

### Renewal of Off Licence Checklist

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

- Completed, **Signed and Dated** application form
- Scale floor plan, showing: Principle entrances, checkouts and 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 to be completed and 2 copies attached for checking prior to you placing it in a local newspaper.
- Public notice - Form 7 (for premises window) must be displayed on the premises in a conspicuous place.
- I understand that I must publicly advertise within 10 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))
- Grocery Stores Only
  - Twelve months verified gross sales figures required (ending not more than 90 days before the time which the application is made) - with a breakdown of categories. Information can be found in the Sale and Supply of Alcohol Regulations 2013 part 1 section 6 to 13.
- 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 Renewal of Off-Licence**  
*Sections 127(2), 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 renewal of Off-Licence is made in accordance with the particulars set out below.

**Variation of conditions of Licence.**

Are any changes sought to the present conditions of the licence? Yes / No

If yes, what changes are sought? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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. Contact details**

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

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

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

**4. Details of Premises**

Trading name for premises: \_\_\_\_\_

Licence Number of premises \_\_\_\_\_

Type of Licence: Grocery Store  Hotel  Tavern  Supermarket  Bottle Store

Club  Other  \_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_

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

5. Details of managers

a) Full legal name:(including any middle names, aliases and/or maiden name that you may be known by) \_\_\_\_\_

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

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

Drivers/Passport Number: \_\_\_\_\_

b) Full legal name:(including any middle names, aliases and/or maiden name that you may be known by) \_\_\_\_\_

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

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

Drivers/Passport Number: \_\_\_\_\_

c) Full legal name:(including any middle names, aliases and/or maiden name that you may be known by) \_\_\_\_\_

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

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

Drivers/Passport Number: \_\_\_\_\_

d) Full legal name:(including any middle names, aliases and/or maiden name that you may be known by) \_\_\_\_\_

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

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

Drivers/Passport Number: \_\_\_\_\_

**6. Conditions**

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

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What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited people? \_\_\_\_\_

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**7. 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 renewal of Off-Licence or for variation of conditions for renewal of Off-Licence  
Sections 101, Sale and Supply of Alcohol Act 2012

Full name: (e.g. Company Name, Partnership, Natural Person)

\_\_\_\_\_

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

\_\_\_\_\_

has made application to the District Licensing Committee at Horowhenua for the renewal / variations of conditions of *(circle one)* of a

\_\_\_\_\_

(specify type of licence)

In respect of the premises situated at:

\_\_\_\_\_

(address)

known as: \_\_\_\_\_

The general nature of business conducted under the licence is:

\_\_\_\_\_

*(for example; hotel, tavern, Bottle Store, Supermarket etc)*

The days on which and the hours during which alcohol is 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 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 **renewal** of a licence may be made in relation to a matter other than a matter specified in section 131 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 renewal of Off-Licence, or for variation of conditions of renewal of Off-Licence)

(for premises window)

Sections 101, Sale and Supply of Alcohol Act 2012

Full name: (Company Name, Partnership, Natural Person)

Address:

has made application to the District Licensing Committee at Horowhenua for the renewal / variations of conditions of *(circle one)* of a

(specify type of licence)

In respect of the premises situated at:

(address)

known as:

The general nature of business conducted under the licence is:

*(for example; hotel, tavern, Bottle Store, Supermarket etc)*

The days on which and the hours during which alcohol is 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?