

**APPLICATION FOR RENEWAL OF LICENCE  
(For On Licence, Off Licence or Club Licence)**

*Sections 18, 41 and 64, Sale of Liquor Act 1989*

TO The Secretary  
Horowhenua District Licensing Agency  
c/- Horowhenua District Council  
Private Bag 4002  
**Levin 5540**

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

1. DETAILS OF LICENSEE

- (a) Full name .....
- (b) Postal address for service of documents .....
- (c) Daytime contact name, telephone number and e-mail address .....

2. DETAILS OF MANAGER

Full names and addresses of all managers currently employed and certificate numbers of managers certificates:

Full name( including middle name(s) of proposed manager:

.....

Date of Birth: .....

Residential Address: .....

Manager's Certificate Number: .....

Full name( including middle name(s) of proposed manager:

.....

Date of Birth: .....

Residential Address: .....

Manager's Certificate Number: .....

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 PREMISES (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?  
.....  
.....

4. 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) .....

4. 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? .....

5. The fee schedule is **attached**. Please include the applicable fee with your application.

Fee enclosed: \$ .....

DATED at Levin this ..... day of ..... 20 .....

.....  
*Licensee*

## 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 twenty (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 Act 1989.
4. Within ten (10) working days after filing this application with the District Licensing Agency, the applicant is required to 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 five (5) days and not more than ten (10) days between the two dates of publication.
5. Within ten (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).