



application for off licence

Sections 100, Sale and Supply of Alcohol Act 2012

The following must be included with your application:

- This application form, with all sections completed, signed and dated
- APPLICATION FEE** – please see information sheet on the last two pages of this application or contact us for assistance
- A Planning Certificate for the purposes of the Sale and Supply of Alcohol Act (MUST be supplied with this application)
- A Building Certificate for the purposes of the Sale and Supply of Alcohol Act (if not yet available, this may be supplied later, prior to issue of the licence)
- Detailed A4 scale map of the interior of the premises showing:
 - the areas used for sale of alcohol
 - areas that are to be restricted or supervised
 - all principal entrances
 - location of tables and chairs, toilets and kitchen
 - CCTV placement and security lighting (if applicable)
- A Host Responsibility Policy (*Your "Mission Statement" - This document needs to explain fully what the premises will do to ensure compliance with each licence conditions. It should subsequently be displayed at the points of sale and used in staff training*)
- Copies of each current manager's certificate for those nominated to manage the premises
- Evidence of Staff training in Host Responsibility practices
- Certificate of Incorporation/Memorandum of Association (only if the applicant is a company or is incorporated)
- Partnership Agreement (only if the applicant is a partnership)
- Photo or artist's impression of outside of premises
- Street map showing the location of the premises within Hamilton
- If the applicant is not the property owner - Written proof from the owner of the property / building consenting to the applicant selling alcohol on the premises. *Note this consent must be for the same party as detailed in the applicant section of this form.*
- For grocery stores only: A statement of 12 months sales figures (verified by an accountant) establishing the range of good sold (as required by regulation 12/13 of the sale and Supply of Alcohol regulations 2013)
- Copies of any proposed advertising or promotions (if applicable)
- If you use an agent or solicitor – An Authority to Act.

Applications can be delivered to the Council Offices, 9 Tuku Road, Chatham Islands
or via post P O Box 24, Chatham Islands

FEE DUE:

APPLICATION FOR OFF LICENCE

Sections 100, Sale and Supply of Alcohol Act 2012

To the Secretary
District Licensing Committee, Chatham Islands City Council

Application for on licence is made in accordance with the details set out below.

APPLICANT DETAILS

1. Full legal name (*the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to*):

2. Date of birth (if the applicant is an individual):

3. Occupation:

4. Postal address (for service of documents):

5. Daytime contact name:

6. Phone number:

Mobile number:

7. E-mail address:

8. Status of applicant:

Natural person

Partnership

Local authority

Trustee

Club

Licensing trust or community trust

Private company

Public company

Other – advise what authority under which incorporated.....

9. Does the applicant have any 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)

Yes

No

If YES, please state the nature of the offence, date of conviction and penalty suffered:

FURTHER DETAILS WHERE APPLICANT IS A COMPANY

10. Date and place of incorporation:

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11. State the full details of each director:

Name	Address	Date of birth	Place of birth	Designation

12. If applicant is a private company, state if:

State the full details of each person who holds any shares issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

13. If applicant is a public company, state the full details of each person who holds 20% or more of the shares, or of any class of shares, issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP

14. State the full details of each partner:

	Partner 1	Partner 2	Partner 3	Partner 4
Name				
Address				
Date of birth				
Place of birth				

PREMISES DETAILS

15. Address of proposed licensed premises:

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16. Proposed trading name of the premises (if any):

17. Is this application for premises that already holds a licence? Yes No

If YES, What type(s) of licence are currently held and what is the licence number?

18. Is a licence sought conditional upon construction or completion of the premises? Yes No

19. Does the applicant own the proposed licensed premises? Yes No

If NO, What is the full name and address of the owner?

20. What form of tenure and term of tenure will the applicant have?

BUSINESS DETAILS

21. What is the general nature of the business to be conducted by the applicant if the licence is granted?
(For example, hotel, tavern, supermarket, grocery store, wholesaler, alcohol retailer, other (explain))

22. Is the sale of alcohol intended to be the principal purpose of the business? Yes No

If NO, what is intended to be the principal purpose of the business (and describe what other goods or services are provided if applicable)?

23. On which days and during what hours is alcohol intended to be sold under the licence?

24. Is any endorsement sought?

Auctioneer (Section 39) Yes No

Remote sales (Section 40) Yes No

DETAILS OF MANAGERS

25. State the full details of each proposed manager:

Name	Date of birth	Certificate Number	Certificate expiry

CONDITIONS

26. What part (if any) of the premises is intended to be designated as:

A restricted area (no one under 18 allowed on site)?

A supervised area (minors only with parent or legal guardian)?

Undesignated (any age allowed)?

27. What relevant experience and training does the applicant have relative to operating licensed premises?

28. To what extent, and where, is drinking water to be freely available to patrons for tastings?

29. What steps are proposed to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

30. What steps are proposed aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by the excessive or inappropriate consumption of alcohol?

31. State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a site plan would assist):

32. State the number of residential neighbours within a 50m radius of the premises:

33. What security systems will be in place (e.g. lighting, indoor/outdoor CCTV) and where?

34. Can the entire premises be seen by the cashier/bar? Yes No

Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable and is there good visibility to the outdoor areas?

35. Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs etc?

36. Will security staff be employed? Yes No

If YES, When will the security staff be used?

What formal registration or qualification (such as Certificate of Approval) will security staff have?

