

If you wish to sell liquor that is to be consumed at your business, you will be required to apply for an **On Licence** with the District Licensing Agency - Western Bay of Plenty District Council.

Duration

New Licences will be issued for a period of 12 months. Any subsequent renewals of this licence are for a period of 3 years provided there are no variations to the original conditions (hours of operations etc) under which it was granted.

Licence Conditions

As an On Licence holder you will be required to have available to your customers, a reasonable selection of non-alcoholic refreshments, provide a supply of food for consumption, and provide assistance or information about alternative forms of transport.

No liquor can be sold on Good Friday, Easter Sunday, Christmas Day or before 1.00pm on ANZAC Day. However, liquor may be supplied if the customer is on the premises for the purpose of dining or lives on the premises.

How do you apply for an On Licence?

Complete the appropriate application form:

- ▶ On Licence (for new applications)
or
- ▶ Renewal On Licence (for renewal of an existing On Licence)
- ▶ Documents to be completed are outlined on the application.
- ▶ An application will not be accepted until all additional documents are included.
- ▶ The fee of \$776 needs to be paid when the application is submitted and is not refundable. (The same fee applies regardless of whether it is a new application or a renewal).

What criteria do I have to meet?

The licence carries with it certain obligations to ensure the sale and consumption of liquor is managed in the best possible way. To hold a licence;

1. certain consents, will be needed
2. certain actions taken
3. certain information supplied with the application.

1. Consents

There are 2 consents that you will need to gain.

The owner of the building where you wish to operate must provide their consent in writing, stating that they have no objections to the sale of liquor from the premises that you operate.

If you are applying for a new licence then a certificate of compliance will also be required from the local authority (Western Bay of Plenty District Council) stating that the proposed use of the building meets the town planning requirements.

There is an extra \$110 fee associated with this certificate and a separate application form.

2. Actions

Public Notice of Application

As the applicant you are responsible for placing 2 public notices in the local newspaper. The first notice is required within 10 working days of filing your application with Council and the second advertisement not less than 5 days and not more than 10 days later. We recommend that notices are made one week apart.

Please ensure that the name you apply for the licence in, is the same as what is displayed in the public notice.

You must retain the pages of the newspaper advertisements and submit these to Council so that they can be attached to your application. This is an important part of the process that is often overlooked by the applicant.

Public Notice on Site

A notice that you have applied for a licence must also be attached in a conspicuous place on the premises from the date of the first notice in the paper, for a period of 10 days. If it is not practical to do this then the Secretary of the District Licensing Agency may agree that this requirement does not need to be met.

An example of these notices are available with the application forms. These notices inform the general public of your intention to sell liquor from your premises. The public then have the right to object to your application. Any objections are required to be in writing and within 10 working days from the first public notice.

If you do not provide public notification as required your application will to be processed. If there are objections the entire application will be forwarded to the Liquor Licensing Authority in Wellington for their action and decision.

You are entitled to a full copy of any written objections received.

3. New Applicants Information

Every new application must have included the following items (three complete copies otherwise a photocopy and administration fee of \$15 will be charged). All new applications must have the following items attached:

- ▶ A map showing the location of the premises
- ▶ A scale plan that shows those parts of the premises that will be used for the sale and supply of liquor, any designated restricted or supervised areas, and each entranceway.
- ▶ A photograph of the exterior of the building or an artist's impression
- ▶ A menu description of the food that you will be providing
- ▶ If you are applying as a company we will require a copy of the certificate of incorporation or other documentary evidence of its incorporation.

4. Renewal Applications

Renewal applications must be received no later than 20 working days before the expiry of the original licence.

The requirements for advertising will remain the same with the exception of the displayed notice on the premise. Remember we require a copy of the full page of both newspaper advertisements.

BYO Licence

An on licence may be endorsed to allow BYO status. This allows the consumption of liquor by persons who have brought the liquor to the premises and are there for the purposes of dining.

An on licence endorsed for BYO shall also authorise the holder to sell and supply food and hot beverages of which liquor is an ingredient. If only a BYO licence is applied for this shall not authorise the holder to sell or supply liquor to any person.

The fee for an application for a BYO is \$132.00 and the procedure described in this brochure still applies.

How do you get an application form?

You can download one at www.wbopdc.govt.nz or call into one of our three offices located at Barks Corner, Tauranga; Main Road, Katikati; or Jellicoe Street, Te Puke.

How do you file the application?

You can post it to the Western Bay Of Plenty District Licensing Agency, Private Bag, Tauranga or deliver the application to Council offices at Katikati, Te Puke, or Barks Corner in Greerton, Tauranga.

Before being accepted all applications will be checked to make sure they are complete

Important Issues

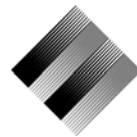
In considering your application for an on licence, Council will obtain reports from both the Ministry of Health and the Police.

Your suitability as an applicant will also be a factor and we may require an interview with you.

Other factors like hours of operation, areas of designation, refreshments and food will be taken into consideration before a licence can be approved.

Further information is available on:

- ▶ Manager's Certificates
- ▶ Club Licences
- ▶ Off Licences
- ▶ Special Licences
- ▶ Temporary Authorities



**Western Bay of Plenty
District Council**

TAURANGA – HEAD OFFICE
CAMERON ROAD
BARKES CORNER
PRIVATE BAG 12803
TAURANGA
PHONE (07) 571 8008
FAX (07) 577 9820
FREEPHONE 0800 WBOPDC (926732)

TE PUKE LIBRARY & SERVICE CENTRE
JELICOE STREET
TE PUKE
PHONE (07) 573 9862
FAX (07) 573 6728

KATIKATI LIBRARY & SERVICE CENTRE
MAIN ROAD
KATIKATI
PHONE (07) 549 0119
FAX (07) 549 0935

OMOKOROA LIBRARY & SERVICE CENTRE
McDONNELL STREET
OMOKOROA
PHONE (07) 548 2643
FAX (07) 548 2941

WAIHI BEACH LIBRARY & SERVICE CENTRE
WAIHI BEACH COMMUNITY CENTRE
WAIHI BEACH
PHONE (07) 863 4573
FAX (07) 863 5749

*Western Bay of Plenty District
Liquor Licensing Agency*

On Licence Applications

Sale of Liquor Act 1989

new applications and renewals