

Information sheet for variation or cancellation of conditions of licence

Sections 16, 39 and 62, Sale of Liquor Act 1989



To: Auckland Franklin Manukau North Shore Papakura Rodney Waitakere

APPLICATION NOTES AND FORM

You are not due to renew your licence yet but you would like to make changes to the conditions of your licence, ie the hours or the designated area, then with this form you can.

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

First

Contact the local District Licensing Agency if you are considering any changes to your conditions of your Licence as you may require a new planning certificate, increased hours, changing from a Restaurant to a Tavern and/or increasing the size of the premises.

Then

Include the following with your application

Tick box

- The prescribed fee **\$793.24** (includes GST at 15%) for ON/OFF or Club licences or **\$134.93** (includes GST at 15%) for BYO or caterers. These are not refundable.
- This application and three copies of the application and all documentation.
- Any information if different to that provided with the original application.

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

Then you can place the public notices

The Sale of Liquor Act states in Section 16(3), 39(3) or 62(3):

(1) Within 20 working days after lodging the application, the applicant shall give public notice of the application in the prescribed form.

P0059. v2 24/9/10

Application for variation or cancellation of conditions of licence

Sections 16, 39 and 62, Sale of Liquor 1989

Regulation 18, Sale of Liquor Regulations 1990

Form 14

To: Auckland Franklin Manukau North Shore Papakura Rodney Waitakere

Application for the variation or cancellation of the conditions of licence is made in accordance with the details set out below.

1. DETAILS OF APPLICANT(S)

Full name:

Postal address for
service of documents:

Postcode:

Daytime contact name
and telephone number:

E-mail address:

2. DETAILS OF LICENCE

On-licence

Off-licence

Club-licence

Licence
Number:

Date of
expiry:

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

Address:

Trading or other name
(if any)

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

Type of
conveyance:

Address of home base
(if any):

Trade or other name
(if any):

5. CONDITIONS

Terms of condition at present: (or attach a copy of your current licence)

Action sought (tick appropriate box)

 Variation Cancellation

If variation, in what respect does the applicant to seek to vary the condition?

Full reasons for variation or cancellation:

Signature of Applicant:

Date:

NOTES:

1. This application may be made only by the holder of the licence.
2. For the matters that are to accompany this application, see regulation 17(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-notice.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:

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 a variation on a
(an On/Off or Club please specify)

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:
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)

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(an On/Off or Club please specify)

Licence in respect of the premises situated at:
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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**