

# Information sheet for an off-licence

Section 31, Sale of Liquor Act 1989

To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

## APPLICANT NOTES AND FORM

You are about to apply for an OFF licence, that is, you are wishing to sell alcohol to people for the consumption of liquor OFF the premises ONLY.

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

### **First**

You need to obtain a Planning Certificate and a Building Certificate before applying for a Liquor Licence.

### **Then**

Make an appointment with the local District Licensing Agency and come in with the following:

#### *Tick box*

- The prescribed fee of **\$793.24** (includes GST at 15%) or **\$134.93** (includes GST at 15%) if a Caterers or Auctioneers endorsed licence. These fees are not refundable.
- This application and three copies of the application and all documentation.
- Planning Certificate.
- Building Certificate.
- Owner's permission (a letter).
- A copy of the Certificate of Incorporation (if applying in a company name).
- A copy of the floor plans of the premises.
- Plans which highlight the areas that are Restricted or Supervised and the Principal entrance.
- A location map showing the site.
- A photo showing the principal entrance.
- 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

**The Sale of Liquor Act states:**

**(1) Section 31(3): (Form 1) Within 20 working days after filing the application, the applicant shall give public notice of the application in the prescribed form.**

**(2) Section 31(4): (Form 1A) Within 10 working days after filing the application, the applicant must ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates.**

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

# Application for off-licence

Section 31, Sale of Liquor Act 1989  
Regulation 8, Sale of Liquor Regulations 1990  
Form 6

To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

Application for an off-licence is made in accordance with the details set out below.

## 1. DETAILS OF APPLICANT(S)

Full name:

Address:  Postcode:

Occupation:  Fax number:

Postal address for service of documents:  Postcode:

Email address:

Daytime contact name and telephone number:

Status of applicant(s) (tick appropriate box)	Natural Person <input type="checkbox"/>	Private Company <input type="checkbox"/>	Partnership <input type="checkbox"/>	Local Authority <input type="checkbox"/>
	Public Company <input type="checkbox"/>	Licensing Trust <input type="checkbox"/>	Trustee <input type="checkbox"/>	Body corporate to which section 30(1)(ba) of the Act applies <input type="checkbox"/>
	Board, organisation or other body to which section 30(1)(bb) of the Act applies <input type="checkbox"/>	Government department or other instrument of the Crown <input type="checkbox"/>	Manager under the Protection of Personal and Property Rights Act 1988 <input type="checkbox"/>	Club <input type="checkbox"/>

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

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

## 2. 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	Date of Birth	Place of Birth	Designation

*(In the case only of a private company):*

Authorised capital:

Paid up capital:

*(In the case only of a private company)* full details of each person who holds any shares issued by the company:

Name	Address	Date of Birth	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	Date of Birth	Place of Birth	Designation

## 3. FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP

(a) Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth

(b) Signature of each partner:

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#### 4. PREMISES DETAILS

Address of proposed licensed premises:

Type of premises (*tick appropriate box*):

Hotel or Tavern <input type="checkbox"/>	Club <input type="checkbox"/>	Supermarket <input type="checkbox"/>	Grocery Store <input type="checkbox"/>	Other <input type="checkbox"/>	Premises on which the principal business is manufacture or sale of liquor <input type="checkbox"/>
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Proposed trading name for premises (if any)

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does the applicant own the proposed licensed premises?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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:

A supervised area:

#### 5. BUSINESS DETAILS

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does the applicant seek the licence in connection with the business of an auctioneer?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is the sale of liquor intended to be the principal purpose of the business?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Yes, what is the nature of those other goods or services:

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

Days	Hours

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## 6. 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's  
Signature:

Date:

### Notes:

1. In respect of the status of the applicant, see section 30 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 8(2) of the Sale of Liquor Regulations 1990.
3. 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.
4. 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.

## 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:  
31(3)**

Full Name:

Address:

Occupation:

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

**for the Grant of a Off 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:**

31(4)

Full Name:

Address:

Occupation:

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

## **for the Grant of a Off 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**