposed Manager is not a certified Manager, include details of the Temporary Manager and apply separately for a Manager's Certificate.*

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Partnership/Private Company | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Licensing Trust | <input type="checkbox"/> Local Authority | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Government Department/Other Instrument of the Crown | <input type="checkbox"/> Body Corporate to which Section 30(1)ba of the Act applies | <input type="checkbox"/> Manager Under the Protection of Personal Property Rights Act 1988 |
| <input type="checkbox"/> Board, Organisation, or Other Body to Which Section 30(1)bb of the Act applies | <input type="checkbox"/> Club | Licence No: _____ |

6. **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

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

Premises Details

7. **Address of Proposed Licensed Premises** _____

8. **Type of Premises:** *(Please tick one)*

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Hotel or Tavern | <input type="checkbox"/> Principal Business is Manufacture or Sale of Liquor | <input type="checkbox"/> Supermarket |
| On Licence No _____ | | |
| <input type="checkbox"/> Club | <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Other |

If Other,
please describe: _____

9. **Is a Licence sought conditional upon construction or completion of the premises?** Yes No

10. **Does the Applicant own the proposed licensed premises?** Yes No

If no, what is the full name and address of the owner? _____

What form of tenure will the applicant have on the property? _____

What is the term of tenure? _____

11. **Is the whole of the premises to be designated Restricted or Supervised?** Yes No

If No, what part (if any) of the premises does the applicant intend should be designated as:

A Restricted Area _____
(Area where no one under the age of 18 years is permitted)

OR

A Supervised Area _____
(Area where you are permitted if you are under the age of 18 years with supervision, by a parent or guardian)

(Include in a floor plan identification of the designated areas)

Business Details

12. **Is the Licence in connection with the business of:**

a Caterer Yes No

an Auctioneer Yes No

Auctioneers Licence No _____

a Winemaker Yes No

Winemakers Licence No _____

13. **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? _____

14. **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 service other than those directly related to the sale or supply of liquor and food:** Yes No

If yes, what is the nature of those other goods and services _____

Conditions

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

Day _____ Hours _____

Day _____ Hours _____

Day _____ Hours _____

Day _____ Hours _____

Day _____ Hours _____

16. **Are any of the proposed days, dates or hours beyond those allowable in any resource consent granted to the applicant?** Yes No

If yes, the applicant must discuss this with Council's planning staff prior to making the application.

17. **Where the principal business is other than the manufacture or sale of liquor, what kinds of liquor does the Applicant intend to sell or deliver under the Licence?** N/A

18. **What Steps Does the Applicant Propose to Take to Ensure that the Requirements of the Act in Relation to the Sale of Liquor to Prohibited Persons are Observed?**

19. **What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?**

20. **Have you applied for Certificate of Registration under the Food Hygiene Regulations?** (If required) Yes No

If no, you must discuss this with Council's Environmental Health Officer.

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 _____

(Must be signed by the applicant personally)

Date _____

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

Relationship _____

Further Details where Applicant is a Company or Partnership

21. Date of Incorporation _____ Place of Incorporation _____

Enter full details of each Director and the Secretary:

<i>Name</i>	<i>Address</i>	<i>Date of Birth</i>	<i>Place of Birth</i>	<i>Designation</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

In the case of a private company: Authorised Capital Paid Up Capital

In the case of a private company. Full details of each person who holds any shares, or any particular class of shares, issued by the company.

<i>Name</i>	<i>Address</i>	<i>Date of Birth</i>	<i>Place of Birth</i>	<i>Designation</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

22. **Further details where applicant is a partnership. Full details of each partner as follows:**

<i>Name</i>	<i>Address</i>	<i>Date of Birth</i>	<i>Place of Birth</i>	<i>Designation</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

23. **Where the applicant is a company or partnership, has any shareholder, Director or Partner been convicted of any offence(s)?** Yes No

<i>Shareholder/Director/Partner</i>	<i>Nature of Offence</i>	<i>Date of Conviction</i>	<i>Penalty Suffered</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Certificate of Compliance

with Requirements of Resource Management Act and Building Code

Liquor Licence Application Number: _____

Applicant		Premises	
------------------	--	-----------------	--

Address		Legal Description	

Details of Licence	

The building is *{delete whichever is not applicable}* a new building for the intended use, or an existing building that will not have a change of use, or an existing building that will have a change of use.

Signature of Applicant/Agent

_____/_____/_____
Date

To the Western Bay Of Plenty District Licensing Agency

This letter serves as a certificate for the purposes of Section 9(1)(e) and/or Section 31(1)(e), and/or Section 55(1)(e) of the Sale of Liquor Act 1989.

This certificate refers to a proposal as detailed above.

The proposed use of the building meets the requirements of the Resource Management Act, subject to the following:

- compliance with District Plan performance standards
- compliance with land use consent (LU _____) issued _____ (copy attached).
- Hours of Operation _____

Signed: _____
Date / /
Consents Manager/Other

The proposed use of the building meets the requirements of the NZ Building Code to the extent required by the Building Act 2004.

Signed: _____
Date / /
for Building Section

An application fee of \$110 must accompany your application

Office Use Only: LO / RCON

Date Paid:	Receipt Number: