

Application for New or Renewal of Off-Licence

(Including Club Off-Licence Renewals)
Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

Date stamp

Fill this form out with the assistance of the guide attached

- New Off-Licence Renewal Off-Licence

1. Applicant Details

- a. Applicant/Property Owner Agent Other (provide contact details below)

b. Full name of applicant (*legal entity who will receive the proceeds from the sale of liquor*)

.....

Previous names or other names known by

Postal address

Occupation Date of Birth/...../.....

Phone: Business (.....)..... Private (.....)..... Mobile (.....).....

Email Fax (.....).....

Website address

- c. Preferred means for formal correspondence Mail Email Fax

d. Status of applicant

- | | | |
|--|--|---|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Local Authority | <input type="checkbox"/> Body Corporate to which Section 28(1)(b)(f) of the Act applies |
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Trustee | <input type="checkbox"/> Manager under the Protection of Personal Property Rights Act 1988 |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Public Company | <input type="checkbox"/> Government Department or other instrument of the Crown |
| <input type="checkbox"/> Club | <input type="checkbox"/> Licensing Trust | <input type="checkbox"/> Board, organisation, or other body to which section 28(1)(c)(f) of the Act applies |

e. Does the premises hold an existing licence? Yes No

f. Is there an existing licence held for the premises or conveyance concerned? Yes No

State type of licence..... Number 022/

Deposit Fee: \$350.00

Note: This is a deposit only. An invoice for the outstanding balance will be sent to the applicant once the correct weighting category has been selected. The outstanding balance is required to be paid prior to the licence being issued.

(for office use)

LIQL

Application Premise No

Date received (date stamp)

Receipt

Contact ID

1. Applicant Details *(Continued)*

g. Have you or any business partners been convicted of any offence? Yes No

If Yes, what are the details of each offence?

(NOTE: You are entitled to protection under the Criminal Records (Clean Slate) Act. Disclose only convictions not eligible for concealment under the Clean Slate Act)

Name	Nature of Offence	Date of Conviction	Penalty Suffered
...../...../...../...../.....
...../...../...../...../.....
...../...../...../...../.....
...../...../...../...../.....

(NOTE: Continue on a separate page if necessary and attach to this application)

h. Is this the applicant's first licensed premises? Yes No
 If yes, has the applicant prepared a financial plan for the business? Yes No

Select one of the following (Numbered 2 - 5):

2. Further Details Where Applicant is a Company

a. Date of Incorporation/...../..... b. Place of Incorporation

c. Full details of each Director and the Secretary

Name	Address	Date of Birth	Place of Birth	Position Held
...../...../.....
...../...../.....
...../...../.....
...../...../.....
...../...../.....

3. Further Details where Applicant is a Private Company

a. Authorised capital Paid-up capital

b. Full details of each person who holds any shares issued by the company

Name	Address	Date of Birth	Place of Birth	Position Held	Face value of shares (eg 100 x \$1 shares)
...../...../.....
...../...../.....
...../...../.....
...../...../.....
...../...../.....

4. Further Details where Applicant is a Public Company

a. Full details of each person who holds 20% or more of the shares, or any particular class of shares, issued by the company

Name	Address	Date of Birth	Place of Birth	Position Held
...../...../.....
...../...../.....
...../...../.....
...../...../.....
...../...../.....

5. Further Details Where Applicant is a Partnership

a. Full details of each partner as follows

Name	Address	Date of Birth	Place of Birth	Signature
...../...../.....
...../...../.....
...../...../.....
...../...../.....
...../...../.....

6. Premises Details

a. Existing trading name for premises
Proposed trading name for premises
Address of proposed licensed premises

- b. Is a licence sought conditional upon construction or completion of building work? Yes No
- c. Do you own the proposed licensed premises? Yes No

If no:

- (i) Full name of the owner
• Full address of the owner
- (ii) What form of tenure of the premises will you have?
• What term of tenure will you have?

- d. Type of premises
- Hotel or Tavern Supermarket Premises on which principal business is manufacture or sale of liquor
- Club Grocery store Internet based
- Other, please state

7. Designated Areas

- a.. What part (if any) as indicated on the attached floor plan, of the premises do you intend should be designated as
- (i) A restricted area
- (ii) A supervised area
- (iii) An undesignated area (*specify reason*)

8. Business Details

a.. Is the sale of liquor intended to be the principal purpose of the business? Yes No

If no:

(i) What is intended to be the principal purpose of the business?

.....

(ii) What part of section 32 of the Sale of and Supply of Alcohol Act is applicable to this application? (*Refer to copy of section 32 attached*).

.....

b.. Are you engaged, or intending to be engaged, in the sale or supply of any goods other than liquor or food, or in the provision of any services 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?

.....

.....

c.. What days and hours do you intend to sell liquor under the licence? (*The days and hours should reflect the entire hours you intend to operate your business and should be no greater than what was applied for on your Certificate of Compliance*)

Days **Hours** From To

.....

.....

d.. Do you intend to provide complimentary samples of liquor on the premises? Yes No

9. Conditions

a. What experience and training has the applicant undertaken:

.....

.

.....

.

b. What steps do you propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

.....

.....

.....

.....

c. What other steps does the applicant propose to promote the responsible consumption of alcohol?

.....

.....

.....

.....

d. What other systems (including training systems), and staff in place (or to be in place) for compliance with the Act?

.....

.....

.....

.....

9. Conditions *(Continued)*

e. Are any changes sought to the present conditions of the licence (ie days or hours)?

• **IF NO** – Go straight to Section 11 Yes No

• **IF YES** – Continue

Changes relating to the days and hours of the liquor licence

(i) What are the days and hours shown on the licence at present?

(ii) What are the changes sought?

Days	Hours	Days	Hours
.....
.....
.....

f. Changes relating to other conditions of the liquor licence

(i) What are the conditions of the licence at present?

(ii) What are the changes sought?

.....
.....
.....

What are the full reasons for the changes sought?

.....

Where **changes to the days and/or hours** of the licence are sought, has the applicant:

- Contacted the Western Bay Duty Planner Consents on 571 8008 prior to submitting this application to obtain advice as to whether the changes comply with planning requirements and or any resource consents relevant to the premises? Yes No
- Filed for a Certificate of Compliance with the renewal application? The Certificate of Compliance provides the required official confirmation the changes comply with all planning requirements Yes No

10. Management of Premise

At all times when liquor is being sold or supplied to the public, a manager (appointed under Section 217 of the Sale and Supply of Alcohol Act) must be on duty (except where section 215 of the Act applies to Club's).

a. Details of **ALL** managers currently employed:

- | | |
|-----------------------------|---------------------------------|
| • Full name | • Certificate number |
| • Residential address | • Expiry date/...../..... |
| | |
| • Full name | • Certificate number |
| • Residential address | • Expiry date/...../..... |
| | |
| • Full name | • Certificate number |
| • Residential address | • Expiry date/...../..... |
| | |

..... *(Continue on separate sheet if necessary)*

- b. If no managers have yet been appointed, what is your proposal relating to Section 214 of the Sale and Supply of Alcohol Act requiring a manager to be present at all times?

.....
.....

11. Further details where the licence is a club licence

It is a requirement to have in place a written host responsibility policy outlining the establishment's commitment to providing a safe drinking environment. This policy should be prominently displayed in the premises. Examples of draft host responsibility policies are provided at the back of the attached Pacific Health questionnaire for your reference. If you have any questions concerning this, please contact Pacific Health on 571 8975.

Copy of the host responsibility policy is attached Yes No

12. Signature of Applicant

- a. **Before signing the application, please refer to and complete the check list at the end of this form.**

b. Applicant's signature Date/...../.....
(must be signed by the Licensee personally)

- **Please note – If applying as a company, please indicate your relationship to the company, eg Director, Secretary**

Relationship Name

13. Check List – Please Tick ✓

a. IMPORTANT – The application will not be accepted by the District Licensing Committee until:

- **ALL questions on the application form have been answered in full.** Yes No
- **ALL additional documentation as indicated below are attached to the application.** Yes No

Please note that if any of the documents below have been filed with a previous application, you are required to file them again with this application.

b. FOR RENEWAL APPLICATIONS Have You Included:

1. **Where changes to days/hours are being sought**, the completed 100(f) Sale and Supply of Alcohol Certificate application form? Yes No
2. **Where the licence is an off-licence or club licence**, a copy of your host responsibility policy? Yes No
3. **Where the licence is an off-licence or club licence**, the completed Pacific Health questionnaire? Yes No
4. **The completed Fire Service Data Sheet** Yes No

c. Additional Documents Required

1. **Original Certificate of Compliance under Section 100(f) of the Sale and Supply of Alcohol Act.** You should have already applied for and been issued this document prior to filing this application. Yes No
2. **Photograph** or artist’s impression of the exterior of the premises. Yes No
3. **Map** indicating where the premises is located. Yes No
4. **Scale Plan** of entire premises showing the layout of the premises including where any tables and chairs will be located and outlining:
 - The inside area for sale and supply of liquor, including any cool store areas the customer may have access to.
 - Principal entrance/s. Yes No
5. **Host Responsibility Policy** Yes No
6. **Where changes to days/hours are being sought, the completed Certificate of Compliance application form?** Yes No
7. **Manager’s certificate** of person/persons intending to be the manager of the premises, or if this document has not been issued at the time of filing this application, the date the manager’s certificate application was filed with the District Licensing Committee/...../..... Yes No
8. **Where the applicant is not the owner of the building, a written statement from the owner** to the effect that the owner has no objection to the grant of the licence. Yes No
9. **Where the applicant is a company, a copy of the Certificate of Incorporation.** Yes No
10. **Where the applicant is a partnership of more than two persons, evidence of formal partnership.** Where the applicant is a Body Corporate, a copy of Certificate of Incorporation (or equivalent document). Yes No
11. **Where the application relates to a supermarket, particulars of the floor area,** including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items. Yes No
12. **Where the application relates to a grocery store, certified accounts** showing the annual sales revenue percentage of turnover that is derived from the sale of main order household foodstuffs as required by Regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.. Yes No
13. **Deposit Fee of \$350.00** (includes GST) Yes No

d. Have you completed the attached Toi Te Ora Public Health Questionnaire? Yes No

e. Have you completed the Amenity and Good Order Questionnaire? Yes No

f. Have you signed and dated the form personally? Yes No

Sale and Supply of Alcohol Act 2012

Sections 32-36

Section 32 - Kinds of premises in respect of which off-licences may be issued:

1. An off-licence may be issued only:
 - (a) to the holder of an on-licence issued for a hotel or tavern, for the premises (or part of the premises) for which the on-licence is held: or
 - (b) for retail premises where (in the opinion of the licensing authority or licensing committee concerned) at least 85% of the annual sales revenue is expected to be earned from the sale of alcohol for consumption somewhere else; or
 - (c) if:
 - i) the premises for which it is to be issued are not retail premises; and
 - ii) at least 85% of the annual income of the person to whom it is to be issued is (in the opinion of the licensing authority or licensing committee concerned) expected to be earned from the remote sale of alcohol; or
 - (d) for premises where (in the opinion of the licensing authority or licensing committee concerned) the principal business carried on is the manufacture of alcohol; or
 - (d) for premises that (in the opinion of the licensing authority or licensing committee concerned) are a supermarket with a floor area of at least 1,000 m² (including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items); or
 - (f) for premises that (in the opinion of the licensing authority or licensing committee concerned) are a grocery store.
2. Premises for which (by virtue of [Section 350\(b\)\(i\)](#)) an off-licence must not be issued except to a licensing trust can still be premises for which (by virtue of subsection(1)) an off-licence may be issued.
3. [Section 36](#) overrides subsection(1).

Section 33 - Determining whether premises are a grocery store

1. In this section:

Food product

- (a) does not include
 - i) alcohol, confectionery, ready-to-eat prepared food, or snack food; or
 - ii) a drink (other than milk) sold in a container with a capacity of 1 litre or less; but
- (b) includes delicatessen items that are not read-to-eat prepared food or snack food.

