

# Application for off licence

## Checklist

Please contact the Licensing Inspector to arrange a pre-lodgment check of your application. Your application will not be accepted without an appointment with the inspector.

### The following must be included with your application

- The completed, signed, and dated application form.
- Completed answers to the three questions: object of the Act; design and layout; amenity and good order.
- Certificate of Incorporation/Memorandum of Association (*only if the applicant is a company or an incorporated society*).
- Copy of sale and purchase agreement.
- Letter of consent from the owner of the building, or a signed lease agreement.
- Planning Certificate of Compliance.
- Building Certificate of Compliance.
- If the premises are still under construction, building consent number:
- Map showing location of the premises.
- Photo or artist impression of the premises.
- Scale plans showing: designation (if any), principal entrances, and area where alcohol will be displayed and promoted.
- A copy of your business plan.
- Public notice – Form 7 is to be completed and attached for checking prior to you placing it in a local newspaper and displaying it on the premises in a conspicuous place.
- I understand that I must publicly advertise within 20 working days after filing the application.
- Host Responsibility Policy (one page, to be displayed in your premises).
- Host Responsibility Plan (if applicable).
- A completed CPTED (Crime Prevention Through Environmental Design) site assessment.
- If the application is a grocery store, a verified statement of annual sales revenue required by Regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.
- This checklist.
- The prescribed fee. (*The application fee is determined by the premises' risk category. Information on licence application fees is available on the Council's website. Non-refundable once processed.*)

# Application for off licence



## Information Sheet

An off licence authorises the sale, supply, or delivery of alcohol for consumption off the premises, such as:

- Premises – tavern, club, hotel, bottle store, supermarket, grocery store.
- Endorsed – Auctioneers, Remote Sellers of Alcohol.

The licence is subject to the provisions of the Sale and Supply of Alcohol Act 2012 (the Act) and conditions of the District Licensing Committee (dlc).

Contact Tararua District Council Planning Section to discuss your proposed business activity. This will help you determine in advance whether your proposed activity/premises complies with the relevant District Plan requirements and any additional costs or applications that may be involved in achieving compliance.

## Application Process

Indicative timeframe to process an off licence application is 6-8 weeks.

You can facilitate your application by providing complete and accurate information.

The District Licensing Committee forwards copies of your application to various reporting agencies before making its licensing decision. If there has been an objection to your application, it will be heard by the District Licensing Committee. Objections will trigger a hearing on your application.

The District Licensing Committee meets on the first Friday of each month.

If you are granted an off licence, you must apply for a renewal at least 20 working days before the licence expires.

## Application Requirements

You will need to provide:

- Planning certificate of compliance – before you apply for an off licence, you will need to obtain a Planning Certificate of Compliance.
- Proof of business – a certificate of incorporation, company constitution or memorandum of association and/or a partnership agreement. Grocery stores must also provide evidence showing the principal business is derived from foodstuffs.
- Proof of consent – you will need a written statement from the building owner consenting to alcohol sales.
- Building documentation – a photo or drawing of the exterior of the premises, a map showing the location, an A4 scale plan of the interior showing areas used for sale of liquor, areas restricted or supervised, and all principal entrances.
- Building evacuation scheme – <https://onlineservices.fire.org.nz>
- Host responsibility policy (one page) – see sample.
- Host responsibility plan – an implementation plan specific to your premises using the enclosed guide.
- Public notice – you must place a notice in the Bush Telegraph within 20 working days after you submit your application. The notice must be published twice\* (not more than ten days and not less than five days apart). You must also display a visible notice on the site of the proposed premises within 10 working days after submitting the application.
- Manager's certificate – at all times when alcohol is being sold or supplied to the public, a manager must be on duty and responsible for compliance with the Act and the conditions of the licence. The manager must hold a current manager's certificate.

\* Unless advised otherwise by the Inspector.

# Application for off licence

## Sale and Supply of Alcohol Act 2012

### The Object of the Act

All applications must be considered in light of the object of the new Act (section 4):

- The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm includes crime damage, death disease, disorderly behaviour, illness or injury, directly or indirectly caused or directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol. It also includes harm to society generally or the community directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol.

### Design and Layout

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Guidelines and examples on the types of concepts that design and layout could include are contained in Crime Prevention Through Environmental Design (CPTED). Guidelines on CPTED can be obtained through the Health Promotion Agency at <http://www.alcohol.org.nz/resources-research/alcohol-resources/resource-publications>, or from the licensing inspector.

### Amenity and Good Order

- What appropriate systems, staff, and training is in place or will be put in place to ensure compliance with the law.
- Current and possible future noise levels (if relevant, what they intend to do to mitigate them).
- Current and possible future levels of nuisance and vandalism (if relevant, what they intend to do to mitigate them).
- The number of other licensed premises in the area. Will the granting of this licence increase negative effects in the area?
- The purposes for which land near the premises is being used for, and will that change if the licence is issued?

