

FORM 6 APPLICATION FOR OFF LICENCE
Section 31, Sale of Liquor Act 1989

To: The Secretary
Papakura District Licensing Agency
35 Coles Crescent
Private Bag 7
PAPAKURA 2244

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*)

- | | | |
|--|--|--|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Private Company | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Licensing Trust | <input type="checkbox"/> Partnership | <input type="checkbox"/> 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

Name Signature

Name Signature

PREMISES DETAILS

Address of proposed licensed premises

Type of premises (tick appropriate box)

- Hotel or tavern Club
- Premises on which Principal business is manufacture or sale
- Super market Grocery Store
- Other _____

Proposed trading name for premises (if any) _____

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

- YES NO

Does the applicant own the proposed licensed premises?

- YES NO

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

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

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

Restricted area _____

Supervised area _____

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 or 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 / /

NEW ZEALAND POLICE SUPPLEMENT

The Police are required to report on this application. They cannot do so unless you consent to them releasing relevant information to us, which may include details of previous convictions. You will receive a copy of that report. Please complete below.

I, _____

of (address) _____

consent to the New Zealand Police releasing those details.

Signature of Applicant _____

Date _____

Please provide the following information for identification purposes

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

For each of the managers that are in your employ or responsible persons – the following details are required for each person. Please supply an attached sheet if more names are needed.

Full Name _____

Address _____

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

Full Name _____

Address _____

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

Full Name _____

Address _____

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

Full Name _____

Address _____

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

NOTES FOR ON, OFF AND CLUB LICENCE APPLICATIONS

Statutory requirements for Liquor Licences

There are specific requirements for on, off and club licences contained within the Act and Regulations. Applicants should be familiar with the specific and general requirements.

In respect to the status of the applicant to hold or apply for a licence, see Sale of Liquor Act 1989. (Section 8 for on licences, section 30 for off licences and section 54 for club licences).

For the detail of matters that are to accompany the application, see Sale of Liquor Regulations 1990. (Regulation 5 for on licences, regulation 8 for off licences and regulation 11 for club licences).

Copies of the Act or Regulations can be purchased from authorised bookshops (e.g. Bennetts). Alternatively, the Sale of Liquor Act 1989 and the Sale of Liquor Regulations 1990 can be viewed online at www.legislation.govt.nz

Advertising of Liquor Licence applications

Within 20 working days after the application has been formally received by the District Licensing Agency, the applicant must give public notice of the application in form 1 of the Sale of Liquor Regulations 1990.

The notice must be published twice in the Papakura Courier at no less than five (5) days and not more than ten (10) days between the two publications. This equates to publication on successive Wednesdays in the Papakura Courier.

The relevant pages of the newspaper showing the public notice and the date of publication must be submitted to the District Licensing Agency. (If the public notices are incorrect, the application may need to be re-advertised).

Within ten (10) working days after filing the 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).

Fees payable

Fees for Building and Planning certificates are reviewed annually and may change. Fees for liquor licences are set by government statute. All fees are to be paid to the Papakura District Council.

1. Building certificate (to be obtained before applying for a liquor licence)
A certificate by the local authority that the building complies with the Building Act.
Application fixed fee of \$425.00
2. Planning certificate (to be obtained before applying for a liquor licence)
A certificate by the local authority that the proposed use of the premises meets the Council's planning requirements. Application deposit fee of \$600.00.
3. Application for On, Off or Club Licence
Fee of \$776 payable on application

CHECKLIST FOR ON, OFF AND CLUB LICENCE APPLICATIONS

Disclaimer

This checklist is to be used as a guide only. Applicants should ensure that the Application for a Liquor Licence complies with the relevant provisions of the Sale of Liquor Act and Regulations. Failure to complete the application form and attach additional information could result in a processing delay as the Papakura District Licensing Agency will not have sufficient information to process the application.

1. Have you obtained planning and building compliance certificates and attached them to your application?
2. Have you completed the application in the name of the person, company or organisation who will hold the licence and will receive the profits from the sale of alcohol?
3. Have you attached evidence of the legal status of the applicant (e.g. if an individual – full name and date of birth, or if a company, the incorporation certificate and other relevant details etc)?
4. Have you identified the principal purpose and type of premises?
5. Have you attached photographs or an artist's impression of the exterior of the premises?
6. Have you attached a map showing the location of the premises?
7. Is there a scale plan defining (highlighting) the proposed licensed area?
 - Does the scale plan define restricted or supervised areas (if any)?
 - Does the scale plan identify the principal entrance?
 - Have you included any outside area for smokers in the licensed area?
8. Have you attached a letter from the owner consenting to the use of the premises for the sale of liquor?
9. Have you attached evidence and details of the lease of the premises?
10. Is the application form fully completed with menus and host responsibility policy documents?
11. Have you attached three (3) complete copies of the application and attachments?

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
- 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 2244. 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 2244.

*Delete where not applicable.

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

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