



Application for Off-Licence or renewal of Off-Licence (Form 4)

Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

Send or deliver your application to: The Secretary, District Licensing Committee
Manawatu District Council
Private Bag 10 001, Feilding 4743
135 Manchester Street, Feilding 4702

For enquiries phone 06 323 0000 fax 06 323 0822 email public@mdc.govt.nz

Application type

Are you applying for a new licence or a licence renewal? New Renewal

Is a licence already held for this premises? Yes No

If yes - state which type of licence

Applicant details

Full name(s) to be on the licence

Contact person

Contact postal address

Contact numbers
Phone Mobile Fax

Email address

Preferred means for formal correspondence Mail Email Fax

Details of premises

Proposed trading name

Premises address

Details of premises (cont)

Type of premises

- | | | | |
|--|---------------------------------|---|--|
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Hotel | <input type="checkbox"/> Class 1 Club | <input type="checkbox"/> Winery cellar doors |
| <input type="checkbox"/> Grocery store | <input type="checkbox"/> Tavern | <input type="checkbox"/> Class 2 Club | |
| <input type="checkbox"/> Bottle store | | <input type="checkbox"/> Class 3 Club | |
| | | <input type="checkbox"/> Remote sale | |
| | | <input type="checkbox"/> Other premises
please specify | |

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

A restricted area?

A supervised area?

Undesignated area?
(specify reason)

Is the licence sought conditional on construction or completion of building work? Yes No

Does the licensee own the proposed licensed 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 does the applicant have (including term of tenure)?

.....
.....

Alcohol trading hours

On which days and during which hours does the applicant propose to sell or supply alcohol under the licence?

Day of week	Hours	
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

For renewal applications

Do you propose to change your current licensed hours? Yes No
Please specify your current licensed hours below

Day of week	Hours	
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

Endorsements

Tick the type of endorsement sought or sought to be renewed

Auctioneer

Remote seller of alcohol

Further applicant details

Status of applicant

Individual person

Body Corporate (state authority)

Private Company

Partnership

Public Company

Other (please specify)

Further details where the applicant is an individual person

Male

Female

Place and date of birth

Maiden name (if applicable)

Aliases

Usual residential address

Occupation

Further details where the applicant is a body corporate

Incorporation details

Date of incorporation

Authorised capital

Paid-up capital

Place of incorporation

Further details where the applicant is a private company

Incorporation details

Date of incorporation

Place of incorporation

Capital

Full details of each director, secretary and each person who holds shares issued by the company

Name

Address

Position held

Place and date of birth

Designation

Face values of shares held

Name

Address

Position held

Further applicant details (cont)

Place and date of birth

Designation

Face values of shares held

Name

Address

Position held

Place and date of birth

Designation

Face values of shares held

Name

Address

Position held

Place and date of birth

Designation

Face values of shares held

Further details where the applicant is a public company

Incorporation details Authorised capital Paid-up capital

Date of incorporation

Place of incorporation

Capital

Full details of each director, secretary and each person who holds 20 percent or more of the shares, or of any particular class of shares issued by the company

Name

Address

Position held

Place and date of birth

Name

Address

Position held

Place and date of birth

Name

Address

Position held

Place and date of birth

Name

Address

Position held

Further applicant details (cont)

Place and date of birth

Further details where the applicant is a partnership

Full details of each partner

Name

Address

Signature

Place and date of birth

Name

Address

Signature

Place and date of birth

Name

Address

Signature

Place and date of birth

State all criminal convictions (other than convictions for offences against the Land Transport Act 1998 not contained in Part 6, and offences to which Criminal Records (Clean Slate) Act 2004) applies. Include directors, secretaries, shareholders and partners.

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.....

Business details

Describe the principal business to be conducted on the premises if the off-licence is granted and any other business?

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.....
.....

Is the sale of alcohol intended to be the principal purpose of the business? Yes No

Does the applicant seek the licence in connection with the business of an auctioneer? Yes No

Is the applicant engaged in or intending to be engaged in the sale or supply of any goods other than alcohol or food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food? Yes No

If yes: What is the nature of those other goods or services?

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.....

Certified managers details

When alcohol is being sold or supplied to the public a certified manager (appointed under Section 217 (of the Sale and Supply of Alcohol Act 2012) must be on duty at all times.

How many certified managers have been or will be employed?

Manager details

Name

Address

Certificate number Expiry date

Manager details

Name

Address

Certificate number Expiry date

Manager details

Name

Address

Certificate number Expiry date

Manager details

Name

Address

Certificate number Expiry date

Conditions

What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act?

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.....
.....

State the experience and training of applicant

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.....
.....

What steps does the applicant propose to take in regard to promoting responsible consumption of alcohol?

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.....
.....

For renewal licences

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

Yes
Please specify below

No

Conditions (cont)

What are the changes sought?

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.....
.....

What are the full reasons for the changes sought?

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.....
.....

Amenity and good order details

To support your application please supply the information required and answer the questions listed below.

Provide a scale floor plan which also shows the design and layout of the premises. Include seating and tables, a list of facilities, CCTV placement and security lighting.

The reporting agencies must consider the effects the issue of the licence will have on amenity and good order.

Advise proximity of all childcare centres, schools and churches within 500m - a site plan would assist.

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.....

How many residential neighbours would you have within 50 metres?

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.....
.....

Internal layout. Can the entire premises be seen by the cashier? Where there are blind spots, are there mirrors or CCTV installed? Is the internal lighting inside the premises suitable?

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.....

Are there windows providing good visibility into and from the premises and the street?

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.....
.....

Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc?

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.....

What security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other?)

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.....
.....

Amenity and good order details (cont)

How many security staff hold a Certificate of Approval and formal registration or qualification? If so what?

.....
.....
.....

What outside advertising involving alcohol will you be doing? Design drawings of your advertising would be of assistance.

- | | |
|--|--|
| <input type="checkbox"/> Newspaper/magazine | <input type="checkbox"/> Shop windows |
| <input type="checkbox"/> On your premises - roof/other | <input type="checkbox"/> Street/footpath signs |

Systems and staff training

Are you involved in any mystery shopper/pseudo CPO programmes?

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What till prompt systems do you have regarding age checks?

.....

What staff training is provided with regard to Sale of Alcohol compliance and Host Responsibility practices - explain content, duration and how often this training is provided.

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.....
.....

Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

Business and premises

Is this your first licensed premises? If so, please submit a copy of your financial plan?

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What percentage of the front windows will be clear and transparent?

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What is the target market for the business?

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What is your policy regarding pricing and promotions?

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.....

The granting, or renewal of this application will contribute to the Object of the Act by:

Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

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.....
.....

Amenity and good order details (cont)

Steps taken to minimise the harm caused by the excessive or inappropriate consumption of alcohol:

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.....

.....

For renewal licences

Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

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Has your business been subject to a Police Controlled Purchase Operation (CPO)? If so, what were the results?

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.....

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Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

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Attachments

Please ensure that you have ticked all the boxes below before submitting the application to the Manawatu District Licensing Committee.

Applicant check	Officer check
<input type="checkbox"/> The prescribed fee is attached (this will be determined by a licensing inspector once your application has been assessed): Premises type weighting Latest Trading Time weighting No of Enforcements weighting Total weighting Fee category Fee \$..... This fee is not refundable.	Yes / No
<input type="checkbox"/> Completed application form plus all documentation	Yes / No
<input type="checkbox"/> Details of managers to be employed (including copies of managers certificates)	Yes / No
<input type="checkbox"/> An example page from your duty manager register (<i>renewal only</i>)	Yes / No
<input type="checkbox"/> Planning Certificate (<i>not required for renewals unless a variation to conditions requested</i>)	Yes / No
<input type="checkbox"/> Building Certificate of Compliance (<i>not required for renewals</i>)	Yes / No
<input type="checkbox"/> Building owner's permission in writing consenting to the applicant selling alcohol from the premises (<i>not required for renewals</i>)	Yes / No

Attachments (cont)

Applicant check	Officer check
<input type="checkbox"/> For a body corporate - a copy of the Certificate of Incorporation (<i>not required for renewals unless changes have occurred since the last issue or renewal</i>)	Yes / No
<input type="checkbox"/> For a partnership – a copy of the partnership agreement (<i>not required for renewal unless changes have occurred since the last issue or renewal</i>)	Yes / No
<input type="checkbox"/> A photo or artist's impression of the outside of the premises (<i>not required for renewal unless changes have occurred since the last issue or renewal</i>)	Yes / No
<input type="checkbox"/> Detailed floor plan showing: <ul style="list-style-type: none"> • those parts of the premises that are to be used for the sale and supply of alcohol • each area to be designated as a supervised area or restricted area • the principal entrance or principal entrances • any proposed permitted areas for the display and promotion of alcohol, and any proposed sub-areas (ref section 113 of the Act) 	Yes / No
<input type="checkbox"/> A verified statement of annual sales revenue or projected annual sales revenues required by regulation 12 or 13 of the Sale and Supply of Alcohol Regulations 2013. The statement is to detail projected gross sales revenue (excl GST) of food products, household items, alcohol, tobacco, convenience foods and other revenue (excl. NZ Lotteries)	Yes / No
<input type="checkbox"/> A copy of your host responsibility policy and details in an implementation plan how the policy will be put into practice	Yes / No
<input type="checkbox"/> A location map of the premises	Yes / No
<input type="checkbox"/> A location map highlighting proximity to sensitive premises such as schools, hospitals, churches	Yes / No
<input type="checkbox"/> A report detailing how the proposed business will mitigate any risk which could negatively impact the local community	Yes / No
<input type="checkbox"/> A business case. (This should detail the operation of the business including target market, licensee experience and licensee involvement, staff training and any other matter which may assist in determining the application.)	Yes / No
<input type="checkbox"/> CPTED site assessment (<i>if completed by applicant as part of the amenity and good order details</i>)	Yes / No
<input type="checkbox"/> Public Notice (newspaper) – the notice must be completed and attached for checking before being placed in the newspaper	Yes / No
<input type="checkbox"/> Public Notice (site notice) – the notice must be attached where it can be conveniently read by a person outside the premises	Yes / No
<input type="checkbox"/> Fire evacuation statement	Yes / No
<input type="checkbox"/> A letter of authorisation if you are using a consultant	Yes / No

Applicants declaration

I declare that to the best of my knowledge and belief the information provided in this application form and in any supporting documentation is true and correct.

.....
Name (print clearly) Title

.....
Signature Date

.....
Place where dated and signed eg Feilding

Please note - your application, including personal information, will be available to the public and media as part of the Council's decision-making process.

For your information

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

Once your application is complete, make an appointment for a pre-lodgement meeting with the Licencing Inspector. Please telephone 06 323 0000.

For office use only

Vetted by
Council Officer Date

Fee paid

Receipt number