

Off-licence, Off-licence Renewal, or Off-licence Variation Sections 100 and 127(2) – Sale and Supply of Alcohol Act 2012

Please Note:

The application must be signed by one of the following: the applicant if an individual; all members of the partnership; or the principal director/shareholder of the company.

- The information below must be included with your application for it to be accepted.
- The indicative time frame for processing this application is six-eight weeks.

You are required to provide the following:

- The application and all documentation
- Fee:** The application fee is determined by the premises' risk category. Information on licence application fees is available on the Council's website.

Related documents

- Certificate of Incorporation (if applicable)
- Partnership agreement (if applicable)
- Photo or artist's impression of outside of premises.
- A street map showing the location of the premises.
- A detailed A4 scale plan of the interior of the premises showing the kitchen, toilets, customer areas, principal entrance and indicate the areas to be designated as restricted or supervised.
- A written statement from the owner of the building giving consent to the applicant for alcohol to be sold or supplied on the premises. **Note:** The consent must be for the same party as detailed in the applicant section of this form.
- A town planning certificate for the purposes of the Sale and Supply of Alcohol Act 2012.
- A building certificate for the purposes of the Sale and Supply of Alcohol Act 2012
- A current copy of the relevant certificate of title.
- Public notice – the notice must be completed and attached for checking before being placed in the newspaper or onsite
- A copy of each manager's certificate and details of the manager's experience for those nominated to manage the premises.
- Details of staff training / staff training plan
- A security plan (this should include a copy of your incident log, where appropriate, details of the security company employed and a queue management plan.).
- A completed CPTED (Crime Prevention Through Environmental Design) site assessment.
- An example page from your duty manager register.
- A Host Responsibility Policy and details in an implementation plan of how the Host responsibility Policy will be put into practice.
- If the application is for a grocery store a verified statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.

Application for an Off-Licence (New, Renewal or Variation) Sections 100 and 127(2) – Sale and Supply of Alcohol Act 2012

Please read this first

This form will be scanned by electronic equipment. If you are filling this form with a pen, it is important that you:

- Use a blue or black pen to mark your answers;
- Use block capitals; and
- Print clearly.

Privacy Statement:

Personal information contained in your application and any supporting information will be held by Central Hawke's Bay District Council. It will be provided to the District Licensing Committee, Police, and the Licensing Inspectorate, and may be provided to the Licensing Authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

To: The Secretary
District Licensing Committee
Central Hawke's Bay District Council
PO Box 127
Waipawa

Endorsements (Please print in CAPITALS)

Type of endorsement sought or sought to be renewed.

Remote sale (section 40) Auctioneer (section 39)

Details of application

Is a licence already held for the premises or conveyance concerned?

Yes No

If YES, state licence type and licence number.

Type of licence applied for.

New licence Renewal of licence Variation of conditions (including redefinition of licensed area)

Details of applicant

Full name or names to be on licence

Postal Address for service of documents

Town:

Postcode:

Office Use only

Date Received:		Record Number:	
Receipt Number:		Licence Number:	
Amount Paid:		DLC Decision Number:	

Details of applicant

Status of applicant (please tick appropriate box)

- | | | |
|--|--|--|
| <input type="checkbox"/> Natural person | <input type="checkbox"/> Private company | <input type="checkbox"/> Public company |
| <input type="checkbox"/> Licensing trust | <input type="checkbox"/> Partnership | <input type="checkbox"/> Board, organisation or other body |
| <input type="checkbox"/> Local authority | <input type="checkbox"/> Trustee | <input type="checkbox"/> Body corporate |
| <input type="checkbox"/> Club | <input type="checkbox"/> Limited partnership | |
| <input type="checkbox"/> Manager under the protection of Personal and Property Rights Act 1988 | | |
| <input type="checkbox"/> Government department or other instrument of the crown | | |

Contact details for applicant that is not a natural person

Daytime contact name

Phone Number:

Mobile Number:

Email Address:

Website:

Preferred mode of contact

- Phone Mobile Email

Applicant's business details (describe principal business and any other businesses)

Criminal Convictions

(State all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)

Details where applicant is a natural person

Full legal name

List any other names (including a maiden name) that you may have been known by

Gender:

Male

Female

Occupation

Date of Birth:

Place of Birth:

Residential Address

Town:

Postcode:

Phone Number:		Mobile Number:	
Email Address:			
Website:			
Preferred mode of contact			
<input type="checkbox"/> Phone	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email	
Further details where the applicant is a body corporate			
Authority under which the body is incorporated			
Further details where the applicant is a public company			
Full legal names of each director			
Full details of each person who holds 20% or more of the shares, or of any particular class of share, issued by the company (please continue on a separate sheet if necessary):			
1. Full name			
Address			
Town:		Postcode:	
Date of Birth:		Place of Birth:	
Designation:			
2. Full name			
Address			
Town:		Postcode:	
Date of Birth:		Place of Birth:	
Designation:			
3. Full name			
Address			
Town:		Postcode:	
Date of Birth:		Place of Birth:	
Designation:			

Further details where the applicant is a private company

Where the applicant is a private company under the Companies Act 1993, state the following:

Authorised capital		Paid up capital	
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Full details of each person who hold any shares issued by the company (please continue on a separate sheet if necessary):

1. Full name

Address

Town:		Postcode:	
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Date of Birth:		Place of Birth:	
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Designation

Face value of shares held

2. Full name

Address

Town:		Postcode:	
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Date of Birth:		Place of Birth:	
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Designation

Face value of shares held

3. Full name

Address

Town:		Postcode:	
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Date of Birth:		Place of Birth:	
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Designation

Face value of shares held

Further details where the applicant is a partnership

Full details of each partner (please continue on a separate sheet if necessary):

1. Full name

Address

Town:		Postcode:	
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Date of Birth:		Place of Birth:	
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Signature of partner

2. Full name

Address

Town:

Postcode:

Date of Birth:

Place of Birth:

Signature of partner

3. Full name

Address

Town:

Postcode:

Date of Birth:

Place of Birth:

Signature of partner

Details of premises

Address of premises

Town:

Postcode:

Trading name for the premises

Is the licence sought conditional on completion of building work?

Yes

No

If YES, please state details

Does the applicant own the proposed licensed premises?

Yes

No

If NO:

(i) What is the full name and address of the owner?

Town:

Postcode:

(ii) What form of tenure and term of tenure will the applicant have?

What part (if any) of the premises does the applicant intend should be designated as:

(i) A supervised area

(ii) A restricted area

Details of conveyance

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

Address of home base

Town:

Postcode:

Principal route travelled

Trading name used or proposed for the conveyance

Does the applicant own the conveyance?

Yes No

If NO:

(i) What is the full name and address of the owner?

Town:

Postcode:

(ii) What form of tenure and term of tenure will the applicant have?

Is the licence sought conditional on construction or completion of the conveyance?

Yes No

If YES, please state details

Is a current Safe Ship Management Certificate (if a ship, ferry or hovercraft) or a current Certificate of Airworthiness (if an aircraft) or a Rail Service Licence (if a train) or a current Warrant of Registration (if a car or bus) in effect for this conveyance?

Yes No

Registration number

Details of manager(s)

Full name and address of managers to be employed, certificate numbers of managers, expiry date of each certificate, and date of birth for each manager

Full legal name of manager

Residential address

Town:

Postcode:

Gender:

Male Female

Date of Birth:

Certificate number:

Certificate expiry date

Full legal name of manager

Residential address

Town:

Postcode:

Gender:

 Male

 Female

Date of Birth:

Certificate number:

Certificate expiry date

Details of the business

What is the general nature of the business to be conducted on the premises if the licence is granted? (e.g. grocery, hotel, tavern)

Is the sale of alcohol intended to be the principal purpose of the business?

 Yes

 No

If NO, what is intended to be the principal purpose of the business?

Is the applicant engaged, or intending to be engaged, in the sale or supply of goods other than alcohol and food, or in the provision of any service other than those directly related to the sale and supply of alcohol and food?

 Yes

 No

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

On which days and during what hours does the applicant propose to sell or supply alcohol under the licence?

In the premises a grocery store?

 Yes

 No

If the premises is a grocery store, include with this application a statement of annual sales revenue detailing gross sales revenue, excluding GST, of, food, products, household items, alcohol, tobacco and convenience foods (confectionary, ready-to-eat prepared food, snack food, or a drink (other than milk) sold in a container with a capacity of one litre or less). Other revenue from New Zealand Lotteries (e.g. Keno, Lotto and Instant Kiwi) is to be excluded.

The statement to annual sales revenue is to be for a 12-month period ending no more than 90 days before the application is made. The statement of annual sales revenue is to be verified as correct, according to the prepared accounts, by a chartered accountant.

If the application is for a new business (operating less than 12 months) or a business that has changed materially in the last twelve months, the statement of revenue is to be for the following 12 months.

Conditions

Describe your experience and training in the sale and supply of alcohol

What steps does the applicant propose to prevent the sale and supply of alcohol to prohibited persons?

What other steps does the applicant propose to take aimed at promoting the reasonable consumption of alcohol?

What other systems (including training systems) and staff are in place (or will be in place) to ensure compliance with the Act?

Signature

Please note: The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will be informed.

Dated at		this		day of		2	0		
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Print Name:	
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Signature of Applicant:	
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Print Name:	
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Signature of Applicant:	
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Print Name:	
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Signature of Applicant:	
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Public Notice / Display of Notice on Premises

Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant is required to give public notice of the application in a public notice newspaper form (see attac (see attached). The notice must be given in compliance with the Sale and Supply of Alcohol Regulations 2013. Except in the case of conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice for display on premises is attached in a conspicuous place or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impractical or unreasonable to do so).

Guidelines to filling in the “Public Notice - Newspaper” below:

1. Licensee, company or club name
* Delete which ever does not apply (issue / renewal / variation) (on / off / club)
2. Full address of premises
3. State trading name of business
4. e.g. restaurant, hotel, tavern
5. Days and hours the business intends to operate (e.g. Monday to Sunday, 8am to 10pm)
6. * Delete whichever does not apply (first / second / only)

This notice must be completed and attached for checking before being placed in the newspaper.

It is **YOUR RESPONSIBILITY** to book and place this advertisement in a newspaper.

Public Notice (Newspaper) – Application Copy Section 101 – Sale and Supply of Alcohol Act 2012

1.	
	Has applied to the Central Hawke's Bay District Licensing Committee in Waipawa for the, issue / renewal / variation of conditions* of an on / off / club* licence for the premises situated at
2.	
	and known as
3.	
	The general nature of the business conducted (or to be conducted) under the licence is
4.	
	The days on which, and the hours during which, alcohol is (or is intended to be) sold under the licence are
5.	
	The application may be inspected during office hours at the office of the Central Hawke's Bay District Licensing Committee at 28-32 Ruataniwha Street, Waipawa.
	Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the first publication of notice of the application in a newspaper in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee to PO Box 127, Waipawa 4240.
	No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.
	No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.
6.	This is the first / second / only* publication of this notice.
	This notice was first published on: (Please provide date)

Guidelines to filling in the “Notice - Display on Premises” below:

1. Licensee, company or club name
* Delete which ever does not apply (issue / renewal / variation) (on / off / club)
2. Full address of premises
3. State trading name of business
4. e.g. restaurant, hotel, tavern
5. Days and hours the business intends to operate (e.g. Monday to Sunday, 8am to 10pm)

This notice must be completed and placed in a conspicuous place on, or adjacent to, the site to which this application relates.

