



Application for New or Renewal of On-Licence

Section 100 and 127(2) Sale and Supply of Alcohol Act 2012

Date stamp

Fill this form out with the assistance of the guide notes attached

New On-Licence Renewal On-Licence

1. Applicant Details

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

.....

Previous names or other names known by

b. Applicant is the Property Owner Lessee Agent
Provide details below Provide details below

c. Contact name

Postal address

Occupation

Date of Birth/...../..... Gender Male Female

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

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

Website address

d. Preferred means for formal correspondence Mail Email Fax

e. Status of applicant

- Natural Person Local Authority Body Corporate to which Section 28(1)(b) of the Act applies
- Private Company Trustee Manager under the Protection of Personal & Property Rights Act 1988
- Partnership Public Company Government Department or other instrument of the Crown
- Club Licensing Trust Board, organisation, or other body to which section 28(1)(f) of the Act applies
- Community Trust

f. Is there an existing licence held for the premises or conveyance concerned?

No Yes 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.)

<i>(for office use)</i>		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. 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
...../...../.....
...../...../.....
...../...../.....
...../...../.....
...../...../.....

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 (If not conveyance)

a. Existing trading name for premises
Proposed trading name for premises
Address of 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?

7. Conveyance Details

a. Type of conveyance (e.g. ship, bus, railway carriage, etc)
.....

b. Do you own the proposed conveyance? Yes No

If No:

(i) Full name of owner

Full address of owner

(ii) What form of tenure of the conveyance will you have?

What term of tenure will you have?

c. What is the registration number of the conveyance (where applicable)?

d. What is the home base address for the conveyance?

8. Conveyance Details (Continued)

e. Any name used or proposed for conveyance?

f. Is a licence sought conditional upon completion of building work? Yes No

If yes, state details:
.....

9. Designated Areas

a. What part (if any) of the premises do you intend should be designated as

(i) A restricted area

(ii) A supervised area

(iii) An undesignated area (*specify reason*)

10. Business Details

a. What is the general nature of the business to be conducted on the premises if the on-licence is granted?

Hotel Tavern/Night Club Restaurant/Café bar Entertainment venue

Other, please state

b. 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?

.....
.....

c. Do you intend to sell or provide any goods and services other than liquor and food? Yes No

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

.....
.....

d. 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

.....

.....

.....

11. BYO Endorsement for Restaurant/Café Bar

a. Is this application for a BYO only on-licence, under Section 37 of the Act? Yes No

12. Conditions

a. What provision do you intend to make for the sale and supply of *(please describe type and range)*

(i) Food

.....

(ii) Non-alcoholic refreshments

.....

(iii) Low-alcohol beverages

.....

b. To what extent and where is drinking water intended to be freely available to patrons?

.....

.....

If there is no access to mains water supply, describe the potability of water intended to be available

.....

c. 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?

.....

.....

d. In the event that evidence of age documents is required, what documents will you request?

.....

.....

.....

e. What steps do you propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

.....

.....

f. What other steps do you propose to take aimed at promoting the responsible consumption of liquor?

.....

.....

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

.....

.....

.....

(Continued over)

12. Conditions (Continued)

h. Has the applicant considered the neighbouring land use in the immediate area? Yes No

Activities (such as amplified music) are likely to create adverse effects on neighbouring land use. What actions does the applicant intend to take to mitigate any adverse effects?

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

i. What experience and training has the applicant had?

.....

13. Management of Premise

At all times when liquor is being sold or supplied to the public, a manager (appointed under Section 218 of the Sale and Supply of Alcohol Act) must be on duty.

a. How many managers have been/will be appointed?

b. Manager details:

Name	Address	Date of Birth	Certificate No.	Expiry Date
...../...../.....
...../...../.....
...../...../.....
...../...../.....
...../...../.....

c. 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?

.....
.....

