

Checklist for

Off-licence or renewal of Off-licence

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



The following must be attached before the application will be accepted for processing

Please tick when completed:

- ☐ One copy of completed application form
- ☐ Prescribed Fee (paid)
- ☐ Photographs of the exterior of the premises, principal entrance and promotional signage of the exterior of the proposed or existing premises. Or an artist's impression as they will look when they are finished.
- ☐ A map showing the location of the premises, or the homebase for a conveyance.
- ☐ A scale plan of the proposed premises or conveyance with a broad black line showing:
 - ☐ those parts of the premises/conveyance that are to be used for the sale of supply of alcohol.
 - ☐ those parts of the premises/conveyance (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
 - ☐ each entrance to the premise 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/conveyance)
- ☐ Partnership/Company/Incorporation/Organisation details including legal documentation and percentage interests of all partners as applicable.
- ☐ A copy of the menu(s)
- ☐ Host responsibility policy
- ☐ Completed public notice forms - Form 7 and 7A (to be checked and signed by GDC licencing clerk)
- ☐ Completed evacuation scheme declaration form
- ☐ Alcohol premises compliance certificate (if applicable)
- ☐ Covering letter/additional information relevant to this application.

For Renewal Applications only

- ☐ Any changes sought. Variation/cancellation of conditions.

Risk/Cost Application Fees

| | | | | | |
|----------|------------|-----------|------------|--------|----------|
| Very Low | \$368.00 | Low | \$609.50 | Medium | \$816.50 |
| High | \$1,023.50 | Very High | \$1,207.50 | | |

OFFICE USE ONLY

Premises Cost/Risk Rating

Application Fee (GST incl)

Payment Received by GDC

| |
|-------|
| |
| \$ |
| / /20 |

Application Received by GDC

Scanned Objective No.

GDC Officer

| | |
|---|-----|
| / | /20 |
| | |
| | |

Code LIQL 3100030316

Application for

Off-licence or renewal of off-licence

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



To the Secretary
District Licensing Committee (Gisborne District Council)
PO Box 747
GISBORNE 4040

Application for: ☐ Off-licence ☐ Off-licence Renewal
is made in accordance with the particulars set out below.

Endorsements

In the case of a auctioneer, does the applicant wish to have the licence endorsed under section 39 of the Act?

☐ Yes ☐ No

In the case for a remote seller of alcohol, does the applicant wish to have the licence endorsed under section 40 of the Act?

☐ Yes ☐ No

Applicant(s') Details

Name(s) in full (to appear on licence):

Surname

First Name

Middle Name

Company/Other:

Postal Address:

(for service of documents)

Phone:

Day

Mobile

Email:

Do you hold a current licence for the premise or conveyance?

☐ Yes

☐ No

If **Yes**, please state the following:

1. Type of licence:

2. Any changes sought to the current conditions of the licence (*licenced area, trading hours, designations, other*):

3. The reasons for the changes sought:

| Change sought to condition | Reason for change sought |
|----------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> |

Applicant(s) Details (cont'd)

Status of applicant (please tick): ☐ Natural Person ☐ Public Company ☐ Private Company
☐ Partnership ☐ Trustee ☐ Licensing Community Trust ☐ Local Authority
☐ Government department of other instrument of Crown
☐ Body Corporate to which section 28(1) (b), (5), (6) of the Act applies
☐ Manager under the Protection of Personal and Property Rights Act 1988
☐ Board, organisation, or other body to which section 28(1) (c) of the Act applies

If applicant is a **natural person or persons** (please fill in separately for each person):

DETAILS FOR PERSON 1

Name in full:

Surname First Name Middle Name

Any alias name:

Occupation:

Sex: ☐ Female ☐ Male Date of Birth: Place of Birth:

Postal Address:

Phone:
Day Mobile

Email:

Preferred method of contact: ☐ Phone ☐ Email ☐ Written

DETAILS FOR PERSON 2

Name in full:

Surname First Name Middle Name

Any alias name:

Occupation:

Sex: ☐ Female ☐ Male Date of Birth: Place of Birth:

