

Application for New On-Licence

Sections 100, Sale and Supply of Alcohol Act 2012

(Form 3) is made in accordance with the particulars set out below



The Secretary

South Waikato District Licensing Committee
C/- South Waikato District Council
0340
Private Bag 7 (Torphin Crescent)
TOKOROA 3444

Telephone (07) 885

Fax (07) 885 0718

Email: Alcohol@southwaikato.govt.nz

Fee:

As prescribed

Check List for New On-Licence

Please ensure that all relevant documents are attached, failure to attach to the application may result in delayed processing times

The following must be included with application:

(tick)

1. Application Fees (<i>the fees will be determined after assessment of application</i>).	
2. Application form, with all sections completed, signed, and dated.	
3. Photo or artist's impression of outside of premises.	
4. Map showing location of premises	
5. Detail A4 scale map of the interior of the premises showing: <ul style="list-style-type: none"> • Areas of the premises intended to be used for the sale, supply and consumption of alcohol. • Areas of the premises intended to be Restricted Area or Supervised Area (<i>if applicable</i>) • The entrance to the premises that the applicant intends should be designated as the principal entrance. • CCTV placement and security lighting (<i>if applicable</i>) 	
6. A certificate by the local authority that the proposed use of the premises meets requirements of the Resource Management Act 1991.	
7. A certificate by the local authority that the proposed use of the premises meets requirements of the Building Code.	
8. Where the applicant is not the owner of the premises, a written statement from the owner of the building consenting to the applicant selling alcohol on the premises. Note the consent must be for the same party as detailed in the applicant section of this form.	
9. A Host Responsibility Policy and details of the implementation plan as to how the Host Responsibility Policy will be put into practice.	
10. Public Notice - notice is to be completed for advertising on the South Waikato District Council website.	
11. Copies of Manager's Certificates and Photo identification of all named certificated Managers, for New Zealand and Australian Citizens or permanent residents please include a copy of either NZ or Australian Passport, Birth Certificate, or proof of residency, for all others please include a copy of passport and a valid work visa for those managers appointed to the business. If you are having difficulty obtaining any of these please contact the licensing staff to discuss options.	
12. A menu or other indication of the standard and style of food to be provided.	
13. Certificate of Incorporation (<i>if applicable</i>)	
14. Where the applicant is a company. A copy of the Memorandum of Association or other documentary evidence of its authority to sell alcohol or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of alcohol.	

-Application for New On-Licence-

15. Where the applicant is a local authority, a reference to the enactment by which applicant is expressly authorised to hold an On-Licence under the Act.				
16. Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988, a copy of the property order.				
1. Details of Applicant(s)				
Full legal name or names to be on licence:				
Whether licence already held for premises or conveyance:		Yes		No
If yes, state kind of licence (<i>tick</i>)				
	Premises		Conveyance	
Address of applicant:				
Postal address:				
Name of contact person:				
Contact details:	Telephone:		Fax:	
	Email:		Mobile:	
Preferred Method of Contact:				
Internet Site:				
2. Status of Applicant				
Natural Person(s) (an ordinary person in their private capacity)		Private Company		
Licensing Trust or Community Trust		Trustee		
Public Company		Partnership		
Club		Local Authority		
Body Corporate		Department of State		
3. Natural Person Details				
Full Legal Name:				
Any aliases:				
Usual Residential Address:				
Contact Details:	Telephone:		Mobile:	
	Email:			
Preferred Method of Contact:				
Date of Birth:		Place of Birth:		
Gender:				
Occupation:				
4. Partnership Details				
Full Legal Name:				
Address:				
Contact Details:	Telephone:		Mobile:	
	Email:			
Preferred Method of Contact:				
Full Legal Name:				

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Address:					
Contact Details:		Telephone:		Mobile:	
		Email:			
5. For a company (<i>incorporated under the Companies Act 1993 or equivalent foreign legislation</i>) or Private company Full legal names of Director/s & Shareholders					
Date of Incorporation:					
Place of Incorporation:					
State the full details of each director:					
Name	Address	Place of Birth	Date of Birth	Contact Number/Email	
Shareholder Name	Address	Place of Birth	Date of Birth	Face Value of Shares Held	
Do any of the Directors or Shareholders have any Criminal Convictions? (<i>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</i>)					
		Yes		No	
If yes, please state the nature of the offence, date of the offence and conviction and penalty suffered:					
Have any of the Directors or Shareholders been before the Authority (ARLA) or do any have any pending matters yet to be heard before the Authority? If yes, please list					
		Yes		No	
6. Details of Premises (<i>If not a Conveyance</i>)					
Address:					
Any name, trading name or name of building:					
Is a Licence sought conditional upon construction or completion of the premises? If yes, please specify.			Yes		No
Does the applicant own the proposed licensed premises?			Yes		No
*If no, full legal name and address of owners:					
What form of tenure of the premises will the applicant have? (e.g., Lease 5 x 5 etc)					

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***If the applicant is not the owner of the building, please ensure that written permission from the owner of the building is included in the application stating that the applicant can undertake the sale and supply of alcohol from within the building.**

7. Details of Conveyance

Is the premises a conveyance?

Yes

No

If yes please indicate type: (e.g., ship, railway carriage, bus etc).

Tenure (state whether owned by applicant, or to be operated under charter, lease, or licence)

*If not owned by applicant please specify the owners full name

Address of owner:

Registration Number:

Home base address:

Name for conveyance:

Is licence conditional on completion of construction work?

Yes

No

***If the applicant is not the owner of the conveyance, please ensure that written permission from the owner of the conveyance is included in the application stating that the applicant can undertake the sale and supply of alcohol from within the conveyance.**

8. Details of Managers

Full Legal Name:

Date of Birth:

Certificate Number:

Certificate Expiry:

Have any of the named managers above been before the Authority (ARLA), have any matters pending before the Authority or have any criminal convictions? **If yes, please list.**

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Do all the named managers above have a legal right to work in New Zealand? For holders of foreign passports, please attach written evidence of immigration status and copies of current visas.

9. Business Details

What is the general nature of the business to be conducted by the applicant if the licence is granted? *(For example, hotel, tavern, restaurant, entertainment/night club)*

Is the sale of alcohol intended to be the principal purpose of the business?

 Yes

 No

If no, what is the intended purpose of the 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, what is the nature of those other goods or services?

On which days and during which hours does the applicant propose to sell alcohol under the licence? *(Trading hours)*

10. Designation

What part (if any) of the premises do you seek to be designated?

As a **RESTRICTED** Area *(where a person who is under 18 years is not permitted on the premises)*

As a **SUPERVISED** Area *(where a person under 18, who is accompanied by a parent or legal guardian, may be present and supplied alcohol by their parent or legal guardian)*

11. Conditions

Experience and training of the applicant *(state what qualification was completed and where it was completed)*

Does the applicant own, or operate, any other licensed premises? **If yes, please list.**

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

Food *(describe type and range) please note that potato chips and nuts are not classed as substantial food items. Must be at least 3 types of substantive food options.*

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Non-alcoholic beverages <i>(describe type and range)</i>
Low alcohol beverages <i>(describe type and range). Alcohol content must be between 1.15% - 2.5% abv</i>
To what extent, and where, drinking water is intended to be freely available <i>(describe)</i>
If no access to mains water supply, what potable water is will be available? (Free of Charge)
What steps does the applicant intend to take to provide help with, and information on transport options from the premises?
What steps does the applicant propose to prevent the sale and supply of alcohol to prohibited people? <i>(describe)</i>
Any other steps the applicant proposes to promote the responsible consumption of alcohol <i>(describe)</i>
Other systems (including training systems), and staff in place (or to be in place) to ensure compliance of the Act <i>(describe)</i>

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Notes

- This form must be accompanied by the prescribed fee.
- 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).
- 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).
- Individual 'Privacy Act 1993 Consents' required for each Director forms available on request.

To assist in completing this application, please see Check List on front page

For Office Use Only

Date Received:		Invoice:		Amount:	
Date Paid:		Receipt No:		Debtor:	

Privacy Act 1993

- Personal information obtained in this application is primarily for establishing applicant identity and, when this application has been granted or declined, for administration, monitoring and enforcement.
- The information may be released to any inquirer about the application, the refusal of the application, or in relation to the exercise of the approval of this application.
- The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
- The information may be provided to the Medical Officer of Health, Police and ARLA and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
- You have the right to access the information and to request its correction.
- **Disclosure of Police Information:** Applicants for this On-Licence (for Premises) are required to sign the authorisation below. Failure to allow the Police to disclose this information may result in your application not being determined.
- **Authorisation:** The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report.

