

**Form 6: Application for Off Licence**

**Section 31,  
Sale of Liquor Act 1989**

To: The Secretary  
Papakura District Licensing Agency  
35 Coles Cres  
Private Bag 7  
PAPAKURA

Application for an Off Licence is made in accordance with the details set out below.

**DETAILS OF APPLICANT(S)**

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

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

D.O.B.            /   /            Occupation: \_\_\_\_\_

Postal Address: *(If different from above)* \_\_\_\_\_  
\_\_\_\_\_

Contact telephone number (*daytime*): \_\_\_\_\_

**MANAGER(S) TO BE EMPLOYED**

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

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

D.O.B.            /   /            Certificate Number : \_\_\_\_\_

**STATUS OF APPLICANT:** *(please tick one)*

- Natural Person
- Private Company
- Public Company
- Licensing Trust
- Partnership
- Local Authority
- Trustee
- Manager under the Protection of Personal and Property Rights Act 1988
- Body Corporate to Which section 30(a)(ba) Of the Act applies
- Board, organisation, or other body to which section 30(1)(bb) of the Act applies
- Government Department Or other instrument of the Crown

**FURTHER DETAILS WHERE APPLICANT IS A COMPANY**

Date of incorporation: \_\_\_\_\_

Place of incorporation: \_\_\_\_\_

Full details of each director, and the secretary, as follows:

Name	Address	D.O.B.	Place of Birth	Designation

In the case only of a private company:    Authorised capital        Paid-up capital   

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

Name	Address	D.O.B.	Place of Birth	Designation	Face Value of Shares Held

In the case only of a Public company:

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

Name	Address	D.O.B.	Place of Birth	Designation

**FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP**

Full details of each partner as follows:

Name	Address	D.O.B.	Place of Birth	Designation

Signature of each partner:

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Name:

Signature:

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Name:

Signature:

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**PREMISES DETAILS**

Address of proposed Licenced premises

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Type of premises (tick appropriate box)

- Hotel or tavern       Club
- Premises on which Principal business is manufacture or sale
- Supermarket       Grocery Store
- Other \_\_\_\_\_ Venue

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

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Is a Licence sought conditional upon construction or completion of the premises?

- YES       NO

Does the applicant own the proposed Licences premises?

- YES       NO

If No, what is the full name and address of the owner?

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What form of tenure of the premises will the applicant have (including term of tenure)?

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

Restricted area \_\_\_\_\_

Supervised area \_\_\_\_\_

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**BUSINESS DETAILS**

Does the applicant seek the Licence in connection with the business of a caterer?

YES       NO

Does the applicant seek the Licence in connection with the business of an auctioneer?

YES       NO

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

YES       NO

If no, what is intended to be the principal purpose of the business? \_\_\_\_\_

What part of section 36 of the Act is applicable to this application? \_\_\_\_\_

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

YES       NO

If yes, what is the nature of those other goods and services? \_\_\_\_\_

On which days and during which hours does the applicant intend to sell liquor under the Licence?

\_\_\_\_\_

Does the applicant intend to provide complimentary samples of the liquor on the premises?

YES       NO

**CONDITIONS**

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

\_\_\_\_\_

(Where the principal business is other than the manufacture or sale of liquor) what kind or kinds of liquor does the applicant intend to sell or deliver under the Licence?

\_\_\_\_\_

Applicant: \_\_\_\_\_

Date      /      /

\_\_\_\_\_

## NOTES

In respect to the status of the applicant, see section 30 of the Sale of Liquor Act 1989.

For the matters that are to accompany this application, see regulation 8(2) of the Sale of Liquor Regulations 1990.

Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in form 1 which is attached. The notice must be published twice in the Papakura Courier with no less than 5 days and not more than 10 days between the 2 dates of publication.

Within 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).

