

ON-LICENCE, ON LICENCE RENEWAL

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

Renewal applications **must** be submitted **at least 20 working days before** the date of expiry of the current licence. Please note working days **do not include** weekends, public holidays or the period between 20 December to 15 January inclusive. Applications made less than 20 working days prior to the expiry of the current licence **may be refused** by the District Licensing Committee.

New	Renewal	USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:	
✓	✓	1. This Application form with all sections completed, signed and dated and ALL documentation	☐
✓	✓	2. Fee. The application fee is determined by the premises risk category. Information on licence application fees can be found on page 2 of the application form or by contacting the Licensing Administrator on 03 545 8726. YOU WILL BE INVOICED FOR THE APPLICATION FEE AND ANNUAL LICENSING FEE. YOUR LICENCE WILL NOT BE ISSUED UNTIL THE FEES HAVE BEEN PAID	☐
✓		3. Certificate of Compliance. YOUR APPLICATION CANNOT BE ACCEPTED UNTIL THIS HAS BEEN ISSUED	☐
✓		4. Certificate of Incorporation (if applicable)	☐
✓		5. Partnership Agreement (if applicable)	☐
✓		6. A photograph or image of the exterior of the premises	☐
✓		7. A street map showing the location of the premises within Nelson	☐
✓	✓	8. Detailed A4 scale floor plan of the interior of the premises showing the area to be licensed, any areas that are to be designated as restricted or supervised, the principal entrance to the premises and any other entrances/exits, kitchen and toilet facilities, seating plan detailing maximum number of people for the premises, CCTV placement and security lighting	☐
✓	✓	9. If the premises has an outdoor area, a seating plan of the outside area, together with details of how that area will be managed	☐
✓	✓	10. Written permission from the owner of the building	☐
✓	✓	11. Host Responsibility Policy	☐
✓	✓	12. Information on the provision of food – copies of menus, proposed menus and types of food available during extended hours	☐
✓	✓	13. A complete list of all alcoholic, low-alcohol and non-alcoholic drinks to be provided (including details of how free water will be made available)	☐
✓	✓	14. Information on the control of sale to minors and intoxicated persons	☐
✓	✓	15. Details of staff training/staff training plan	☐
✓	✓	16. A copy of each manager's certificate and details of the manager's experience for those nominated to manage the premises	☐
✓	✓	17. An example page from your duty manager register	☐
✓	✓	18. If a noise management plan is required (which may include an acoustic report) you will be advised	☐

How to calculate your cost / risk rating and fees

A		+	B		+	C		=	Total Weighting			
Types of Premises	Weighting		Latest time allowed by licence	Weighting		Number of enforcement holdings in last 18 months	Weighting		Total Weighting	Cost/Risk Rating	Application Fee for all new licences, renewals and variations incl GST (\$)	Annual Licence Fee incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	15		On-licences and clubs 2.00am or earlier Off-licence 10.00pm or earlier	0		None	0		0 – 2	Very low	368.00	161.00
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	10		On-licences and clubs between 2.01am and 3.00am Off-licences any time after 10.00pm	3		1	10		3 – 5	Low	609.50	391.00
Class 3 restaurant, other premises, Class 2 Club, Club off licence, remote sale off-licence, other off-licence premises	5		On-licences and clubs any time after 3.00am	5		2 or more	20		6 – 15	Medium	816.50	632.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	2								16 – 25	High	1,023.50	1,035.00
									26 plus	Very High	1,207.50	1,437.50

Definitions:

- **Class 1 restaurant** – restaurants with a significant separate bar area which, in the opinion of the relevant TA, operates that bar at least one night a week in the manner of a tavern.
- **Class 2 restaurant** – restaurants that have a separate bar but which, in the opinion of the relevant TA, do not operate that area in the nature of tavern at any time.
- **Class 3 restaurant** – restaurants that only serve alcohol to the table and do not have a separate bar area.

- **Class 1 club** – clubs which have at least 1,000 members of purchase age and, which in the opinion of the relevant TA, operate in the nature of a tavern at any time.
- **Class 2 club** – clubs which are not class 1 or class 3 clubs.
- **Class 3 club** – clubs that have fewer than 250 members of purchase age and operates a bar for no more than 40 hours each week.
- **Enforcement Holding** – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.

Further details where applicant is a company

Date and place of incorporation:

State the full details of each **director**:

	Director 1	Director 2	Director 3	Director 4
Name				
Address				
Date of Birth				
Place of Birth				
Designation				

If applicant is a **private company**, state the full details of each person who holds any shares issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of Birth				
Place of Birth				
Designation				
Number of shares				

If applicant is a **public company**, state the full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of Birth				
Place of Birth				
Designation				
Number of shares				

Further details where applicant is a partnership

State the full details of each partner:

	Partner 1	Partner 2	Partner 3	Partner 4
Name				
Address				
Date of Birth				
Place of Birth				

For renewal applications only – Has there been any changes since the issue of the licence or last renewal? If so, what are the changes?

4. **Criminal History**

Has the Applicant (or any of the directors if the Applicant is a company)*:

**including traffic offences*

- | | | |
|---|------------------------------|-----------------------------|
| (a) Been convicted of any offence; | ☐ Yes | ☐ No |
| (b) Been given diversion; | ☐ Yes | ☐ No |
| (c) Received any warnings; | ☐ Yes | ☐ No |
| (d) Have any matter(s) currently before the Courts; | ☐ Yes | ☐ No |

If **Yes**, what are the details of each matter?

Details of offence, diversion, warning or matter before the Courts	Date of conviction, diversion, warning	Penalty Imposed

5. **Matters before the Alcohol Regulatory & Licensing Authority**

Does the Applicant (or any of the directors or other related businesses of the directors if the Applicant is a company), have any matters before, or had any matters determined by, the Alcohol Regulatory & Licensing Authority (or previous Liquor Licensing Authority) for any reason?

☐ Yes ☐ No

If **Yes**, what are the details?

Reason for appearance	Date of ARLA decision	ARLA decision

6. **Details of Premises**

Address:

Trading name of the premises:

Is this application for premises that already hold a licence? ☐ Yes ☐ No

If **"Yes"**, state type of licence:

Tenure of premises: *(state whether to be held as leasehold, or under tenancy agreement or licence)*

Legal name and address of owner of premises:

Is the licence conditional on completion of building work? ☐ Yes ☐ No

7. Details of Conveyance (to be completed only where licence applies to a conveyance)

Type of conveyance

☐ Ship

☐ Bus

Is there a licence already held for conveyance concerned?

☐ Yes

☐ No

Does the applicant own the conveyance?

☐ Yes

☐ No

State tenure (*charter, lease, licence*):

If not owned by applicant, full legal name and address of owner:

Full legal name:

Address of owner:

Registration number of conveyance:

Home base address:

Any name used or proposed for conveyance:

8. Business Details

What is the general nature of the business to be conducted by the applicant on the premises or conveyance? (E.g. hotel, tavern, restaurant, nightclub, cafe).

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

☐ Yes

☐ No

If "**No**", state the intended principal purpose of business:

Will the business be engaged in selling of supplying other services or products other than alcohol and food (e.g. Gaming, TAB, entertainment, crafts, other goods or services):

☐ Yes

☐ No

If "**Yes**", what is the nature of those goods or services to be sold? (Provide clear details and state all types of entertainment you will be providing, in particular anything involving amplified music or large crowd related noise).

9. Days and hours proposed for sale of alcohol

What are your normal or proposed opening days and hours? (e.g. Monday to Sunday 9.00am to 5.00pm):

What days and hours would you like to sell alcohol (the licence hours)?

Days of the week:

Hours:

If the licence hours sought are more than the normal trading hours please explain why:

10. Details of Managers

State the full details for each manager or proposed manager:

Name	Date of Birth	Certificate number	Certificate expiry

11. Conditions

The following question relates to designated areas

Please state what part (if any) of the premises is intended to be designated as:
(e.g. bar area, whole premises)

- (a) A restricted area (no one under 18 years of age allowed on the premises)

- (b) A supervised area (people under the age of 18 must be with a parent or legal guardian while on the premises)

- (c) Undesignated (any age allowed on the premises)

The following questions relate to Host Responsibility. In conjunction with completing the questions you are required to produce your Host Responsibility Policy

- (a) What provisions does the applicant intend to make in relation to food?

Attach menus, including all day or snack menu. What times will food be available and how will it be promoted?

(b) What provisions does the applicant intend to make for non-alcoholic refreshments? Attach drinks list.

(c) What provisions does the applicant intend to make for low-alcoholic beverages (2.5% ABV or less)? Attach drinks list.

(d) To what extent, and where, is drinking water intended to be freely available to patrons?

(e) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premises, for staff and patrons?

(f) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

(g) Is signage stating alcohol will not be sold to minors or intoxicated patrons displayed and clearly visible and if so where?

(h) What are the intentions or current practice of the applicant regarding advertising and promotions? Please include information such as the number of promotions, where advertising is located (including online), products promoted and the proposed % discounts.

(i) What other steps does the applicant have in place aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by excessive or inappropriate consumption of alcohol?

The following questions relate to systems, staff and training

- (a) What systems and staff training does or will the applicant have in place to ensure compliance with the law?
(Attach staff training information, manager's register or any other tools you use)

- (b) Please provide details of the training and experience of the applicant and/or the person who will be responsible for managing the sale of alcohol (or attach CV)

- (c) Does/will the applicant use till prompt systems regarding age checks?

- (d) Does/will the applicant use mystery shopper programmes? If Yes, please state details

- (e) **Renewal applications only** – Have the premises been subject to police controlled purchase operations and if so, what were the results?

The following questions relate to amenity and good order

- (a) Please list and note the proximity of all sensitive sites (e.g. childcare centres, schools, churches) within a 500 metre radius of the premises (include a site plan to assist).

- (b) Are the premises located within 100 metres of residential housing? If so, how close is the nearest residential property to the premises?

- (c) Please list the name(s) of any other licensed premises that are within a 100 metre radius of the premises.

- (d) What security systems will be in place (e.g. indoor/outdoor lighting, CCTV) and where? (Include location on site plan if appropriate).

- (e) Will security staff be employed? If Yes, when will they be used?

- (f) What formal registration or qualification (such as Certificate of Approval) do/will security staff have?

- (g) How does the applicant intend to manage any noise produced by the operation of the premises? (E.g. sound proofing, no live music, limiting use of outdoor areas).

- (h) **Renewal applications only** – Have you had any complaints from neighbours (including confirmed noise complaints) that you are aware of?

12. **Evacuation Requirements**

- (a) Do ten or more people work on the premises? ☐ Yes ☐ No

- (b) State maximum number of customers the premises can accommodate **inside***: _____
**This information is contained in the Certificate of Compliance for the premises.*

- (c) State maximum number of customers the premises can accommodate **outside***: _____ ☐ N/A
**Information only required if the premises has an outdoor area*

- (d) Does anyone reside, lodge or sleep on the premises? ☐ Yes ☐ No

- (e) If **yes**, state how many people reside, lodge or sleep on the premises: _____

13. **Evacuation Statement**

I hereby state that: *(please tick whichever is applicable)*

EITHER:

- ☐ (i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21B of the Fire Services Act 1975.

OR:

- ☐ (ii) The building, by reason of its current use, does not require such a scheme.

OR:

- ☐ (iii) The building is exempt from having to meet the requirements of such a scheme.

14. Variation of Conditions

For renewal applications only

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

☐ Yes

☐ No

If "Yes", what changes are sought?

What are the reasons for the changes sought?

15. Renewal applications submitted less than 20 working days before expiry

If applicable, please provide an explanation as to why the renewal application **has not been submitted at least 20 working days*** prior to the expiry of the current licence.

* Working days do not include weekends, public holidays and the days 20 December to 15 January inclusive

16. Signature

Location signed at:

Date:

(e.g. Nelson)

Applicant's Name

Signature

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 informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

The Medical Officer of Health is also required to enquire into the application. Any concerns will be forwarded to the applicant.

By signing this form, you consent to the release of this information.

What next?

- Your application will be assessed to make sure you have provided all of the required information. You will be sent a letter of acknowledgement once your application has been assessed as complete.
- Once your acknowledgement has been received, the Applicant must, within 10 working days, display public notice of the application in a conspicuous place on or adjacent to the site to which the application relates. The public notice will be sent to you with your acknowledgement. Otherwise a template for the notice is available from the Council website (search phrase = alcohol licensing) or from Council offices.

For enquiries please contact 546 0200 or email regulatory@ncc.govt.nz