

## NEW OFF LICENCE

### Checklist

The following **must** be included with your application:

- ☐ Completed, **Signed and Dated** application form
- ☐ Certificate of Incorporation/Memorandum of Association (only if the application is a Company/Incorporated Society or Club)
- ☐ The Premises is still under construction-Building Consent Number \_\_\_\_\_
- ☐ Letter of consent from owner of the building (if you do not own the building).
- ☐ Certificate of Compliance (Building/Planning) ☐ \$151.50
- ☐ Map showing location of the premises
- ☐ Photo/Artist impression of the premises, Principle entrance
- ☐ Scale floor plan, showing: Principle entrances, checkouts, where you would like the **single serve alcohol area to be**. (The Single Serve area is for Supermarkets and Grocery Stores only)
- ☐ Public notice - Form 7
- ☐ Public notice - Form 7 (for premises window) must be displayed on the premises in a conspicuous place
- ☐ Host Responsibility Policy (One pager to be displayed in your premises)
- ☐ I understand that I must publicly advertise within 20 working days after filing the application.
- ☐ Copy of letter from the Fire Service re: evacuation scheme, phone (06) 353 2500 or email [fireinfomanawatu@fireandemergency.nz](mailto:fireinfomanawatu@fireandemergency.nz) with Liquor Application in the subject line.
- ☐ Fee (see Council's website [www.horowhenua.govt.nz/LiquorLicensingFees](http://www.horowhenua.govt.nz/LiquorLicensingFees))
- ☐ Copy of Lease
- ☐ This Checklist

**Please note: If the information listed above is not provided with your application it will not be formally accepted and will be placed on hold until the relevant information has been provided.**

**Fire Statement: Section 100(d)** (Please tick one) For all License's

- ☐ (i) the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975; **or**
- ☐ (ii) because of the building's current use, its owner is not required to provide and maintain such a scheme; **or**
- ☐ (iii) because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FORM 4**  
**Application for Off-Licence**  
*Sections 100 Sale and Supply of Alcohol Act 2012*

To: The Secretary  
District Licensing Committee Horowhenua  
C/- Horowhenua District Council  
Private Bag 4002  
Levin 5540

Application for Off-Licence is made in accordance with the particulars set out below.

Is a licence already held for this premise or conveyance: (please circle one) Yes / No

If yes, please provide details of licence: \_\_\_\_\_  
\_\_\_\_\_

**Details of applicant (Name of the Licensee i.e. your name or a company name).**

**1. Full name or names to be on licence**

\_\_\_\_\_  
\_\_\_\_\_

**2. Postal address for service of documents**

\_\_\_\_\_  
\_\_\_\_\_

**3. Applicant Status** (tick appropriate box)

Natural Person i.e. if the Licence is going in your name	<input type="checkbox"/>	Licensing or Community Trust	<input type="checkbox"/>
Trustee	<input type="checkbox"/>	Territorial Local Authority	<input type="checkbox"/>
Limited Partnership	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Government Department or instrument of crown	<input type="checkbox"/>	Manager under the Protection of Personal and Property Rights Act 1988	<input type="checkbox"/>
Body Corporate to which section 28(1)(b) of the act applies	<input type="checkbox"/>	A board, organisation or other body to which section 28(1)(c) of the act applies i.e. if the Licence is going in a company name	<input type="checkbox"/>

**4. Contact details for Applicant that is a Natural Person, If the Licence is going in your name**

Name: \_\_\_\_\_

Alias: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Gender: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_

Preferred daytime contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

5. Contact details for Applicant that is not a Natural Person, if the Licence is not going in your name but in another name i.e. a company name.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

6. Details of Business (describe principal business and any other businesses)

\_\_\_\_\_  
\_\_\_\_\_

7. Details of Criminal Convictions (state all criminal convictions other than convictions 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)

\_\_\_\_\_  
\_\_\_\_\_

8. Further details where applicant is a company

Full Legal Names of each director

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Details of each person who holds 20% or more shares, or any particular class or shares issued by the company

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Designation: \_\_\_\_\_

9. Further details where applicant is a private company (tick one box)

Authorised Capital		Paid Up Capital	
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Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Face value of shares held: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Face value of shares held: \_\_\_\_\_  
Face value of shares held: \_\_\_\_\_

10. Further details where applicant is a partnership

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Signature of each partner: \_\_\_\_\_  
\_\_\_\_\_

**11. Details of Premises (if not a conveyance)**

**Address of proposed licensed premises:** \_\_\_\_\_

**Proposed trading name for premises: (if any)** \_\_\_\_\_

**Does the applicant own the proposed licensed premise? (please circle one)** Yes / No

If no please provide the following details:

**Full name and address of owner:** \_\_\_\_\_

**Tenure of the premises that the applicant will have:** \_\_\_\_\_

**Type:**(state whether grocery, hotel, retail shop, (other than grocery), or tavern) : \_\_\_\_\_

**Is the licence sought conditional on the completion of building work?** Yes / No

If yes please provide details: \_\_\_\_\_

**What part (if any) of the premises does the applicant intend should be designated as-**

(i) A restricted area \_\_\_\_\_

(ii) A supervised area \_\_\_\_\_

**On which days and during which hours are proposed for sale of alcohol?**

Sunday	hrs
Monday	hrs
Tuesday	hrs
Wednesday	hrs
Thursday	hrs
Friday	hrs
Saturday	hrs