14. 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** (must be signed by the applicant personally)

Date

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

Relationship Name

"Pursuant to the Privacy Act 1993 the following is brought to your attention: The personal information contained in this form is being collected to assist Council and other agencies in processing your application and may be made available to the public as part of the process. You do have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993"

15. 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. **ADDITIONAL DOCUMENTS REQUIRED**

1. **Original Certificate of Compliance.** You need to apply for the Certificate of Compliance at the same time as you apply for your on licence. There is a \$200.00 application fee. Yes No
2. **Photograph** or artist's impression of the front 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: Yes No

- The inside area used for consumption of liquor (this should include all areas patrons may consume liquor).
- Any outside area used for the consumption of liquor.
- Any footpath area used for the consumption of liquor (this must comply with the Street use Bylaw).
- Each area designation.
- Principal entrance/s.

Outline each area with a different coloured pen and provide a key to show which colour belongs to each area.

5. **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
6. **Host responsibility policy** (examples of these are at the back of the Toi Te Ora Public Health questionnaire). Yes No
7. **Menu** (please note a breakfast menu may need to be included if your hours of operation reflect the need for this). 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. This letter must also include reference to any outside area/s to be licensed. 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.** Yes No
11. **Where the applicant is a Body Corporate, a copy of the Certificate of Incorporation** Yes No
12. This form must be accompanied by the prescribed fee, **a deposit of \$350.00 is payable on application.** Yes No

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

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

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

Guide - Application for New and Renewal of On-Licence

Section 100, Sale and Supply of Alcohol Act 2012

Explanations in this guide are intended to assist you to complete the Application for On-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 2013 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.

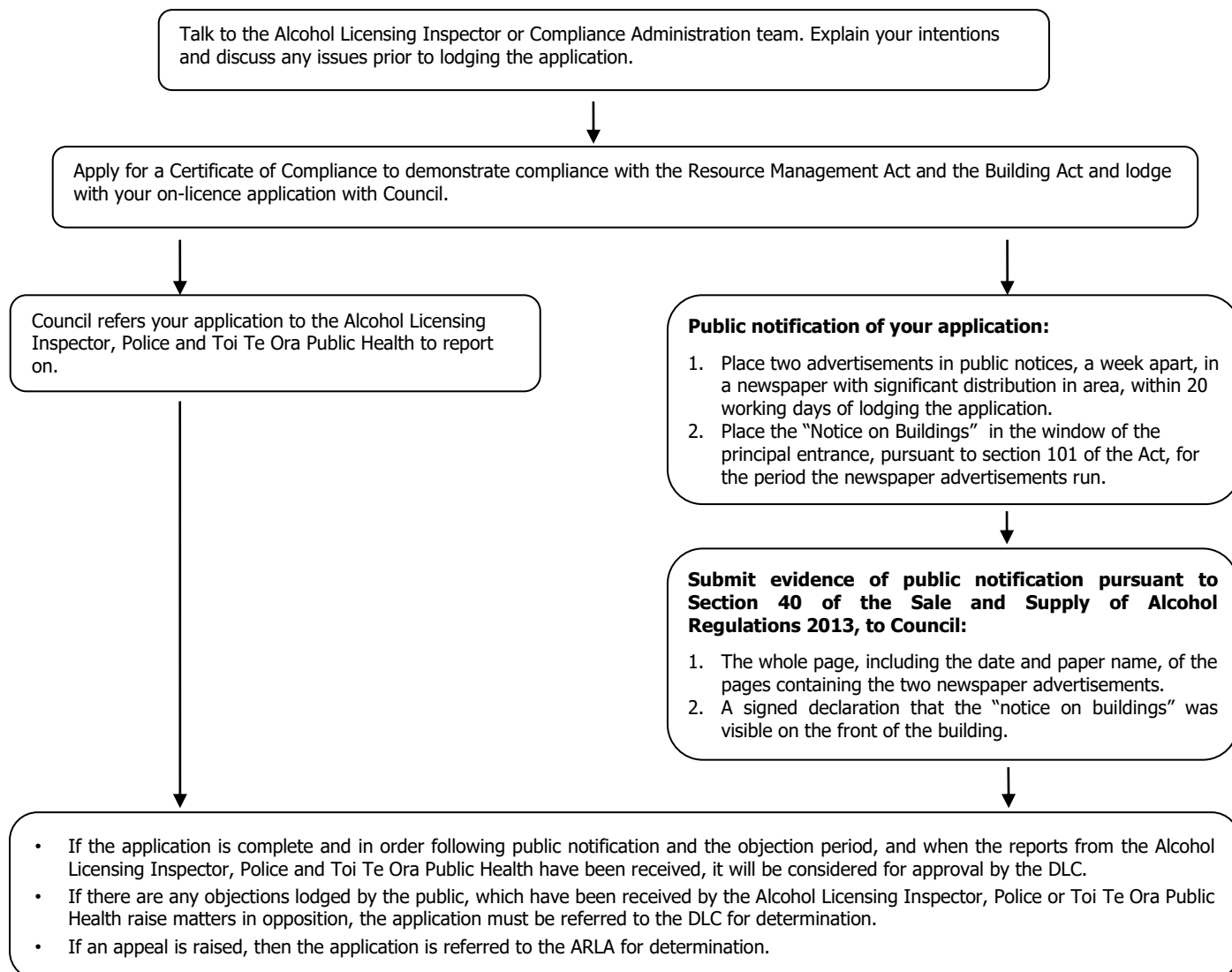
The object of the Act is to ensure the responsible sale and supply of liquor and to reduce alcohol related harm. The process for issuing licences means that checks are done to make sure only people responsible enough