Grocery store means a shop that

- (a) has the characteristics normally associated with shops of the kind commonly thought of as grocery shops; and
- (b) comprises premises where -
 - i) a range of food products and other household items is sold; but
 - ii) the principal business carried on is or will be the sale of food products.

Ready-to-eat prepared food

- (a) includes food for the time being declared by regulations under this Act to be ready-to-eat prepared food; and
- (b) does not include food for the time being declared by regulations under this Act not to be ready-to-eat prepared food

Snack food

- (a) includes food for the time being declared by regulations under this Act to be snack food; and
- (b) does not include food for the time being declared by regulations under this Act not to be snack food.

Section 33 - Determining whether premises are a grocery store *(Continued)*

2. In forming for the purposes of this Act an opinion on whether any premises are a grocery store, the licensing authority or a licensing committee -
 - (a) must have regard to -
 - i) the size, layout and appearance of the premises; and
 - ii) a statement of the annual sales revenues (or projected annual sales revenues) of the premises, produced in accordance with any regulations in force under this Act prescribing what information such statements must contain and how it must be set out; and
 - iii) the number, range and kinds of items on sale (or expected to be on sale) on the premises; and
 - (b) may have regard to any other matters it thinks relevant; and
 - (c) may determine that the premises do not have the characteristics normally associated with a shop of the kind commonly thought of as a grocery shop by virtue of characteristics that the premises and the items on sale there lack or will lack, characteristics that the premises and the items on sale there have or will have, or a combination of both.
3. Paragraph (a) of the definition in subsection (1) of **food product** is for the avoidance of doubt only, and does not extend the generality of the term.

Section 34 - Exception for certain areas where some licensed premises not economic

1. The licensing authority or licensing committee concerned may direct that an off-licence should be issued for premises not of a kind described in section 32(1) if satisfied -
 - (a) that, in the area where they are situated, the sale of alcohol in premises of a kind described in section 32(1)(b),(d),(e) or (f) would not be economic; and
 - (b) that the granting of the licence would not cause any significant increase in alcohol-related harm.
2. Subsection(1) overrides section32(1) but is overridden by section 36. Compare: 1989 No 63 s 36(2)(a).

Section 35 - Exception for certain complementary sales

1. The licensing authority or licensing committee concerned may direct that an off-licence should be issued for premises not of a kind described in section 32(1) if it is satisfied that -
 - (a) the premises are a shop, but not a shop where the principal business carried on is the sale of food (whether food of a particular kind or kinds, or a range of food); and
 - (b) alcohol would be an appropriate complement to goods of the kind sold (or to be sold) in the shop.
2. Subsection (1) overrides section 32(1) but is overridden by section 36.

Section 36 - No off-licences for petrol stations, certain garages, dairies, convenience stores, conveyances, or shops within shops.

1. The licensing authority or licensing committee concerned must not direct that an off-licence should be issued for any premises if (in its opinion) -
 - (a) the principal business carried on there is -
 - i) the sale of automotive fuels; or
 - ii) the repair and servicing of motor vehicles and the sale of automotive fuels; or
 - (b) they are a shop of the kind commonly through of as a dairy; or
 - (c) they are a shop of the kind commonly through of as a convenience store; or
 - (d) they are a conveyance; or
 - (e) they are situated (wholly or partially) within a shop; or
 - (f) the public can reach them directly from a shop, or directly from premises where the principal business carried on is a business of a kind described in paragraph (a).

Guide - Application for Off-Licence

Section 99-101, Sale and Supply of Alcohol Act 2012

Explanations in this guide are intended to assist you to complete the Application for Off-Licence form. Numbers on the form relate to the explanatory notes in this guide.

Background

It is a legal requirement under the Sale and Supply of Alcohol Act 2012 that you have a licence before you can sell or supply liquor.

The District Licensing Committee (DLC) is part of Western Bay of Plenty District Council and is where you go to obtain a liquor licence.

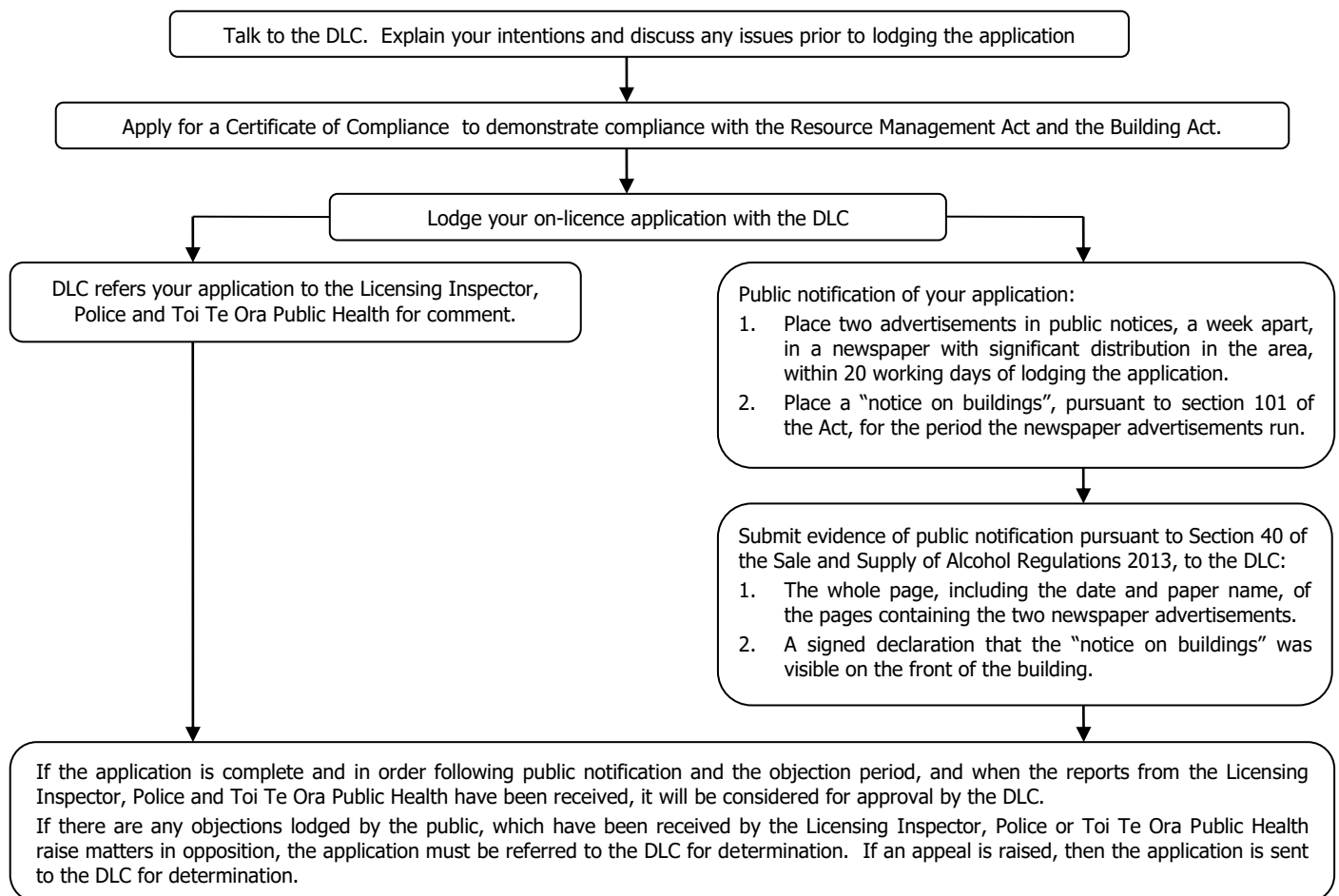
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licences means that checks are done to make sure only people

responsible enough to work within the objectives of the Act are granted permission to sell or supply liquor. There must be a person with a current manager's certificate on duty at all times when liquor is being sold or supplied to the public.

What does 'off-licence' mean?

An off-licence authorises the holder to sell or deliver liquor on or from their premise, as described in the licence, to any person for consumption off the premise.

Process



Cost

A deposit fee of \$350.00 is payable on lodgement of this application. An invoice for the outstanding balance will be sent to the applicant once the correct weighting category has been selected. The outstanding balance is required to be paid prior to the licence being issued.

