## On-licence, On-licence Renewal, or On-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.

	A series of the
Yo	u are required to provide the following:
	The application and all documentation
	<b>Fee:</b> The application fee is determined by the premises' risk category. Information on licence application fees is available on the Council's website.
Re	lated 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. <b>Note:</b> The consent must be for the same party as detailed in the applicant section of this form.
	A copy of all menus and a complete list of all alcoholic, low-alcohol and non-alcoholic drinks to be available (including details of how free water will be made available).
	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.
	A Noise management plan (detailing noise sources and how they will be managed – this may include an acoustic report).
Ш	If the premises has an outdoor area, a seating plan of the outside area, together with details of how the area will be managed.

## Application for an On-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. BYO restaurant Caterer Details of application Is a licence already held for the premises or conveyance concerned? Yes If YES, state licence type and licence number. Type of licence applied for. Renewal of licence Variation of conditions (including redefinition of licensed area) **Details of applicant** Postal Address for service of documents Postcode: Town: Office Use only Date Received: **Record Number:** Receipt Number: Licence Number: Amount Paid: **DLC** Decision Number:

Details of applicant		
Status of applicant (please tick ap	propriate box)	
	Private company Partnership Trustee Limited partnership n of Personal and Property Rights Actor	☐ Public company ☐ Board, organisation or other body ☐ Body corporate
Contact details for applicant that	is not a natural person	
Daytime contact name		
Phone Number:	Mob	ile Number:
Email Address:		
Website:	]	
Preferred mode of contact		
Phone Mobile	☐ Email	
Applicant's business details (descri	ribe principal business and any other b	ousinesses)
	ther than convictions for offences ag to which the Criminal Records (Clear	gainst provisions of the Land Transport Act 1998 not a 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 bee	n known by
Gender:	☐ Male	Female
Occupation		
Date of Birth:	Place of	Birth:
Residential Address		
residential radi ess		
T		
Town:	Post	code:

Phone Number:		Mobile Number:	
Email Address:			
Website:			
Preferred mode of contact			
Phone Mobile	☐ Email		
Further details where the	applicant is a body corpo	orate	
Authority under which the body i	s incorporated		
Further details where the	applicant is a public com	pany	
Full legal names of each director			
	11.000/		
Full details of each person who ho (please continue on a separate sho		s, or of any particular class of sha	re, issued by the company
I. Full name			
Address			
Town:		Postcode:	
Date of Birth:		Place of Birth:	
		riace of Biltil.	
Designation:			
2. Full name			
A.I.I			
Address			
Town:		Postcode:	
Date of Birth:		Place of Birth:	
	 1	Trace of Birth.	
Designation:	J		
3. Full name			
Address			
Address			
Town:		Postcode:	
Date of Birth:		Place of Birth:	
		Trace of Birtin.	
Designation:	<u> </u>		

	applicant is a private company	
Where the applicant is a private of	ompany under the Companies Act 1993, state the follo	wing:
Authorised capital	Paid up capital	
Full details of each person who ho	old any shares issued by the company (please continue o	on a separate sheet if necessary):
I. Full name		
Address		
Town:	Postcode:	
Date of Birth:	Place of Birth:	
	Flace of Birdi.	
Designation		
Face value of shares held		
2. Full name		
Address		
Town:	Postcode:	
Date of Birth:	Place of Birth:	
Designation		
Face value of shares held		
3. Full name		
Address		
Town:	Postcode:	
Date of Birth:	Place of Birth:	
Designation	Flace of Birdi.	
Face value of shares held		
Further details where the	applicant is a partnership continue on a separate sheet if necessary):	
I. Full name	e Continue on a separate sheet if necessary).	
r. ruii name		
Address		
Town:	Postcode:	
Date of Birth:	Place of Birth:	
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 c	on completion of building work?	
☐ Yes ☐ No	···	
If YES, please state details		
Does the applicant own the prope	osed licensed premises?	
Yes No		
If NO:  (i) What is the full name and ac	J.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
(i) What is the full name and a	ddress of the owner?	
Town:	Postcode:	
(ii) What form of tenure and te	rm of tenure will the applicant have?	
\\\/\begin{align*} \\\/\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	. d	
(i) A supervised area	does the applicant intend should be designated as:	
(i) — 7 super rised area		
(ii) A restricted area		

Details of conveya	nce		
_	g. ship, railway carriage, bus, etc)		
Address of home base			
Town:		Postcode:	
Principal route travelled	d		
Trading name used or p	proposed for the conveyance		
Does the applicant owr	the conveyance?		
	No		
If NO:	ame and address of the owner?		
(i) What is the full na	ame and address of the owner!		
Town		Postcode:	
Town:		Postcode:	
(ii) What form of ten	ure and term of tenure will the applic	cant have?	
	onditional on construction or complet	ion of the conveyance?	
	No		
If YES, please state deta	ils		
aircraft) or a Rail Ser	Management Certificate (if a ship, fer vice Licence 9if a train) or a curre	ry or novercraft) or a current ent Warrant of Registration (i	Certificate of Airworthiness (if an if a car or bus) in effect for this
conveyance?		(	
	No .		
Registration number			
Details of manage			1. 6 1 26 2 11.
of birth for each manag	of managers to be employed, certifica er	ite numbers of managers, expir	ry date of each certificate, and date
Full legal name of mana			
	5		
Residential address			
Town:		Postcode:	
Gender:	☐ Male ☐ Female	Date of Birth:	
Certificate number:		Certificate expiry date	

Full legal name of manag	ger			
Residential address				
Town:			Postcode:	
Gender:	☐ Male	Female	Date of Birth:	
Certificate number:			Certificate expiry date	
Details of the busin What is the general na tavern)		siness to be conducte	d on the premises if the lice	ence is granted? (e.g. grocery, hotel.
Is the sale of alcohol int	ended to be the	e principal purpose of	the business?	
	lo			
If NO, what is intended	to be the princ	cipal purpose of the bu	siness?	
In the confidence of the confi	d	as he seemed to the		
			the sale and supply of alcoho	her than alcohol and food, or in the land food?
	10			
If YES, what is the natur	e of those goo	ds and services?		
On which days and duri – fill in days and hours o			pose to sell or supply alcoho	ol under the licence? (BYO applicants
		the applicant wish to h	ave the licence endorsed und	der section 37 of the Act?
☐ Yes ☐ N  Conditions	10			
Describe your experien	ce and training	in the sale and supply	of alcohol	
, ,		117		
Describe in detail how		· · · · · · · · · · · · · · · · · · ·	e in respect to:	
(i) food (please des	cribe type and	range)		

(ii)	non-alcoholic refreshments (please describe type and range)
(iii)	low-alcohol beverages (please describe type and range)
(iv)	to what extent and where, drinking water is intended to be freely available to patrons (describe)
If there	e is no access to mains supply, please comment on the potability of water intended to be available.
) A (I	
vvhat s	steps does the applicant propose to prevent the sale and supply of alcohol to prohibited persons?
What	steps does the applicant propose to provide help with, and information about, alternative forms of transport from the
	d premises?
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									
suitability of	e: The New Zealand the applicant. This olving the applicant.	will invol	ve the Police	informing the	District Licensir	ng Committe			
Dated at		this		day of			2	0	
Print Name	:								
Signature o	f Applicant:								
Print Name	:								
Signature o	f Applicant:								
Print Name	:								
Signature o	f Applicant:								

### **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:

- 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

١.

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

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.

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.

### Guidelines to filling in the "Notice - Display on Premises" below:

- 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

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#### On 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 applican	t(s)
Signature of Applicant:	
Signature of Applicant:	
Signature of Applicant:	

## **CPTED** Checklist for on-licensed premises

Bar Area			
Bar staff have good visibility of entire premises	☐ Yes	☐ No	□ N/A
Area behind the bar is raised to improve visibility	☐ Yes	☐ No	□ N/A
Bar is open with no obstructions affecting monitoring of premises	☐ Yes	☐ No	□ N/A
Cash registers are front facing	☐ Yes	☐ No	□ N/A
If cash registers are not front facing, mirrors are installed for monitoring customers	Yes	No	N/A
Safe is out of public view	Yes	No	N/A
Internal Layout			
Premises is laid out so staff can monitor all patrons at all times	☐ Yes	□No	□ N/A
There are no obstructions within the bar causing blind spots	Yes	□No	N/A
Where there may be blind spots, mirrors or CCTV are installed	 ☐ Yes	_ □ No	N/A
Bar is easily approached by customers	 ☐ Yes	_ ∏ No	N/A
Customers can easily move around the premises	Yes	_ □ No	□ N/A
Sufficient seating is provided	☐ Yes	□No	□ N/A
Customers cannot climb on structures or fittings	☐ Yes	☐ No	□ N/A
<u> </u>			
Crowding			
The premises are over not over crowded	☐ Yes	∏No	□ N/A
The maximum number of patrons for the premises is displayed and complied with	☐ Yes	□No	□ N/A
1:-44:			
Lighting			
Internal lighting inside the premises is suitable	∐ Yes	∐ N₀	□ 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
Ventilation			
A ventilation system is installed	Yes	☐ No	□ N/A
The premises are maintained at a suitable temperature	☐ Yes	☐ No	□ N/A
Toilets			
Toilet facility entrances are visible from the bar area	☐ Yes	☐ No	□ N/A
Toilets are inspected regularly	□ Vaa	□ No	□ N/A
Tollets are hispected regularly	∐ Yes	☐ No	

Outdoor Drinking Areas			
Outdoor drinking areas are monitored by bar and/or security staff	Yes	☐ No	□ N/A
Lighting allows staff to monitor patrons	☐ Yes	☐ No	□ N/A
Customers can move easily around the outdoor drinking areas	☐ Yes	☐ No	□ N/A
Outdoor drinking areas are well designed from surrounding external environment	☐ Yes	☐ No	□ N/A
Pavement creep is not evident	☐ Yes	☐ No	□ N/A
Outdoor drinking areas are not over crowded	☐ Yes	☐ No	□ N/A
A street trading licence or equivalent is held and is current	☐ 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
Staff understand its operation	☐ Yes	□No	□ N/A
Staff understand its operation  Entrances and Exits	Yes	□ No	□ N/A
	☐ Yes	□ No	□ N/A
Entrances and Exits			_
Entrances and Exits Entrances and exits are visible from behind the bar area	Yes	□ No	N/A
Entrances and Exits Entrances and exits are visible from behind the bar area CCTV is installed to monitor blind entrances and exits	☐ Yes	□ No □ No	□ N/A □ N/A
Entrances and Exits Entrances and exits are visible from behind the bar area CCTV is installed to monitor blind entrances and exits Door staff monitor entrances and exits	☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No	□ N/A □ N/A □ N/A
Entrances and Exits Entrances and exits are visible from behind the bar area CCTV is installed to monitor blind entrances and exits Door staff monitor entrances and exits Where queuing occurs outside the premises, there is sufficient space  Staff	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No	□ N/A □ N/A □ N/A □ N/A
Entrances and Exits Entrances and exits are visible from behind the bar area CCTV is installed to monitor blind entrances and exits Door staff monitor entrances and exits Where queuing occurs outside the premises, there is sufficient space	☐ Yes ☐ Yes ☐ Yes	□ No □ No □ No	□ N/A □ N/A □ N/A
Entrances and Exits Entrances and exits are visible from behind the bar area CCTV is installed to monitor blind entrances and exits Door staff monitor entrances and exits Where queuing occurs outside the premises, there is sufficient space  Staff	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No No	□ N/A □ N/A □ N/A □ N/A
Entrances and Exits Entrances and exits are visible from behind the bar area CCTV is installed to monitor blind entrances and exits Door staff monitor entrances and exits Where queuing occurs outside the premises, there is sufficient space  Staff There are sufficient numbers of staff to ensure control of the premises	☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No No No	□ N/A □ N/A □ N/A □ N/A □ N/A

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

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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.

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

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