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 'on-licence' mean?

An on-licence authorises the holder to sell or supply liquor for consumption on their premises, but liquor cannot be removed from the site.

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 on-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. Provide your full name, occupation, age and if applicable, any previous names by which you have been known. Liquor licence holders must be 20 years or over, and have previous liquor industry experience.

Full details are required in order for the Police to conduct a check on your suitability as a licensee. Having this information also helps the Council keep its records up to date and enables previous records to be located in the computer system.

b. **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.

d. **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.

e. **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 On-licence Checklist.

6. / 7. Premise Details

a. **Existing and Proposed trading name**

Please provide the existing and proposed trading name 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 on-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 premise, 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.

9. 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 that is designate as supervised or restricted.
- (iii) Undesignated: Anyone of any age may be present.

Note that in supervised and undesignated areas, although minors may be present, only persons aged over 18 years may actually make a liquor purchase.

10. Business Details

a. General nature of the business

Indicate whether your business is:

Hotel – premises will be used for lodgings/ accommodation, as well as the sale of liquor and food.

Tavern/Night Club – the principal business will be the sale of liquor.

Restaurant/Café Bar - the principal business will be the sale of food for consumption on the premise. The sale of liquor will be a secondary business activity.

Entertainment Venue – the principal business will be providing entertainment such as music or other performance. Other examples include a function centre or casino.

Other - examples include transport or convey-ances, such as a train or a boat.

b. Principal purpose of the business

Your business may conduct a range of activities, such as selling food, selling liquor, providing live entertainment, gambling, etc.

Indicate the main business activity. Note that food must always be available when you are selling liquor.

c. Goods and Services

Please state all goods and services you will offer customers, other than food and liquor.

d. Hours of operation

It is vital that you adhere to the days and hours approved under the licence. The Police will check this once the business is operating. You are not required to be open during all of the times approved in your licence. However, if you wish to have the hours extended for a special event, you will need to obtain a special licence from the DLA.

The District Plan guides the hours and days of operation. Please ask Council staff for guidance.

11. BYO Endorsement for Restaurant/Bar

Tick No if you are applying for a full on-licence. If you are granted a full on-licence you may allow your customers to bring their own wine and/or beer at your discretion.

Tick Yes if you do not wish to sell liquor, but would like to give your customers the opportunity to bring their own wine/beer.

You can provide food or hot drinks (eg liqueur coffees) where the food or drink does not contain more than 14.33 per cent of alcohol by volume. A full on-licence application is required.