Postal Address:

Phone: (day) (mobile)

Email:

Preferred method of contact: ☐ Phone ☐ Email ☐ Written

If applicant is a **board, organisation, or other body**:

Contact person's name in full:

Surname First Name Middle Name

Postal Address:

Phone: (day) (mobile)

Email:

Preferred method of contact: ☐ Phone ☐ Email ☐ Written

Applicant(s) Details (cont'd)

If applicant is a **company**, please provide the following information:

Date of incorporation:

Place of incorporation:

Full details of each director:

| Name | Address | Date of Birth | Place of Birth | Designation |
|------|---------|---------------|----------------|-------------|
| | | | | |
| | | | | |
| | | | | |

If applicant is a **private company**, please provide the following information:

Authorised Capital

Paid-up Capital

Please provide the 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 |
|------|---------|---------------|----------------|-------------|---------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

If applicant is a **public company**, please provide the 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 | Designation |
|------|---------|---------------|----------------|-------------|
| | | | | |
| | | | | |
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| | | | | |

If applicant is a **partnership**, please provide the full details of each partner:

| Name | Address | Date of Birth | Place of Birth | Designation |
|------|---------|---------------|----------------|-------------|
| | | | | |
| | | | | |
| | | | | |

Please provide the signatures of each partner:

Criminal Offences

Has the applicant been convicted of any offence:

Yes

No

What are the details of each offence? (refer to notes)

| Nature of Offence | Date of Conviction |
|-------------------|--------------------|
| | |
| | |

Details of premises (if not a conveyance)

Address:

Trading name or name of building: (if applicable)

Type of premises: ☐ Grocery ☐ Supermarket ☐ Hotel ☐ Retail Shop ☐ Tavern

Is a licence sought conditional upon construction or completion of the premises? ☐ Yes ☐ No

If **Yes**, please state the details:

| |
|--|
| |
| |
| |

Does the applicant own the proposed licensed premise? ☐ Yes ☐ No

If **no**, please state the properties owner's details:

Owner's Name:
Surname First Name Middle Name

Owner's Address:

Form and Term of tenure: ☐ Leasehold ☐ Under tenancy Agreement ☐ Licence

Details of premise (conveyance)

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

Address of home base:

Registration No. Trading Name:
(if applicable) (if applicable)

Is a licence sought conditional upon construction or completion of the conveyance? ☐ Yes ☐ No

If **Yes**, please state the details:

| |
|--|
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| |

Does the applicant own the conveyance: ☐ Yes ☐ No

If **no**, please provide:

Owner's Name:
Surname First Name Middle Name

Owner's Address:

Form and Term of Tenure:

Managers Details (provide full details of each manager or proposed manager)

| Full (Legal) Name | Managers Certificate No. | Expiry Date |
|-------------------|--------------------------|-------------|
| | | |
| | | |
| | | |
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Business Details

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

☐ Yes

☐ No

If **no**, please state the intended purpose of the business:

Is the applicant engaged, or intending to be engaged, in the sale or supply of any 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 and services?

Please state the days and hours that the applicant intends to sell liquor under the licence:

| | | | |
|--|--------|--|---------|
| | (days) | | (hours) |
| | (days) | | (hours) |
| | (days) | | (hours) |

Conditions

What experience/training has the applicant had?

What steps does the applicant propose to take to provide assistance with, or information about, alternative options for transport from the licensed premise?

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

What other steps does the applicant propose to take to promote the responsible consumption of alcohol?

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

Attachments

You need to provide the following information with your application (please tick if attached):

- ☐ Where it must be determined whether the premises are grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.
- ☐ A floor plan showing any proposed permitted area for the display and promotion of alcohol, and any proposed sub-areas.
- ☐ For a body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document).
- ☐ Where it must be determined whether the premises are a grocery store, the statement of the annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.

For new licences and renewal licences with variations:

- ☐ Copy of planning consent.
- ☐ Copies of all relevant building certificates consents.
- Or** A certificate from the Council stating that the proposed use of the premises meets requirements of the Resource Management Act 1991 and of the building code (refer to notes).
- ☐ A floor/site plan showing the licenced area(s) and each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.
- ☐ For a body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document).