The invoice for an annual fee will be sent out prior to the anniversary. This is required to be paid within 30 days after the anniversary date. If the annual fee is not paid by day 31, the licence will be automatically suspended and the premises will be unable to sell liquor until the annual fee is paid.

For new off-licence applications, at the time of the first renewal (one year after first issue), an annual fee and a renewal fee are required to be paid together.

You will also face advertising costs to meet the public notice requirements. New applications will also incur costs to obtain planning and building certificates.

Processing times

It could take up to 8 to 12 weeks to process your application. If an objection is received, and the application is referred to the DLC for processing, it could take longer.

The processing time is very much dependent on the applicant submitting a complete application with all attachments

1. Applicant Details

a. Applicant is the

Please indicate whether you are the property owner, lessee or the agent of the owner.

Applicant/Property Owner

Select this option if you are the property owner as stated on the Certificate of Title.

Lessee

Select this option if you have a lease agreement with the registered owner of the property and the agreement is still in force.

Write your name and contact details.

Agent

Select this option if you are submitting this application as the authorised representative of the property owner or lessee.

Write your name and contact details.

b. Applicant name

Write the licensee name. A licence is issued to a person, company or legal entity in relation to a premise. A licence cannot be transferred from one person to another, or from one premise to another.

c. Preferred means for formal correspondence

Tick the box that corresponds to how you wish to receive enquiries and updates regarding this application. Correspondence will be sent to the applicant.

d. Status of Applicant

Tick the applicable description of the licensee.

2. / 3. / 4. / 5. Further Details where Applicant is a Company or Partnership

Provide the full details of each company director, the secretary, all shareholders and partners. If you run out of room, please submit the names of any other relevant people on a separate piece of paper accompanying your application.

Companies need to submit the certificate of incorporation or the memorandum of association and other documentation with your application. Required supporting documents are listed on the Off-Licence Checklist.

6. Premise Details

a. Existing and Proposed trading name

Please provide the existing and proposed trading names that you intend to use for the premises.

b. Construction incomplete

Tick yes if the premise is currently under construction, or construction work has yet to start. An application for off-licence can only be approved once a building certificate and planning certificate have been issued by the council. If your project involves a building consent, or if any consented building

work has been conducted on the site since 1991, you will need to obtain a Code Compliance Certificate (CCC) or final sign off before the building certificate can be issued.

c. Premise owner

If the applicant is the occupier based on a rental or lease agreement, please provide the name and phone number of the property owner (the person stated on the Certificate of Title).

Where the applicant is not the owner of the premises, you will be required to submit a written statement from the owner to the effect that the owner has no objection to the grant of the licence.

7. Designated Areas

Designations of the following type may be imposed to the entire premise or specified areas:

- (i) Restricted: Only those aged over 18 years of age may be present.
- (ii) Supervised: Those under 18 years of age may be present if accompanied by their parent or legal guardian. Note that taverns and hotels must have at least one area.

8. Business Details

a. General nature of the business

Indicate whether your business is:

Hotel/Tavern – with associated bottle store (or across the bar).

Club – not a sports club.

Stand alone bottle store/winery/distiller - the principal business the manufacture and sale of liquor.

Supermarket – floor area at least 1,000 m².

Grocery store – the principal business is main order household food stuff requirements.

Other - specify.

Principal purpose of the business

Indicate the main business activity, e.g. hotel, bottle store.

Standard hours for bottle stores, grocery stores, supermarkets and wineries are generally between 7.00 am – 11.00 pm.

9. Conditions

- a.** Outline your proposals and signage relating to the non-service to minors and intoxicated persons.
- b.** States the types of liquor you seek to sell (as stated in the licence) e.g. beer, wine, spirits, liqueurs.
- c.** State the approved "evidence of age document"

10. Management of premises

At all times when liquor is being sold or supplied to the public, a manager, appointed under section 217 of the Act, must be on duty. The duty manager shall be responsible for compliance with the Act.

A person may not be appointed as a duty manager unless that person holds a manager's certificate. The DLC at the council issues manager's certificates in Western Bay of Plenty District.

Provide details of all managers employed, or are to be employed, at the premise.

12. Applicant's Signature

Please sign and date this form to confirm that the details provided in your application are true and correct. This must be signed by the licensee(s), not their agent.



New Zealand Fire Service Data Sheet (all applications)

Section 76 of the Fire and Emergency New Zealand Act 2017

In accordance with s.100 and s.127 of the Sale and Supply of Alcohol Act 2012, an application for an On, Off, or Club Licence, respectively, must be accompanied by a statement regarding the need for, or provision of, an Evacuation Scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017

If you have any questions regarding an Evacuation Scheme for your premises please contact Luke Burgess (Fire Risk Manager, NZ Fire Service) at luke.burgess@fireandemergency.nz or Jon Rewi (Te Puke area) at jon.rewi@fireandemergency.nz

Please complete and then tick which statement applies:

The building, located at:

.....
.....(address)

in which the premises known as

.....
.....(name of premises)

- has a current Fire Evacuation Scheme.
- does not require (by reason of its current use) an Evacuation Scheme.
- is exempt from having to meet the requirements for an Evacuation Scheme.

Signed:.....Date:

Name:

Please note, section 286 of the Sale and Supply of Alcohol Act 2012 outlines the provision for suspension of a licence for non-compliance with public health or fire precaution requirements.

A2622843



Sale and Supply of Alcohol Act 2012 Public Health Questionnaire for Off-Licence Applications

This questionnaire helps ensure that licensees meet the requirements of the Sale and Supply of Alcohol Act 2012 in relation to the public health consequences of alcohol use, such as alcohol-related health problems and preventable death or disability from alcohol-related motor vehicle crashes.

This questionnaire will enable the completion of the Medical Officer of Health report on your license application. Your license application cannot be processed without completion of this questionnaire.

Name of Licensed Premises:

Name of applicant:

- | | | | | |
|----------------------|--------------|--------------------------|-------------|--------------------------|
| Type of application: | New | <input type="checkbox"/> | Renewal | <input type="checkbox"/> |
| Premises type: | Bottle store | <input type="checkbox"/> | Supermarket | <input type="checkbox"/> |
| | Tavern | <input type="checkbox"/> | Grocery | <input type="checkbox"/> |
| | Online | <input type="checkbox"/> | Auctioneer | <input type="checkbox"/> |

Other

Social Responsibility

- a. Do you have a written policy outlining how you will meet your responsibilities under the Act? Yes No
 If yes, please attach a copy.
- b. Do you have tastings? Yes No
 If yes, is water freely available? Yes No

Amenities and Good Order

What steps will you take to ensure your business does not impact negatively on your neighbours? eg noise, nuisance and vandalism?

.....

.....

Staff Training

- a. Do you provide training to staff on the SaSA 2012? Yes No
- If yes: In-house training, by whom?

.....

Courses, provided by?

Intoxicated Patrons

a. How do you prevent intoxicated people from entering your premises?

.....
.....

b. How do you identify if a person is intoxicated?

.....
.....

c. What process do you have to deal with intoxicated patrons?

.....
.....

d. Do you display signage stating that intoxicated patrons will not be served alcohol? Yes No
(This signage can be provided by the Public Health Service)

Minors

a. What forms of identification do your staff accept?

- NZ photographic driver’s license Yes No
- NZ or overseas passports Yes No
- HANZ 18+ card Yes No

Other forms of I.D – *please describe*

.....

b. Do you display signage stating alcohol will not be sold to minors? Yes No

c. Are staff aware of their responsibilities under the Sale and Supply of Alcohol Act regarding supply of alcohol to minors? Yes No

d. What process do you have in place to prevent minors from entering your premises?

.....

e. Do you have on-line sales? Yes No

If yes, what steps do you take to ensure alcohol is not sold to minors?

.....

Alcohol Promotion

Do you run alcohol promotions (e.g. free products/services, competitions, 2 for 1 deals, etc) Yes
No

Give recent examples

.....

Do you have exterior advertising? Yes No
 Building ads, Yes No
 Sandwich boards, Yes No
 Billboards Yes No

What percentage of your front window is covered in alcohol advertising?

.....

What alcohol brands and products are you currently advertising in your windows? Give examples.

.....

FOR SUPERMARKETS AND GROCERY STORES ONLY

In which area of the store is your alcohol located?

.....

Please attach a floor plan.

Are your in-store alcohol promotions confined to the designated alcohol area? Yes No

- Please identify the categories of products your store sells (tick all appropriate actions)
- Fresh meat (not including processed and cured meats eg bacon, salami, ham sausages etc)
 - Fresh produce (fruit, vegetables)
 - Frozen meat
 - Dairy products
 - Breads, cereals, rice, pasta
 - Staples – flour, spices, sugar and other items used for baking
 - Health and beauty
 - Tinned foods
 - Household – non grocery items that are needed for household maintenance – detergent, rubbish bags, cleaning supplies, etc.

Approximately what percentage of your store do the above products occupy?

Smoke-free Environments Act 1990

Do you sell tobacco? Yes No

Are tobacco products visible to the public? Yes No

..... (Full name), the Licensee* for

.....

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.

Signed:..... Dated:.....

Position/Title:.....

A Public Health Alcohol Regulatory Officer, on behalf of the Medical Officer of Health, may visit your premises, from time to time, in order to undertake a Sale and Supply of Alcohol Act 2012 compliance visit.

All applications filed after 18 June 2013 require the Agency to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (section 105).

To support your application, please supply the information required and answer the questions listed in this form.

Scale Floor Plan

Provide a scale floor plan which also shows the design and layout of the premises.

This should include: (identifying your principal entrance)

- Seating and tables
- A list of facilities, ie bar, toilets, stage, etc.
- CCTV placement
- Security lighting

Also, for Off-Licences:

- A description of your product types, where they are displayed and stored.

1. The reporting agencies must consider any effects the issue of the licence will have on amenity and good order - please answer the following:

For all licences:

a) Advise proximity of all childcare centres, schools and churches within 500m - a site plan would assist.

b) How many residential neighbours would you have within 50 metres?

c) Security - what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other)?

d) Internal layout - can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-Licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?

e) Windows - is there good visibility into and from the premises and the street?

f) Lighting - does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's, etc?

g) Security - will you employ security staff and when will they be used?

h) Security staff - how many security staff hold a Certificate of Approval and formal registration or qualification? If so wh

Additional Information required for On-Licence and Club Licences.

Noise

- i) Explain clearly all types* of entertainment you will be providing and when (* amplified music or large crowd noise related)

- j) Noise management - do you have a noise management plan or an acoustic report prepared by a suitably qualified and experienced Acoustic Engineer?

- k) Noise mitigation - what mitigation will/is be/being undertaken (include any details regarding noise monitoring)?

What outside / off premise advertising involving liquor will you be doing?

- l) Newspaper/Magazine

- m) Shop windows?

- n) On your premises - roof/other?

- o) Street/Footpath signs?

- p) Social Media Sites i.e. Twitter/Facebook, Online Magazines, Websites, etc?

A copy or sample of your advertising would be of assistance

Systems and Staff Training

- q) Are you involved in any mystery shopper type programmes?

- r) What till prompt systems do you have regarding age checks?

- s) What staff training is provided with regard to Sale of Alcohol compliance and Host Responsibility practices - explain content, duration and how often this training is provided.

- t) Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

2. Marketing and Promotions

- a) What percentage of the front windows will be clear and transparent?

- b) What is the target market for the business?

<hr/>	
c)	What is your policy regarding pricing and promotions? <hr/> <hr/>
d)	Will there be single sales (Off-Licence)? <hr/> <hr/>
Renewals Only	
e)	Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of? <hr/>
f)	Has your business been subject to a Police controlled Purchase Operation (CPO)? If so, what were the results? <hr/>
g)	Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason? <hr/> <hr/>
3. The granting, or renewal, of this application will contribute to the Object of the Act by:	
•	Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly: <hr/> <hr/>
•	The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by: <hr/> <hr/>
Any other comments you wish to make to support your application being determined:	
<hr/>	