37. Will you be involved in any mystery shopper/pseudo controlled purchase operation programmes?

Yes No

IF YES, please state details:

38. Will there be till prompt system regarding age checks? Yes No

39. Explain fully your intentions regarding advertising and promotions. This should include information such as the number of promotions, where, size, relative to what products and the proposed % discounts.

Shop windows or on the building

Street and or footpath signage

Social media

Newspapers and magazines

40. What will be the policy regarding pricing and promotions of alcohol?

41. Will there be any single bottle sales in containers less than 750mls? Yes No

If yes provide details:

42. Have you or any related business's appeared before the Alcohol Regulatory and Licensing Authority for any reason? Yes No If YES, please provide details:

Dated

[Applicant's Name]

[Your designation/position]

[Signature]

NOTES

- 1 Please be sure all the questions are answered in full and all the appropriate documentation is included. Incomplete applications will be delayed and maybe even returned.
- 2 This form must be accompanied by the prescribed fee. Application fees are set by the Ministry of Justice. For more information, see www.justice.govt.nz.
- 3 The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed. By signing this form, you consent to the release of this information.
- 4 Public Notice (THIS IS THE APPLICANTS RESPONSIBILITY):
Within 20 working days after filing this application with the District Licensing Committee, 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).
- 5 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).

EVACUATION OF PREMISES DECLARATION

Sections 100, Sale and Supply of Alcohol Act 2012

NOTE: This declaration is to be completed, signed and returned with your application, even if your premises does not require an evacuation scheme.

I,

[Full name]

licence holder of the premises known as

[trade name]

and which operates under an Off Licence

State that:

[delete whichever does not apply]

- a. 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 and that a trial evacuation has been held within the last 180 days; or
- b. because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- c. because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

Dated:

Designation:

[Applicant's Name]

[Signature]

PUBLIC NOTICE

Section 101, Sale and Supply of Alcohol Act 2012

Public notice of application for off-licence.

This notice is to be displayed in a conspicuous place on or adjacent to the site to which the application relates within 10 working days of filing your application.

This notice must also be sent to the CCF Newsletter and published twice, one week apart, within 20 working days of filing your application.

IT IS YOUR RESPONSIBILITY TO DO THIS

Section 101, Sale and Supply of Alcohol Act 2012

[Full name, address, and occupation of applicant]

has made application to the District Licensing Committee at Chatham Islands Council for the

issue of an OFF licence

in respect of the premises situated at

[address]

known as

[trade name]

The general nature to be conducted under the licence is

[type of business - for example, hotel, tavern, supermarket, grocery store, alcohol retailer].

The days on which and the hours during which alcohol 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 Chatham Islands District Licensing Committee at Chatham Islands Council offices, 9 Tuku Road, Chatham Islands.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the Chatham Islands District Licensing Committee at P O Box 24, Chatham Islands.

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.

This is the **first / second** publication of this notice. This notice was first published on

liquor licensing fees

for on, off and club licences

The Sale and Supply of Alcohol Act 2012 has introduced national risk based fees for all liquor licences. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of liquor licensing.

The licence fee category is determined using the below criteria. You can use the tables below to estimate the fee you need to pay when lodging your application

Licence type	Type of Premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other	5
	BYO restaurant, theatres, cinemas, winery cellar doors	2
Off-licence	Supermarket, grocery store, bottle store	15
	Hotel, tavern	10
	Class 1, 2 or 3 club, remote sale premises, other	5
	Winery cellar doors	2
Club licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

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Licence type	Latest trading hour allowed by licence	Weighting
On-licence or club licence	2:00am or earlier	0
	Between 2:01am and 3:00am	3
	Any time after 3:00am	5
Off-licence (excl. remote sales premises)	10:00pm or earlier	0
	Any time after 10:00pm	3
Remote sales premises	Not applicable	0

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Licence type	Number of enforcement holdings in last 18 months	Weighting
All licence types	None	0
	1	10
	2 or more	20

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Your weighting:

Definitions

Class 1 restaurants – restaurants with a significant separate bar area which, in the opinion of the Council, operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.

Class 2 restaurants – restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of the Council, do not operate that area in the nature of tavern at any time.

Class 3 restaurants – restaurants that only serve alcohol to the table and do not have a separate bar area.

Class 1 clubs – clubs which, in the opinion of the Council, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of the Council, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).

Class 2 clubs – clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs).

Class 3 clubs - clubs which, in the opinion of the Council, are small clubs (with fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs).

Enforcement – 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.

Application Fee

The licensing system has five fee categories, which reflect the range of cost/risk ratings. A premises' fee category determines the application fee that the licensee has to pay. All fees below are GST inclusive.

Total weighting	Fee category	Application Fee
0-2	Very Low	\$368.00
3-5	Low	\$609.50
6-15	Medium	\$816.50
16-25	High	\$1,023.50
25+	Very High	\$1,207.50

Annual Fee

The new Act also introduces an annual fee for all licences. This is due on the anniversary date of the issue of the last licence. The amount of the annual fee you pay will be determined on the fee category and risk rating at the day the annual fee is due. You will receive a reminder that your annual fee is due in the mail prior to the due date. All fees below are GST inclusive.

Fee Category	Annual Fee
Very Low	\$161.00
Low	\$391.00
Medium	\$632.50
High	\$1,035.00
Very High	\$1,437.50

Please note that it is the Council that determines the final application and annual fees so you may be charged further fees before your licence is granted.

All fees are set by the Ministry of Justice. For more information, see <http://www.justice.govt.nz/policy/sale-and-supply-of-alcohol>.

If you need assistance calculating your fees, please contact the council.