Attachments (conveyance)

- ☐ A floor/site plan showing the licenced area(s) and each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.
- ☐ For a body corporate applicant, please attach a copy of certificate of incorporation (or equivalent document).

Signature

Signature of the Applicant

Dated at (place) this day of 20

Notes

1. This form must be accompanied by the prescribed fee. Application fees are not refundable.
2. On determination of the application, the difference between the fee amount paid and any higher application fee that should have been paid, must be paid before the licence is issued.
3. 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 must give public notice of it in Form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
4. 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 of this application in Form 7A is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that is impracticable or unreasonable to do so).
5. State criminal convictions **other than** 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.
6. Alcohol Premises Compliance Certificate - This is a certificate produced by the Gisborne District Council. Its purpose is to inform the licence applicant of any Council requirements or consents (e.g local alcohol policy requirements, town planning or building requirements) relevant to obtaining a licence.
7. The applicant must be the person or entity that receives the revenue from the sale of liquor e.g the name on the bank account.
8. In respect of the status of the applicant, see section 28 of the Sale and Supply of Alcohol Act 2012.
9. The issue of a licence will take approximately 40 working days if no objections, oppositions or other issues arise.

NB: A working day as defined in the Act, does not include a Saturday, Sunday, Good Friday, Easter Monday, Anzac day, Labour day, the Sovereign's birthday and Waitangi day, and any day in the period from 20 December to 15 January inclusive.

Public Notice

Section 101 Sale and Supply of Alcohol Act 2012
[FORM 7 - newspaper/website]

Details of Notice

Name in full:

Address:

Occupation:

has made application to the District Licensing Committee at Gisborne for the (please tick one): ☐ Grant ☐ Renewal
of a (please tick one) ☐ On ☐ On (BYO) ☐ Off ☐ Club licence in respect of the premises situated at (address):

Or the conveyance (specify type):

known as:

The general nature of the business ☐ conducted **or** ☐ to be conducted under the licence is (state type of business e.g hotel, tavern, restaurant, entertainment/nightclub, other):

Days on which and the hours during which liquor ☐ is **or** ☐ is intended to be sold under the licence are (specify days and hours):

| | | | |
|----------------------|--------|----------------------|---------|
| <input type="text"/> | (days) | <input type="text"/> | (hours) |
| <input type="text"/> | (days) | <input type="text"/> | (hours) |
| <input type="text"/> | (days) | <input type="text"/> | (hours) |

The application may be inspected during ordinary office hours at the office of the Gisborne District Licensing Committee at the Gisborne District Council office, 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 15 working days after the date of the first publication of notice of the application in the Gisborne Herald, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Gisborne District Council, PO Box 747, Gisborne, 4040.

This is the ☐ first **or** ☐ second publication of this notice (please tick one)

If second, please state the date of the first publication:

OFFICE USE ONLY

Notice checked by on behalf of GDLC
Date Notice Received / /20 Code LIQL 3100030316

Notified on GDC Website:

By GDC Officer
Date / /20

Public Notice

Section 101 Sale and Supply of Alcohol Act 2012
[FORM 7A - Display at Premises]



Details of Notice

Name in full:

Address:

Occupation:

has made application to the District Licensing Committee at Gisborne for the (please tick one): ☐ Grant ☐ Renewal

of a (please tick one) ☐ On ☐ On (BYO) ☐ Off ☐ Club licence in respect of the premises situated at (address):

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The general nature of the business ☐ conducted **or** ☐ to be conducted under the licence is (state type of business e.g hotel, tavern, restaurant, entertainment/nightclub, other):

Days on which and the hours during which liquor ☐ is **or** ☐ is intended to be sold under the licence are (specify days and hours):

| | | |
|--|--------|---------|
| | (days) | (hours) |
| | (days) | (hours) |
| | (days) | (hours) |

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Notice checked by

on behalf of the GDLC.

Date notice received:

/ /20