

All about applying for a Liquor Licence

The Sale of Liquor Act is overseen nationally by the Liquor Licensing Authority (LLA) and locally by the District Licensing Agency (DLA). Your DLA is The Horowhenua District Council. They have the power to issue licences and certificates to people who wish to sell and supply liquor to the public.

This is a guide to the processes involved in obtaining a Liquor Licence pursuant to the Sale of Liquor Act 1989.

This document is intended as a guide only and any person who wants to make an application should first obtain a copy of the Sale of Liquor Act 1989 and its subsequent amendments and familiarise themselves with the requirements under the Act.

You should also obtain a copy of the Horowhenua District Licensing Agency Sale of Liquor Policy 2006.

An **On Licence** authorises the sale or supply of liquor from the premises described in the licence for consumption on the premises.

An **Off Licence** authorises the sale or delivery from the premises described in the licence for consumption off the premises.

A **Club Licence** authorises the club to sell and supply liquor to club members, guests of club members (accompanied by the member) and affiliated club members (members of other clubs).

Application process

- It takes around 30 working days to process an On Licence application.
- You can help your application along by providing complete and accurate information.
- The District Licensing Agency forwards copies of your application to various reporting authorities before making its licensing decision. If there is an objection then your application will be forwarded to the Liquor Licensing Authority. Objections will delay your application.
- If you are granted a liquor licence, you must apply for a renewal at least 20 working days before the licence expires.

Application requirements

What do I need to provide?

This will depend upon what sort of Licence you are applying for, but generally could include

- A Certificate of Compliance by the local authority (\$120.00). An application cannot be processed and will not be considered by the District Licensing Agency or the Liquor Licensing Authority without a Certificate of Compliance.
- Proof of Business – A certificate of incorporation, company constitution or memorandum of association and/or partnership agreement.
- Proof of Club – A copy of club charter, club rules or constitution, or a certificate of incorporation. (Club Licence Only)
- Proof of Consent – You will need a written statement from the building owner consenting to liquor sales.
- Building documentation – photos or drawings of the exterior of the premises, a street map showing location of premise, scale plan of the interior showing designated areas, and all principal entrances.
- Menu – A proposed list of food and beverages including low and non alcoholic beverages.
- Host Responsibility Policy (See information below)
- Host Responsibility Plan – an implementation plan specific to your premises (a guide can be obtained from the licensing inspector or from our website)
- Public Notice – you must place a notice in the local newspaper (The Horowhenua Chronicle or The Mail) within 20 days, after you submit your application. The notice must be published twice (not more than 10 days apart or closer than five days apart). You must also display a visible notice on the site of the proposed premises.
- General Manager's Certificates – at all times liquor is being sold or supplied to the public, a manager must be on duty and responsible for compliance with the Act and the conditions of the licence. The manager must hold a current General Manager's Certificate. You must supply a copy of all General Manager's Certificates with full name, date of birth and address for all duty managers.
- Your premises must meet the Food Hygiene Regulations. (You must apply for the food licence to be put in your business name. You need to contact the Council's Environmental Health Officer and organise this. The cost differs depending on the business type i.e. restaurant, café, pub so you need to check with the environmental officer to see how much this will cost you).
- The prescribed fee (which will be advised at the time you apply).

Once your application has been lodged, the Horowhenua District Licensing Agency will then refer the application to:

- The New Zealand Police
- The Liquor Licensing Inspector
- The environmental health officer and MidCentral Health department.
(Not for an Off Licence)

Objections

If there are any objections to an application, they need to be lodged with the District Licensing Agency within 10 working days of the date of the first publication of the public notice. A copy of the objection will be made available to the applicant.

Following the objection period and after all reports have been obtained, if everything is in order with the application it can then be determined by either the Liquor Licensing Authority (if there is an objection) or the Horowhenua District Licensing Agency (if there are no objections or reports in opposition to the application).

Interview

It is normal practice to seek an interview with the Liquor Licensing Inspector prior to making the application. This interview will confirm all of the previous requirements and enable the inspector to determine whether all criteria has been satisfied before being processed.

Who can be a licensee?

- Any person who has attained the age of 20 years
- Any company within the meaning of the Companies Act 1993 that is not prevented by a restriction in its constitution from selling liquor or from holding a licence under the Act
- Any body corporate (whether incorporated in or outside New Zealand) that is authorised to sell liquor or hold a licence under this Act
- Any board, organisation, or other body that is authorised by another Act to sell liquor or hold a licence under this Act
- Any Licensing Trust
- Any partnership comprising of persons, companies or trusts referred to above
- Any Government department or other instrument of the crown
- Any local authority expressly authorised by any other enactment to hold a licence under the Sale of Liquor Act 1989

- Any trustee within the meaning of the Trustee Act 1956
- Any manager acting for any person pursuant to a property order made under the Protection of the Personal and Property Rights Act 1988, if the order authorises the manager to hold such a licence

Host Responsibility Policy

It is a requirement under the Horowhenua District Sale of Liquor Policy, that a Host Responsibility Policy be submitted together with the application. A Host Responsibility Policy should include information on the following:

- Food
- Non-alcoholic beverages
- Low alcoholic beverages
- Transport Options
- Minors
- Intoxication
- Security
- Service/Promotions

If you have any questions please feel free to contact the Liquor Licensing Inspector who will be happy to help.



Contact details

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Karen Cole or Rob Buckland

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karenc@horowhenua.govt.nz or
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Levin Police

The Licensing Sergeant
Levin Police
PO Box 242
Levin 5540
Ph: 06 366 0500

Foxton Police

The Liquor Licensing Officer
Foxton Police
PO Box 17
Foxton 4848
Ph: 06 363 8098

Checklist

- Application original
- Photos
- Map
- Scale floor plan
- Menu
- Host Responsibility Policy
- Consent from owner (if applicable)
- Certificate of Incorporation (if applicable)
- Certificate of Compliance (Resource Consent)
- Sale of Purchase Agreement/Lease Agreement
- Fees



**HOROWHENUA
DISTRICT
COUNCIL**

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