Every application for an off-Licence shall be accompanied by the following:

1. Three copies of the application
2. (Where the applicant is incorporated) A copy of the certificate of incorporation or other documentary evidence of its incorporation
3. (Where the applicant is a company) A copy of the memorandum of association or other documentary evidence of its authority to sell liquor or to hold a Licence under the Act or under the provisions of any previous enactment relating to the sale of liquor.
4. (Where the applicant is a local authority) A reference to the enactment by which the applicant is expressly authorised to hold an off-Licence under the Act
5. (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
6. (where the applicant is a club) Evidence that the club
  - a) Held a charter under section 164 of the sale of Liquor Act 1962 immediately before the first day of April 1990 or
  - b) Holds a club Licence under the Sale of Liquor Act 1989, - and is not a sports club
7. (Where the application relates to a hotel or tavern) A reference to a number of the on-Licence held by the applicant in respect of the hotel or tavern.
8. (Where the application related to premises in which the principal business is the manufacture or sale of liquor) Particulars of the principal business conducted on the premises, and (where that principal business is wine making) The number of the Licence held under the Wine Makers Act 1981.
9. (Where the application relates to a supermarket) Particulars of the floor area of the supermarket, including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.

10. (Where the application relates to a grocery store) Particulars of the principal business of the store.
11. (Where the application is made in reliance on section 36(2)(a) of the Act) Evidence to show that the sale of liquor in premises of a kind described in paragraph (c) or paragraph (d) of section 36(1) of the Act would not be economic.
12. (Where the application is made in reliance on section 36(2)(b) of the Act) Particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complementary
13. (Where the application is made by the holder of an auctioneer's Licence) The number of the Licence hold under the Auctioneer's Act 1928
14. A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished.
15. A map, or a copy of a map or of a portion of a map, showing the location of the premises.
16. A scale plan showing
  - a) Those parts of the premises that are to be used for the sale or supply of liquor; and
  - b) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas; and
  - c) (Except where the applicant is a club) Each entrance to the premises that the applicant intends should be designated as a principal entrance.
17. (Where the applicant is not the owner of the premises) A written statement from the owner to the effect that the owner has no objection to the grant of the Licence.
18. A certificate by the local authority that the proposed use of the premises meets town planning requirements additional fee of \$95.00.
19. A certificate by the Local Authority that the proposed use of the premises meets the requirements of the Building Act 91 additional fee \$95.00
20. The prescribe fee \$776.00

**Applicants are reminded that:**

The complete application must be lodged with the Papakura District Licensing Agency **BEFORE** being publicly notified.

The application must be publicly notified on two separate occasions (not less than 5 and not more than 10 days apart) in The Papakura Courier.

The application **MUST ALSO** be publicly notified by displaying the public notice prominently at the entrance to the premises to be Licenced.

All cheques to be made out to ***Papakura District Council***

**Form 1: Sections 9(4), 16(2), 18(3), 31(3), 39(2), 41(3), 55(3), 62(2), 64(3) and 76(4)  
Sale of Liquor Act 1989**

Full name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

has made application to the District Licensing Agency at Papakura for the grant (or renewal) of:

- on-Licence
- off-Licence or
- club Licence

in respect of the premises situated at \_\_\_\_\_  
(or the (*specify type of conveyance*) \_\_\_\_\_ known as \_\_\_\_\_).

The general nature of the business conducted (or to be conducted) under the Licence is

- hotel
- tavern
- restaurant
- entertainment
- night club
- other \_\_\_\_\_

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

\_\_\_\_\_

The application may be inspected during ordinary office hours at the office of the Papakura District Licensing Agency at 35 Coles Crescent, Private Bag 7, Papakura. This is the first (or second) publication of this notice. \*The first publication was made on \_\_\_\_\_

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first Publication of notice of the application in a newspaper or newspapers in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Agency at Papakura District Council, 35 Coles Crescent, Private Bag 7, Papakura.

\*Delete where not applicable.

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**Form 1A: Public Notice**

**Sections 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4), 62(2A), 64(4) and 76(4),  
Sale of Liquor Act 1989**

Full name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

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***This notice must be displayed prominently at the principle entrance to the premises.***

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