Notice (Display on Premises) – Application Copy
Section 101 – Sale and Supply of Alcohol Act 2012

1.	
2.	
3.	
4.	
5.	
Has applied to the Central Hawke's Bay District Licensing Committee in Waipawa for the, issue / renewal / variation of conditions* of an on / off / club* licence for the premises situated at	
and known as	
The general nature of the business conducted (or to be conducted) under the licence is	
The days on which, and the hours during which, alcohol is (or is intended to be) sold under the licence are	
The application may be inspected during office hours at the office of the Central Hawke's Bay District Licensing Committee at 28-32 Ruataniwha Street, Waipawa.	
Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the first publication of notice of the application in a newspaper in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee to PO Box 127, Waipawa 4240.	
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This notice was first published on: (Please provide date)	

Off licence declaration

Applicant to complete after notice has been displayed, and send with a photo of the notice on display, to

Licensing Inspector
District Licensing Committee
PO Box 127
Waipawa 4240

Or by email to:

alcohol-licensing@chbdc.govt.nz

I (print name)

Declare that the notice for display on premises has been completed and displayed as per the requirements of the Act as stated below.

The applicant must ensure that notice of the application is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so), at the time the first notice is published in the newspaper. This notice must be displayed for a minimum of 10 days from the first publication in the newspaper.

Signature of applicant(s)

Signature of Applicant:

Signature of Applicant:

Signature of Applicant:

CPTED Checklist for off-licensed premises

Windows

- There is at least 50% transparency in the front of the premises Yes No N/A
- There is good visibility to and from the premises and the street Yes No N/A

Internal Layout

- The cash register is positioned near the main entrance Yes No N/A
- The cash register area is raised to improve visibility Yes No N/A
- Safe is out of public view Yes No N/A
- No stock displays are greater than 1.3 metres Yes No N/A
- The entire premises can be seen by the cashier Yes No N/A
- There is good visibility in cold stores Yes No N/A
- Where there may be blind spots, mirrors or CCTV are installed Yes No N/A

Lighting

- Internal lighting inside the premises is suitable Yes No N/A
- Lighting allows customers to be seen as they enter the premises Yes No N/A
- Lighting allows staff to check IDs etc. Yes No N/A
- Lighting outside the premises is suitable Yes No N/A
- Lighting outside the premises discourages loitering Yes No N/A
- Car parks and loading bays are well lit Yes No N/A
- Street lighting is outside the premises and is working properly Yes No N/A

CCTV

- CCTV is installed Yes No N/A
- CCTV is positioned to monitor vulnerable areas Yes No N/A
- Customers are aware of the CCTV system Yes No N/A
- Staff understand its operation Yes No N/A

Security

- Doors and windows are reinforced Yes No N/A
- Nothing encourages loitering outside the premises (e.g. notice boards etc) Yes No N/A
- There are no recessed entrances to the premises Yes No N/A
- Intruder alarm is installed Yes No N/A
- Alarm is monitored by monitoring centre Yes No N/A
- Panic buttons are linked to intruder alarm Yes No N/A

Staff

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| There are sufficient numbers of staff to ensure control of the premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Two or more workers are on duty after dark | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Staff are visible to customers upon entering the store | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Staff greet/acknowledge customers entering the store | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| A door buzzer notifies staff of customers entering the store | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Public Notice (Newspaper) – Newspaper Copy Section 101 – Sale and Supply of Alcohol Act 2012

1.

Has applied to the Central Hawke's Bay District Licensing Committee in Waipawa for the, issue / renewal / variation of conditions* of an on / off / club* licence for the premises situated at

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No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

6. This is the first / second / only* publication of this notice.

This notice was first published on: (Please provide date)

Notice (Display on Premises) – Premises Copy Section 101 – Sale and Supply of Alcohol Act 2012

1.

Has applied to the Central Hawke's Bay District Licensing Committee in Waipawa for the, issue / renewal / variation of conditions* of an on / off / club* licence for the premises situated at

2.

and known as

3.

The general nature of the business conducted (or to be conducted) under the licence is

4.

The days on which, and the hours during which, alcohol is (or is intended to be) sold under the licence are

5.

The application may be inspected during office hours at the office of the Central Hawke's Bay District Licensing Committee at 28-32 Ruataniwha Street, Waipawa.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the first publication of notice of the application in a newspaper in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee to PO Box 127, Waipawa 4240.

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No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

This notice was first published on: (Please provide date)