Please discuss your plans with the DLC if you think BYO may be appropriate for your premise.

12. Conditions

a.- g. Host Responsibility

These items relate to host responsibility, which is an integral part of the sale and supply of liquor. Host responsibility is the term given to the strategies that you, as a host, have in place to ensure that your premise provides a safe drinking environment.

All applicants for an on-licence must be able to show how host responsibility will take place within their premise. This includes ensuring that management and staff are trained in host responsibility practices, and that they keep updating their skills. There should be a host responsibility policy displayed prominently in your premise.

Your on-licence will only be issued if you comply with all of the basic elements of a host responsibility programme:

- serving alcohol responsibly;
- providing and actively promoting low and non-alcohol alternatives;
- providing and actively promoting appropriate food;
- identifying and responsibly dealing with underage and intoxicated people;
- arranging safe transport options.

When you lodge your on-licence application, you must include the completed questionnaire for Toi Te Ora Public Health and a copy of your host responsibility policy.

h. Effects of noise and other issues for neighbours

Depending on the environment area (or zone) in which your business will be operating, different levels of noise, traffic generation, and other effects are permitted. Adverse effects of noise, for example, could be mitigated (or lessened) with sound proofing measures such as double-glazing windows, or only playing amplified music within certain hours.

13. 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 District.

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

14. 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 On-licence and
Club Licence Applications**
"Section 4: Object of the Act"

The object of the Sale and Supply of Alcohol Act 2012 is

- (1) *The object of this Act is that—*
- (a) *the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and*
 - (b) *the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.*
- (2) *For the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes—*
- (a) *any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and*
 - (b) *any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).*

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 licence application. Your licence application cannot be processed without completion of this questionnaire.

This questionnaire should be completed by the licensee/applicant and not a consultant

To be completed & returned by / /

To complete our files please include copies of the following when returning this questionnaire.

- Current Menu (including prices)
- Host Responsibility Policy/Statement or alcohol management plan
- Staff Training Policy

Please return to:

Toi Te Ora – Public Health, PO Box 2120, Tauranga 3140

Attn: Trieste Ngawhika

0800 221 555

Application details

Name of Licensed Premises:

Name of applicant.....

Address:

Postal address (if different from above.....

Email address:

Name of person(s) who is / are responsible for day-to-day management of the Sale of Liquor for premises:

.....

Contact phone number:

Hours of operation:

- Application for:**
- On licence
 - Club Licence
 - On (BYO) Licence

Type of application **New** **Renewal**

- Premises type:**
- Restaurant Conveyance
 - Tavern Short Stay Hostel
 - Hotel Entertainment Centre
 - Club Wine Bar
 - Nightclub Motel
 - Other.....

Host Responsibility

- a. Do you have a written policy on host responsibility or an Alcohol Management Plan?
If yes, please attach a copy. Yes No
- b. Is it displayed for your patrons? Yes No
- c. Is there a Host Responsibility implementation plan? Yes No
- d. Do you require further information on host responsibility guidelines? Yes No

Staff Training

- a. Do you provide training to staff on their responsibilities for host responsibility? Yes No
If yes: In-house training by whom
Courses Provided by
- b. How do you monitor the performance of staff in relation to their responsibilities under the Sale and Supply of Alcohol Act 2012?
.....
.....
.....
- c. Do you have an incident register or incident log for recording events such as fights, ejections and attempts to purchase by minors and intoxicated persons? Yes No

Intoxicated Patrons

- a. How do you prevent intoxicated people from entering your premises?
.....
.....
.....
- b. How do you identify if a person is becoming intoxicated?
.....
.....
.....
- c. What steps do you take to ensure that patrons do not reach a state of intoxication?
.....
.....
.....
- d. Do you display signage stating that intoxicated patrons will not be served alcohol? (This signage can be provided by the Public Health Service) Yes No

Minors

- a. What identification do your staff accept to identify minors and prevent them being served alcohol?
 - NZ photographic drivers licence Yes No

