

Sale of Liquor Act 1989

Application for Off-Licence
(For Premises)
Section 31
Form 6

To: The Secretary
Gisborne District Licensing Agency
P O Box 747
GISBORNE

Application for an Off-Licence is made in accordance with the details set out below.

1. Details of Applicant(s)

- (a) Full Name(s).....
Address.....
Occupation.....
- (b) Postal Address for service of documents:.....
.....
- (c) Daytime contact name and telephone number:.....
- (d) Full Name & Address of Manager(s) to be employed, and certificate numbers of manager's certificate(s):
.....
- (e) Status of applicant (tick appropriate box)

<input type="checkbox"/> Natural person	<input type="checkbox"/> Public Company	<input type="checkbox"/> Private Company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Trustee	<input type="checkbox"/> Licensing Trust
<input type="checkbox"/> Local Authority	<input type="checkbox"/> Government Department or other instrument of Crown	<input type="checkbox"/> Manager Under the protection of personal Rights Act 1988
<input type="checkbox"/> Body Corporate to which section 8(1) (ba) of the Act applies		<input type="checkbox"/> Board, Organisation, or other body to which section 8(1) (bb) of the Act applies

2. Further details where the applicant is a company

- (a) Date of Incorporation.....
- (b) Place of Incorporation.....
- (c) Full details of each director, and the secretary , as follows:

Name	Address	Date of Birth	Place of Birth	Designation

(d) *(In the case only of a private company):*

Authorised Capital

Paid-up Capital

(e) *(In the case only of a private company)* full details of each person who holds any shares issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation	Face value of shares held

(f) *(In the case only of a public company)* full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation

3. Further details where applicant is a partnership

(a) Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth

(b) Signature of each partner:

.....

.....

.....

4. Premises details

- (a) Address of proposed licensed premises:
-
- (b) Type of Premises (*tick appropriate box*):
- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Hotel or Tavern | <input type="checkbox"/> Club | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Premises on which principal business is manufacture or sale of liquor. | <input type="checkbox"/> Other |
- (c) Proposed trading name for premises (if any):
-
- (d) Is a licence sought conditional upon construction or completion of the premises? **Yes / No**
- (e) Does the applicant own the proposed licensed premises? **Yes / No**
- If no, -
- (i) What is the full name and address of the owner?
-
-
- (ii) What form of tenure of the conveyance will the applicant have (including term of tenure)?
-
- (f) What part (if any) of the conveyance does the applicant intend should be designated as-
- (i) a restricted area?
- (ii) a supervised area?

5. Business details

- (a) Does the applicant seek the licence in connection with the business of a caterer? **Yes / No**
- (b) Does the applicant seek the licence in connection with the business of an auctioneer? **Yes / No**
- (c) 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 36 of the Act is applicable to this application?
- (d) Is the applicant engaged, or intending to be engaged, in the sale or supply of any other goods other than liquor and 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 or services?

5. Business details (cont.)

(e) On which days and during which hours does the applicant intend to sell liquor under the licence?

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

(f) Does the applicant intend to provide complimentary samples of liquor on the premises?

Yes / No

6. Conditions

(a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

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.....

(b) *(Where the principal business is other than the manufacture or sale of liquor)* what kind or kinds of liquor does the applicant intend to sell or deliver under the licence ?

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.....
.....

Dated at this day of 20

..... Applicant

For Office Use Only

Receipt:

Received by:

Date:/...../.....

Amount: \$776.00

NOTES

1. In respect of the status of the applicant, see section 30 of the Sale of Liquor Act 1989.
 2. For the matters that are to accompany this application, see regulation 8(2) of the Sale of Liquor Regulations 1990.
 3. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in Form 1. The notice must be published twice in a newspaper or newspapers circulation in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the 2 dates of publication.
 4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in Form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).
36. *Types of premises in respect of which off-licences may be granted—*
- (1) *Except as provided in subsections (2) to (5) of this section, an off-licence shall be granted only—*
 - (a) *To the holder of an on-licence in respect of a hotel or tavern, in respect of the premises conducted pursuant to that licence; or*
 - (b) *To the holder of a club licence, being a club that is entitled under paragraph (i) or paragraph (j) of section 30(1) of this Act to hold an off-licence, in respect of the premises conducted pursuant to that licence; or*
 - (c) *In respect of premises in which the principal business is the manufacture or sale of liquor; or*
 - (d) *In respect of—*
 - (i) *Any supermarket having a floor area of at least 1000 square metres (including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items); or*
 - (ii) *Any grocery store, where the Licensing Authority is satisfied that the principal business of the store is the sale of main order household foodstuff requirements.*
 - (2) *The Licensing Authority [or District Licensing Agency, as the case may be,] may grant an off-licence in respect of any other premises if the Licensing Authority [or District Licensing Agency, as the case may be,] is satisfied, in a particular case,—*
 - (a) *That, in the area in which the premises are situated, the sale of liquor in premises of a kind described in paragraph (c) or paragraph (d) of subsection (1) of this section would not be economic; or*
 - (b) *That the sale of liquor would be an appropriate complement to the kind of goods sold in the premises.*
 - (3) *Nothing in subsection (1) or subsection (2) of this section shall authorise the grant of an off-licence in respect of—*
 - (a) *Any service station or other premises in which the principal business is the sale of petrol or other automotive fuels; or*
 - (b) *Any shop of a kind commonly known as a dairy.*
 - (4) *Nothing in subsection (2)(b) of this section shall authorise the grant of an off-licence in respect of any supermarket or grocery store, or any other premises on which the principal business is the sale of food or groceries.*

APPLICATION FORM : OFF LICENCE

LIQUOR LICENCE APPLICATIONS AND SUPPORTING DOCUMENTS

IF ALL OF THE FOLLOWING ARE NOT ATTACHED, THIS APPLICATION WILL NOT BE ACCEPTED FOR PROCESSING.

✓ **When Done.**

- ❑ Fully completed application and fee.
- ❑ A photograph of the exterior of the premises and principal entrance (or an artist's impression of the exterior of the proposed premises as they will look when they are finished).
- ❑ A map showing the location of the premises.
- ❑ A scale plan of the proposed premises with a broad black line showing –
 - ❑ Those parts of the premise that are to be used for the sale or supply of liquor; and
 - ❑ Those parts of the premise (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
- ❑ Each entrance to the premises that the applicant intends should be designated as a principal entrance.
- ❑ A written statement from the owner to the effect that the owner has no objection to the grant of the licence (where the applicant is not the owner of the premises).
- ❑ Partnership/Company/Incorporation details including legal documentation and percentage interests of all partners.
- ❑ Host Responsibility Policy.
- ❑ Public notice forms completed.

Covering Letter

- Justification for seeking licence, hours sought and concept details.
- Proposed Manager's and staff training.
- Host Responsibility programme undertaken, how applicant will deal with minors and intoxicated people.

Please contact the Liquor Licensing Clerk, for an appointment to check and lodge your application. Phone 867-2049 ext. 8840.