Do you consent to the release of this information?	<input type="checkbox"/>	Yes
Dated at	<input type="text"/>	this <input type="text"/> day of <input type="text"/> 20
Applicant's Signature:	<input type="text"/>	

Application for Certificate that the Proposed Use of the Premises Meets the Requirements of the Building Code

Section 100(f) Sale and Supply of Alcohol Act 2012



The Secretary
South Waikato District Licensing Committee
C/- South Waikato District Council
Private Bag 7
TOKOROA 3444

Telephone (07) 885 0340
Fax (07) 885 0718
Email: Alcohol@southwaikato.govt.nz

Fee: \$170.00

Applicant Details

Full Name:			
Address:			
Postal address for Service (if different to above):			
Name of Contact:			
Contact Details:	Telephone:		Fax:
	Email:		Mobile:

Premises Details

Name of Premises/Establishment:			
Address of Premises in respect of which a Licence Application is made:			
Type of Licence (tick):	<input type="checkbox"/> On-Licence	<input type="checkbox"/> Off-Licence	<input type="checkbox"/> Club Licence
	<input type="checkbox"/> New Building	<input type="checkbox"/> Existing Building - no change of use	<input type="checkbox"/> Existing Building - change of use
Applicant's Signature:			
Date:			

To assist in completing this application, please see Check List on front page.

For Office Use Only

Date Received:		Invoice:		Amount:	
Date Paid:		Receipt No:			

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- The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
- The information may be provided to the Medical Officer of Health, Police and ARLA and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
- You have the right to access the information and to request its correction.

Application for Certificate that the Proposed Use of the Premises Meets the Requirements of the Resource Management Act 1991



Section 100(f) Sale and Supply of Alcohol Act 2012

The Secretary
South Waikato District Licensing Committee
C/- South Waikato District Council
Private Bag 7
TOKOROA 3444

Telephone (07) 885 0340
Fax (07) 885 0718
Email: Alcohol@southwaikato.govt.nz

Fee: \$200.00

Applicant Details

Name of Applicant:			
Address:			
Postal address for Service (if different to above):			
Name of Contact:			
Contact Details:	Telephone:		Email:
	Fax:		Mobile:

Premises Details

Name of Premises/Establishment:	
Address of Premises in respect of which a Licence Application is made:	
Legal Description of the Property:	

State what Section of the Alcohol Act the application is made (*On-Licence, Off-Licence, Club Licence*)

Use of Premises

Specifically state the proposed use of the premises in respect of which the Licence Application is being made, (*eg, shop, restaurant, hotel, cabaret, club, winery*)

State how the premises were established (*eg, permitted activity, resource consent, existing use rights*). Please attach supporting evidence/documentation (*such as a copy of Council decision on a Planning application*).

Note: A Resource Management Certificate under the Sale of Liquor Act will only be issued in respect of an application which complies fully, as a permitted activity, with the District Plan provisions, or the application is for a renewal. Otherwise, Resource Consent or Certificate of Compliance will be required.

If the use has been established by a Planning or Resource Consent, please supply evidence that all conditions of any consent have been complied with:

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Proposed Use of Premises

Hours and days of operation or the frequency with which the premises will be used:

The number of people the premises will cater for:

--

The number of available carparks:

--

The Application must be accompanied by a scaled site plan showing:

1. All buildings.
2. Car parking/manoeuvring area.
3. Entrances and exists to and from the site.
4. All areas to be used for the sale, supply and consumption of alcohol.

Dated at

--

this

--

day of

--

20

Applicant's Signature:

--

To assist in completing this application, please see Check List on front page.

For Office Use Only

Date Received:

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Invoice:

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Amount:

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Date Paid:

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Receipt No:

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Privacy Act 1993

- Personal information obtained in this application is primarily for establishing applicant identity and, when this application has been granted or declined, for administration, monitoring and enforcement.
- The information may be released to any inquirer about the application, the refusal of the application, or in relation to the exercise of the approval of this application.
- The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
- The information may be provided to the Medical Officer of Health, Police and ARLA, and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
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FIRE AND EMERGENCY NEW ZEALAND EVACUATION SCHEME PROCEDURE DATA

Section 286 of the Sale and Supply of Alcohol Act 2012
Section 76 of the Fire and Emergency New Zealand Act 2017
Fire Safety and Evacuation of Buildings 1992

LICENSED PREMISES	
Name:	_____
Address:	_____ _____

Contact Person:	_____
Phone:	_____
Email:	_____

Do you have an evacuation scheme approved by Fire and Emergency New Zealand as required by section 76 of the Fire and Emergency New Zealand Act 2017	Yes/No
Date approved:	_____