 - NZ or overseas passports Yes No

 - HANZ 18+ card Yes No
 - Other forms of ID – *please describe*
 -
 -

- b. Do you display signage stating alcohol will not be sold to minors or that patron who appear under 25 years will be asked for ID? Yes No

- c. Are staff aware of their responsibilities under the Sale and Supply of Alcohol Act 2012 for breaches regarding supply of alcohol to minors? Yes No

Safe Transport Options

- a. How do/will you provide access to safe transport for those patrons who are not safe to drive?
 - Public telephone access Yes No

 - Staff will telephone for transport Yes No

 - Subsidised taxi scheme available Yes No

 - Signage for dial-a-driver/taxis clearly displayed Yes No

 - Courtesy van Yes No

 - Other:

- b. Do you promote non-drinking or a designated driver scheme (e.g. free non-alcoholic drinks for drivers)? Yes No

- If **Yes**, please describe

Alcohol Promotion

- a. Do you run promotions offering reduced price liquor (e.g. happy hours, give-aways, 2 for 2 deals, etc)? Yes No

- b. Do you run promotions offering alcohol in non-standard measures? Yes No
- c. Do you run promotions offering alcoholic drinks which by virtue of their descriptive titles encourage excessive consumption of alcohol (e.g. shooters/slammers/blasters)? Yes No
- d. Describe the type and duration of your promotions:

Food

- a. Food slows the rate of absorption of alcohol and a minimum of three types of food should be available at all times – this does not mean three types of pie. Nuts and crisps are not sufficient. Please provide a menu or list the range of foods available while alcohol is sold.
.....
.....
.....
- b. Please state the times food is available.
.....
- c. Food must be actively promoted. How do you promote the availability of food?

Menu	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Blackboard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signs	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other:

Low and Non-alcoholic Drinks

- a. List the range of low alcohol (less than 2.5% alcohol) beverages that are available.
.....
.....
.....
- b. How are they promoted?
.....
.....
- c. Is water freely available at all times at no cost Yes No

Entertainment

- a. What entertainment is offered on your premises?
.....

.....
.....

Smoke-free 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.

- a. Do you display signage at all entrances to your premises indicating that smoking is not permitted inside? Yes No
- b. Do you have a policy for dealing with patrons who smoke in internal areas? Yes No
- c. Do you have an outdoor smoking area? Yes No
- d. Is this enclosed Yes No
- e. If you have cigarette-vending machines, are they in view of the bar staff and operated by a remote control device Yes No
- f. Are all points of sale (including vending machines) marked with a Smoking Kills sign as required under the Smoke-free Environments Act 1990? Yes No

CLUBS ONLY

A Club Licence allows you to sell liquor to club members, accompanied guests and members of clubs with reciprocal visiting rights. How do you ensure that only these people are sold or supplied alcohol in your club?

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

Are the premises used/hired by other organisations/individuals and what is the nature of this use? Are the bar facilities available for these functions?

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

RENEWAL APPLICATIONS ONLY (question a. and b.)

a. Are you proposing any changes to the conditions of your current licence?
Yes No

b. If yes please state what these proposed changes are, and why you want them?

.....
.....

ALL APPLICANTS

To complete our files please include copies of the following when returning this questionnaire.

- Current Menu (including prices)
- Host Responsibility Policy/Statement and /or Alcohol Management Plan
- Staff Training Policy

UNDERTAKING FROM LICENSEE

I(Full name) the Licensee*
for

Acknowledge that I have read and understood each of the above questions and I agree to comply with the host responsibility 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 premises / 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, including Police, DLC or LLA, for the purpose of their enquires.

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 what?

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?

c) What is your policy regarding pricing and promotions?

d) Will there be single sales (Off-Licence)?

Renewals Only

e) Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

f) Has your business been subject to a Police controlled Purchase Operation (CPO)? If so, what were the results?

g) Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

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:

• The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by:

Any other comments you wish to make to support your application being determined:
