



Before you lodge your application Have You;

- ✓ Tick if done
- Attached the fee of \$776-00 per licence (\$132-00 BYO)
- Completed the application form
- Attached & Completed Evacuation Scheme Declaration
- Taken Public Notice Form 1 to *Gisborne Herald*
- Completed Public Notice Form 1A & displayed on the premises
- Attached a copy of your Host Responsibility Policy
- Any Changes sought? Yes!-Lodge Application for a Liquor Premise Compliance Certificate

The above documents must be attached/completed prior to your application being accepted for processing.

CHECKED BY: _____

DATE: _____

Notes

1. This form should be used in respect of on-licences, off-licences and club licences. Special licences are not renewable
2. This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. For the matters that are to accompany this application, see regulation 18(2) of the Sale of Liquor Regulations 1990.
4. Within 10 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 circulating 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.
5. 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).

Sale of Liquor Act 1989

Application for Renewal of Licence
(For On-Licence, Off-Licence or Club
Licence)
Sections 18, 41 and 64

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

Application for the renewal of a licence is made in accordance with the details set out below.

1. Details of Licensee

(a) Full Name(s).....
 Address.....
 Occupation.....

(b) Postal Address for service of documents:.....

(c) Daytime contact name and telephone number :

2. Details of Manager

Full names & addresses of all manager(s) currently employed, and certificate numbers of manager's certificate(s):

.....

3. Details of Licence

(a) Type of Licence (tick appropriate box)

On Licence Off Licence Club Licence

(b) Number:

(c) Date of Expiry:

4. Details of Premise *(To be included only where the licence applies to any premises)*

(a) Address:

(b) Trading or other name (if any):

(c) (If a club licence) does the club share the premises with any other club? **Yes / No**
If yes, -

(i) What is the name of the other club ?

(ii) What months of the year do the respective clubs use the premises ?

Details of Conveyance *(To be included only where the licence applies to any conveyance)*

(a) Type of Conveyance:

(b) Address of home base (if any):

(c) Trading or other name (if any):

5. Conditions

Are any changes sought to the present conditions of the licence ?

Yes **No**

If yes,-

(a) What changes are sought ?

(b) What are the full reasons for the changes sought ?

Dated at this day of 20.....

Applicant(s) Signature

Receipt:

Received by:

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

Amount: \$776.00

The Secretary
Gisborne District Licensing Agency
C/- Gisborne District Council
P O Box 747
GISBORNE

Dear Sir or Madam:

APPLICATION FOR RENEWAL OF LIQUOR LICENCE FOR:

PREMISES NAME: _____

I, _____ state that:
(Applicants Name)

(Delete the statement below that does not apply)

(i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975;

OR

(ii) The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

Signed: _____
(applicant)

Date: ___/___/___

Note: Please contact Derek Goodwin, New Zealand Fire Service, Gisborne telephone (06) 8679038 if you are unsure of which statement relates to your premise.

Sale of Liquor Regulations 1990

FORM 1
PUBLIC NOTICE

Sections 9(4)*, 18 (3)*, 16(2)*
31(3)*, 41(3)*, 39 (2)*
55(3)*, 62(2)*, 64(3)*, Sale of Liquor Act 1989

_____ Full Name

_____ Address

_____ Occupation

has made application to the District Licensing Agency at Gisborne for the **grant*/renewal*** of
a*/an* **On*** / **Off*** / **Club*** / **On (BYO)*** Licence in respect of premises situated at

_____ known as _____

The general nature of the business conducted*/to be conducted* under the licence is **hotel*/
motel*/ tavern*/ restaurant*/ entertainment*/ nightclub*/ bottlestore*/ club*/ grocery store*/
supermarket*/ manufacturer of liquor*/ other (specify)_____**.

The days on which and the hours during which liquor is*/is intended to be* sold under the licence
are _____

the application may be inspected during ordinary office hours at the Office of the Gisborne District
Licensing Agency at the Gisborne District Council, 15 Fitzherbert Street, Gisborne.

Any person who is entitled to object and who wishes to object to the grant of the application may,
not later than 10 working days after the date of the first publication of this notice, file a notice in
writing of the objection with the Secretary of the Gisborne District Licensing Agency at 15
Fitzherbert Street (PO Box 747) Gisborne.

This is the **first*/second*** publication of this notice inserted in the Gisborne Herald on the
_____. The **second*/first*** publication **will be*/was*** inserted on the
_____.

*** Delete as appropriate**

**THIS FORM NEEDS TO BE TAKEN TO THE GISBORNE HERALD, GLADSTONE ROAD
NO LATER THAN 11:00 AM PRIOR TO PUBLICATION.**

Sale of Liquor Regulations 1990

**FORM 1A
PUBLIC NOTICE**

*Sections 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4) 62(2A), 64(4) and 76(4),
Sale of Liquor Act 1989*

(Full name, address, and occupation of applicant)

has made application to the District Licensing Agency at Gisborne for the grant (or renewal) of a

_____ *Specify type of licence*

in respect of premises situated at _____

known as _____

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

_____ *(Type of business, for example hotel, tavern, restaurant, entertainment/night club)*

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

are _____

the application may be inspected during ordinary office hours at the Office of the Gisborne District

Licensing Agency at the Gisborne District Council, 15 Fitzherbert Street, Gisborne.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the Gisborne District Licensing Agency at 15 Fitzherbert Street (PO Box 747) Gisborne.

Within 10 working days after filing the application, the applicant must ensure that notice of the application in the prescribed form (1A) is attached in a conspicuous place on or adjacent to the site to which the application relates, unless it is impracticable or unreasonable to do so.