Do you have an evacuation procedure as required by Fire Safety and Evacuation of Buildings Regulations 1992?	Yes/No
Date implemented:	_____

What is the maximum number of people that the building can occupy?	
Employees: _____	Public: _____
Are there any tenants in the building?	Yes/No
Are your exit routes and doors indicated by signs?	Yes/No

DETAILS OF THE BUILDING'S FIRE PROTECTION – Please tick if you have the following:			
Automatic fire sprinkler	<input type="checkbox"/>	Automatic fire detection	<input type="checkbox"/>
Manual fire alarm	<input type="checkbox"/>	Emergency lighting	<input type="checkbox"/>
Hose reels	<input type="checkbox"/>	No of units _____	
Portable fire extinguishers	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Please tick where applicable:

- I hereby declare that the above premises has an Evacuation Scheme/Procedure for the public safety which meets the requirements of Section 76 of the Fire and Emergency New Zealand Act 2017; or
- The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

Name: _____ Designation: _____

Signature: _____ Date: _____

Public Notice
Of application for On-Licence
Section 101, Sale and Supply of Alcohol Act 2012
Form 7



The Secretary
 South Waikato District Licensing Committee
 C/- South Waikato District Council
 Private Bag 7
 TOKOROA 3444

Telephone (07) 885 0340
 Fax (07) 885 0718
 Email: Alcohol@southwaikato.govt.nz

Fee:
As prescribed

Applicant - This Notice will be advertised publicly on the South Waikato District Council website

1	<p>Public Notice</p> <p>New</p> <p>On-Licence</p> <p>Section 101, Sale and Supply of Alcohol Act 2012</p>
2	<p>_____</p> <p>_____</p> <p><i>(Full name, address and occupation of applicant)</i></p>
3	<p>has made application to the District Licensing Committee at Tokoroa for the grant of an On-licence in respect of the premises</p>
4	<p>situated at _____</p> <p><i>(Full address of the Premises)</i></p>
5	<p>and known as _____</p> <p><i>(Name of the Premises)</i></p>
6	<p>The general nature of the business conducted (or to be conducted) under the licence is:</p> <p>_____</p> <p><i>(For example: hotel, tavern, restaurant, entertainment/night club)</i></p>
7	<p>The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:</p> <p>_____</p> <p>_____</p> <p><i>(Specify the days and hours alcohol will be sold)</i></p>
8	<p>The application may be inspected during ordinary office hours at the offices of the South Waikato District Licensing Committee, Tokoroa, Council Building, Torphin Crescent, Tokoroa.</p> <p>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 the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 7, Tokoroa 3444.</p> <p>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.</p>
9	<p>This is the first/second/only publication of this notice. The first publication was made on _____</p> <p><i>(Date)</i></p> <p><i>(Delete where not applicable)</i></p>

ONSITE NOTICE

Of application for On-Licence

Section 101, Sale and Supply of Alcohol Act 2012

1	<p>ONSITE NOTICE</p> <p>New</p> <p>On-Licence</p> <p>Section 101(a) Sale and Supply of Alcohol Act 2012</p>
2	<p>_____</p> <p>_____</p> <p><i>(Full name, address and occupation of applicant)</i></p>
3	has made application to the District Licensing Committee at Tokoroa for the grant of an On-licence in respect of the premises
4	<p>situated at _____</p> <p><i>(Full address of the Premises)</i></p>
5	<p>and known as _____</p> <p><i>(Name of the Premises)</i></p>
6	<p>The general nature of the business conducted (or to be conducted) under the licence is:</p> <p>_____</p> <p><i>(For example: hotel, tavern, restaurant, entertainment/night club)</i></p>
7	<p>The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:</p> <p>_____</p> <p>_____</p> <p><i>(Specify the days and hours alcohol will be sold)</i></p>
8	<p>The application may be inspected during ordinary office hours at the offices of the South Waikato District Licensing Committee, Tokoroa, Council Building, Torphin Crescent, Tokoroa.</p> <p>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 the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 7, Tokoroa 3444.</p> <p>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.</p>

IMPORTANT - PLEASE READ

Please fill the above form out and attach it to your premises so it can be read by persons walking past from the outside.

Once you have done this, please take a photograph of the notice and send it to:

Alcohol@southwaikato.govt.nz