

# ON LICENCE, OFF LICENCE OR CLUB LICENCE VARIATION

Section 120, Sale and Supply of Alcohol Act 2012

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	<input type="checkbox"/>
2. <b>Fee.</b> Information on fees can be found on page 2 of this application	<input type="checkbox"/>
3. If the variation relates to the area of the premises to be licensed – a detailed A4 scale floor plan of the premises showing: <ul style="list-style-type: none"> <li>• The areas to be covered by the licence</li> <li>• Areas that are to be designated as restricted or supervised</li> <li>• The principal entrance to the premises and other entrances/exits</li> <li>• Location of kitchen</li> <li>• Location of existing toilet facilities including number and type (e.g. unisex)</li> <li>• Seating plan detailing existing number of maximum number of people for the premises and the proposed number if this is changing</li> <li>• Outdoor seating areas (if any)</li> </ul>	<input type="checkbox"/>
4. If the variation relates to the area of the premises to be licensed, or a change in the purpose (e.g. restaurant to tavern), a new Certificate of Compliance may be required – please discuss your plans with the Licensing Inspector on 03 546 0200	<input type="checkbox"/>
5. The reasons for the variation/s sought and supporting documentation relevant to the condition/s to be varied	<input type="checkbox"/>

Applications can be delivered to Nelson City Council, 110 Trafalgar Street, Nelson or posted to PO Box 645, Nelson 7010.

For enquiries please contact 546 0200 or email [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)

**How to calculate your cost / risk rating and fees**

<b>A</b>		+	<b>B</b>		+	<b>C</b>		=	<b>Total Weighting</b>		
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 variations incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	<b>15</b>		On-licences and clubs 2.00am or earlier	<b>0</b>		None	<b>0</b>		<b>0 – 2</b>	Very low	<b>368.00</b>
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	<b>10</b>		On-licences and clubs between 2.01am and 3.00am	<b>3</b>		1	<b>10</b>		<b>3 – 5</b>	Low	<b>609.50</b>
Class 3 restaurant, other premises, Class 2 Club, Club off licence, remote sale off-licence, other off-licence premises	<b>5</b>		Off-licences any time after 10.00pm			2 or more	<b>20</b>		<b>6 – 15</b>	Medium	<b>816.50</b>
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	<b>2</b>		On-licences and clubs any time after 3.00am	<b>5</b>					<b>16 – 25</b>	High	<b>1,023.50</b>
									<b>26 plus</b>	Very High	<b>1,207.50</b>

**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.



#### 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:

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Any name, trading name, or name of building:

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If not the owner, what form of tenure and term of tenure does the applicant have for the premises? (*e.g. lease*):

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Legal name and address of premises owner:

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

Type of conveyance:

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Registration number of conveyance:

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Home base address:

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Trading or other name (if any):

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**8. Variation of Conditions**

What changes are being sought to the present conditions of the licence?

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What are the reasons for the changes sought?

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**9. Signature**

**Location signed at:**

**Date:**

*(e.g. Nelson)*

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**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.
- The Applicant must, within 20 working days of making the application, 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 Council offices.

For enquiries please contact 546 0260 or [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)