

# Information sheet for renewal of licence (for on-licence, off-licence, or club- licence)

Sections 18, 41 and 64, Sale of Liquor Act 1989



To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

## Applicant Notes and Form

You are about to apply for a renewal of your licence. Section 18, 41 and 64 of the Sale of Liquor Act 1989 covers this.

To complete this application you will need to answer **all** the questions that follow and supply **all** the documents required.

### **First**

If your current licence has expired, you must make a new application!

If you wish to change the hours that you currently have on your licence you may need to get a new Planning Certificate.

Make sure you speak with the local District Licensing Agency if you want to make any changes to your licence.

### **Then**

#### *Tick box*

- The prescribed fee of **\$793.24** (includes GST at 15%) or **\$134.93** (includes GST at 15%) if a BYO licence. These fees are not refundable.
- This application plus three copies of the completed application form.
- New Planning Certificate (if required).
- Fire & Evacuation form signed.
- A letter of authorisation for the Consultant, if you use a Liquor Licensing Consultant.

When you have the required documentation, you can lodge your application.

**THEN** you can place the public notices

**(1) Note: Failure to get the public notice right may result in having to re advertise.**

**(2) The Sale of Liquor Act states in Section 18(3) 41(3) or 64(3):**

**Within 10 working days after lodging the application, the applicant shall give public notice of the application in the prescribed form.**

Note: Failure to supply all the required documents may result in this application being returned.

P0052.v2 24/9/10

# Application for renewal of licence (for on-licence, off-licence, or club-licence)

Sections 18, 41 and 64, Sale of Liquor Act 1989

Regulation 18, Sale of Liquor Regulations 1990

Form 15

To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

Application for the renewal of a licence is made in accordance with the details set out below

## 1. DETAILS OF APPLICANT(S) *(Note: Applicant is the 'licensee' on the premises licence)*

Full Name of Licensee:

Postal address for service of documents:  Postcode:

Daytime contact name and telephone number:

E-mail address:  Fax number:

Date of Birth:  Male:  Female:

## 2. DETAILS OF MANAGER

Full Name and address of manager or managers to be employed, and certificate numbers of manager's certificate(s):

Full name and address of manager:	Certificate number:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## 3. DETAILS OF LICENCE *(Tick appropriate box)*

On-licence  Off-licence  Club-licence

Licence Number:  Date of Expiry:

## 4. PREMISES DETAILS *(To be included only where the licence applies to any premises)*

Address:  Postcode:

Trading or other name (if any):

*(If a club-licence)* does the club share the premises with any other club?  Yes  No

If Yes, what is the name of the other Club?

What months of the year do the respective clubs use the premises?

## 5. DETAILS OF CONVEYANCE *(To be included only where the licence applies to any conveyance)*

Type of conveyance:

Address of home base  
*(if any):*

Trading or other name  
*(if any):*

## 6. CONDITIONS

Are any changes sought to the present conditions of the licence?

Yes

No

If Yes, what changes are sought?

What are the full reasons for the changes sought?

Applicant's  
Signature:

Date:

### Notes:

1. This form should be used in respect of on-licences, off-licences, and club-licences. Special licences are not renewable.
2. This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permissions of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. For the matters that are to accompany this application, see regulation 18(2), of the Sale of Liquor Regulations 1990.
4. 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. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the 2 dates of publication.
5. 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).

### IMPORTANT PRIVACY INFORMATION

If you would like to request access to, or correction of, your details please contact the Council.

## FIRE EVACUATION STATEMENT FOR RENEWAL OF LIQUOR LICENCE

### I HEREBY STATE THAT:

Either

- (i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21(A) of the Fire Service Act 1975.

Or

- (ii) The building, by reason of its current use, does not require such a scheme, or the building is exempt from having to meet the requirements of such a scheme. The building has in place an evacuation procedure per the requirements of the Fire Safety and Evacuation of Buildings Regulations 1992, Part 1, Regulation 5.

*(Please tick one option)*

Premises address:

Trading name:

Licensees

Signature:

Date:

## NEW ZEALAND POLICE SUPPLEMENT

The District Licensing Agency must send the application to a member of police in charge of the police station nearest to the premises in respect of which the licence is sought for them to report on if necessary. You will receive a copy of that report. They cannot do so unless you consent to them releasing relevant information to us, which may include details of previous convictions.

Please complete below (**Applicant**):

I,   
of  
(address):

consent to the New Zealand Police releasing those details.

Signature of applicant:  Date:

**Please provide the following information for identification purpose:**

Date of Birth:  Male:  Female:

Driver's Licence number or Passport number, or similar:

**All Certificated Manager's details:**

1. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

2. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

3. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

4. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

**A GUIDE TO PUBLIC NOTICES:**

You may place your public notices in "ONLY ONE" of the nominated newspapers that is relevant to your area:

- 1. New Zealand Herald
- 2. [www.public-notices.co.nz](http://www.public-notices.co.nz) Ph 0800 200 445
- 3. Please contact your Local District Licensing Agency for other approved Community Papers.

These notices must be in the paper "Twice", we recommend that they go in the same day a week apart i.e. Wednesday one week and then Wednesday the following.

**THE FORMAT FOR THE NOTICES IS AS FOLLOWS:**

**PUBLIC NOTICE SALE OF LIQUOR ACT 1989 SECTION:**

18(3), 41(3), 64(3),  
16(2) 39(2), 62(2),

*(Delete that which does not apply)*

Full Name:

Address:

Occupation:

has made application to the District Licensing Agency at:  (Specify Local Council)

for the  renewal  variation of a  (specify type)

Licence in respect of the premises situated at:  (address)

and known as:  (trade name)

The general nature of the business to be conducted under the licence is:  
 (e.g. Tavern, Hotel, Restaurant)

The days on which and hours during which liquor is intended to be sold under the licence are:

The application may be inspected during the ordinary office hours at the  
(Specify Local Council: ) District Licensing Agency.

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 this 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 (Specify Local Council: ).

This is the first (or second) publication of this notice.

A copy from the newspaper, of each notice (preferably the full page) showing the date and name of the paper must be sent to the Local District Licensing Agency.

# Public Notice

Form 1A

Sale of Liquor Regulations 1990

## THE FORMAT FOR THE NOTICES IS AS FOLLOWS:

### PUBLIC NOTICE SALE OF LIQUOR ACT 1989 SECTION:

18(4), 41(4), 64(4),  
16(2) 39(2), 62(2),

*(Delete that which does not apply)*

Full Name:

Address:

Occupation:

has made application to the District Licensing Agency at:   
(Specify Local Council)

for the  renewal  variation of a   
(an On /Off or Club specify type)

Licence in respect of the premises situated at:   
(address)

and known as:   
(trade name)

The general nature of the business to be conducted under the licence is:  
  
(e.g. Tavern, Hotel, Restaurant)

The days on which and hours during which liquor is intended to be sold under the licence are:

The application may be inspected during the ordinary office hours at the  
(Specify Local Council:  District Licensing Agency.

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 this 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 (Specify Local Council:  .

This is the first (or second) publication of this notice.

THIS NOTICE MUST BE ATTACHED IN A CONSPICUOUS PLACE ON OR ADJACENT TO THE SITE