**12. Details of conveyance**

**Kind:** (State - eg, ship, railway carriage, bus, etc) \_\_\_\_\_

**Tenure:** \_\_\_\_\_

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

**Any registration number:** \_\_\_\_\_

**Any home base address:** \_\_\_\_\_

**Any name used or proposed for conveyance:** \_\_\_\_\_

**Is the licence sought conditional on the completion of building work?** Yes / No

If yes please provide details: \_\_\_\_\_

**13. Details of managers**

Full legal name: \_\_\_\_\_

Number: \_\_\_\_\_

Expiry date of manager's certificate: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Number: \_\_\_\_\_

Expiry date of manager's certificate: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Number: \_\_\_\_\_

Expiry date of manager's certificate: \_\_\_\_\_

**14. Details of business**

Nature of business to be conducted: \_\_\_\_\_

Is the sale of alcohol the principal purpose of business? Yes / No

If no state intended principal purpose of business: \_\_\_\_\_

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food? Yes / No

If yes state the nature of those other goods or services: \_\_\_\_\_

**15. Conditions**

What experience and training does the applicant have? \_\_\_\_\_

What provision does the applicant intend to make for the sale and supply of -

(Please describe the type and range available or attach a list for each)

(i)Food: \_\_\_\_\_

(ii)Non-alcoholic beverages: \_\_\_\_\_

(iii)Low-alcohol beverages: \_\_\_\_\_

To what extent and where, will drinking water be freely available to patrons: \_\_\_\_\_

If no access to mains water supply, portability of water intended to be available: (describe) \_\_\_\_\_

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? \_\_\_\_\_

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 are observed? \_\_\_\_\_

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

**16. Attachments (if not a conveyance)**

Copy of planning consent

Copies of all relevant building certificates consents

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

Floor plan showing - showing any proposed permitted area for the display and promotion of alcohol, and any proposed sub-areas.

For body corporate applicant, copy of certificate of incorporation (or equivalent document)

**17. Attachments (conveyance)**

Floor plan showing each area to be designated as a supervised area or restricted area, and indicated whether supervised or restricted area.

For body corporate applicant, copy of certificate of incorporation (or equivalent document)

**18. Additional questions**

The granting or renewal of this application will not decrease the amenity or good order of the area by more than a minor extent because we: \_\_\_\_\_

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The design and layout of our premises complies with the Act because: \_\_\_\_\_

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The granting or renewal of this application will contribute to the Object of the Act by: \_\_\_\_\_

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Dated at: (place and date) \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

#### NOTES

1. This form must be accompanied by the prescribed fee.
2. 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).
3. Except in the case of a 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 7 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 it is impracticable or unreasonable to do so).

**FORM 7**  
**Public Notice of Application for Off-Licence**  
*Sections 101, Sale and Supply of Alcohol Act 2012*

Full name: (of Licensee) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

has made application to the District Licensing Committee at Horowhenua for the issue a

\_\_\_\_\_  
(specify type of licence)

In respect of the premises situated at:

\_\_\_\_\_  
(address)

Or the: \_\_\_\_\_ known as: \_\_\_\_\_  
(specify type of conveyance)

The general nature of business conducted under the licence is:

\_\_\_\_\_  
(for example; hotel, tavern, restaurant, entertainment/night club)

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:

\_\_\_\_\_  
(specify days and hours)

The application may be inspected during ordinary office hours at the office of the Horowhenua District Licensing Committee at 126 Oxford Street Levin.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the first date of publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 4002, Levin 5540.

Closing date for objections: \_\_\_\_\_

No objection to the **issue** of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

*(In case of publication in newspaper(s) This is the [state whether first, second or only] publication of this notice.*

*(In case of second publication in newspaper(s) This notice was first published on [state date].*

**FORM 7**  
**Public Notice of Application for Off-Licence**  
**(for premises window)**  
*Sections 101, Sale and Supply of Alcohol Act 2012*

Full name: (of Licensee) \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

has made application to the District Licensing Committee at Horowhenua for the issue of a

\_\_\_\_\_  
(specify type of licence)

In respect of the premises situated at:

\_\_\_\_\_  
(address)

Or the: \_\_\_\_\_ known as: \_\_\_\_\_  
(specify type of conveyance)

The general nature of business conducted under the licence is:

\_\_\_\_\_  
(for example; hotel, tavern, restaurant, entertainment/night club)

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:

\_\_\_\_\_  
(specify days and hours)

Date of first advertisement in the newspaper: \_\_\_\_\_

The application may be inspected during ordinary office hours at the office of the Horowhenua District Licensing Committee at 126 Oxford Street Levin.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the first date of publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 4002, Levin 5540.

Closing date for objections: \_\_\_\_\_

*(This public notice must be printed on paper that is at least A4 size and the print must be legible and prominent.)*

## **Applications for On, Off, Club and Special Licences - New and Renewals** **SALE AND SUPPLY OF ALCOHOL ACT 2012**

### **The Object of the Act**

All applications must be considered in light of the object of the Act (section 4):

- The sale, supply and consumption of alcohol should be undertaken safely and responsibly;
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm includes crime damage, death, disease, disorderly behaviour, illness or injury, directly or indirectly caused or directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol. It also includes harm to society generally or the community directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol.

### **Design and Layout**

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Guidelines and examples on the types of concepts that design and layout could include are contained in Crime Prevention Through Environmental Design (CPTED). Guidelines on CPTED can be obtained by emailing or phoning the Liquor Licensing Inspector.

### **Amenity and Good Order**

- What appropriate systems, staff, and training is in place or will be put in place to ensure compliance with the law.
- Current and possible future noise levels (if relevant what they intend to do to mitigate them).
- Current and possible future levels of nuisance and vandalism (if relevant what they intend to do to mitigate them).
- The number of other licensed premises in the area. Will the granting of this licence increase negative effects in the area?
- The purposes for which land near the premises is being used for, and will that change if the licence is issued?