# Application for off licence



## Sale and Supply of Alcohol Act 2012

Please explain how you are going to comply with the following requirements of the new Act.

### Question 1

The renewal of this application will contribute to the **Object of the Act** by:


### Question 2

Describe how the **design and layout** of your premises will help to achieve the Object of the Act:


### Question 3

The renewal of this application will not decrease the **amenity and good order** of the area by more than a minor extent because we:


# FORM 4

## Application for off licence



### Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to mark your answers; and
- print clearly.

To The Secretary  
District Licensing Committee  
PO Box 115  
Dannevirke 4942

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

### Endorsements

Remote sellers of Alcohol       Auctioneers

### Details of applicant *(Please print in CAPITALS)*

\_\_\_\_\_

Full legal name or names to be on licence

\_\_\_\_\_

Postal address *(for service of documents)*

\_\_\_\_\_

Town

Postcode

\_\_\_\_\_

Contact person

0 - \_\_\_\_\_

0 - \_\_\_\_\_

0 - \_\_\_\_\_

Home phone number

Work phone number

Mobile phone number

\_\_\_\_\_

Email

Status of applicant *(by reference to Section 28 of the Sale and Supply of Alcohol Act 2012)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Natural person  | <input type="checkbox"/> Private company | <input type="checkbox"/> Body corporate <i>(to which Section 75(1)ba of the Act applies)</i>                    |
| <input type="checkbox"/> Club            | <input type="checkbox"/> Licensing trust | <input type="checkbox"/> Board, organisation or other body <i>(to which Section 75(1)bb of the Act applies)</i> |
| <input type="checkbox"/> Public company  | <input type="checkbox"/> Partnership     | <input type="checkbox"/> Government department or other instrument of the Crown                                 |
| <input type="checkbox"/> Local authority | <input type="checkbox"/> Trustee         | <input type="checkbox"/> Managers under the Protection of Personal and Property Rights Act 1988                 |

### Office use only

Date received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Record number \_\_\_\_\_

NAR \_\_\_\_\_ • \_\_\_\_\_

Receipt number \_\_\_\_\_

DLC decision number \_\_\_\_\_

Parcel \_\_\_\_\_

Amount paid \$ \_\_\_\_\_

**Details for private company** (Please print in CAPITALS)

For a private company incorporated under the Companies Act 1993:

Companies Office Business Number (NZBN) (as on the Companies Office website)

/  /

Date of incorporation

Place of incorporation

Authorised capital

Paid up capital

**Director(s) details** (Please print in CAPITALS)

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Postal address

Gender:  Male  Female

Occupation

/  /

Date of birth

Place of birth

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Postal address

Gender:  Male  Female

Occupation

/  /

Date of birth

Place of birth

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Postal address

Gender:  Male  Female

Occupation

/  /

Date of birth

Place of birth

## Shareholder(s) details (Please print in CAPITALS)

Full details of each person who holds 20% or more of the shares.


Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*


Postal address

	/		/	
--	---	--	---	--

Date of birth

--

Place of birth

Face value of shares

--

Gender:

 Male Female


Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*


Postal address

	/		/	
--	---	--	---	--

Date of birth

--

Place of birth

Face value of shares

--

Gender:

 Male Female


Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*


Postal address

	/		/	
--	---	--	---	--

Date of birth

--

Place of birth

Face value of shares

--

Gender:

 Male Female


Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*


Postal address

	/		/	
--	---	--	---	--

Date of birth

--

Place of birth

Face value of shares

--

Gender:

 Male Female

**Details where applicant is a natural person** *(Please print in CAPITALS)*

Title:  Mr  Mrs  Miss  Ms

Gender:  Male  Female

--

Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*

--

Residential address

--

Occupation

--	--	--

Date of birth

--

Place of birth

Criminal convictions *(state all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)*

Nature of offence	Date of conviction	Penalty suffered
	/ /	
	/ /	
	/ /	



Title:  Mr  Mrs  Miss  Ms

Gender:  Male  Female

--

Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*

--

Residential address

--

Occupation

--	--	--

Date of birth

--

Place of birth

Criminal convictions *(state all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)*

Nature of offence	Date of conviction	Penalty suffered
	/ /	
	/ /	
	/ /	



**Details for partnership** *(Please print in CAPITALS)*

Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*

Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*

Postal address

Postal address

Date of birth

Date of birth

Place of birth

Place of birth

Gender:  Male  Female

Signature of partner

Signature of partner

Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*

Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*

Postal address

Postal address

Date of birth

Date of birth

Place of birth

Place of birth

Gender:  Male  Female

Signature of partner

Signature of partner

**Details for a public company** *(Please print in CAPITALS)*

Companies Office Business Number (NZBN) *(as on the Companies Office website)*

Date of incorporation

Date of incorporation

Place of incorporation

Place of incorporation

**Director(s) details** *(Please print in CAPITALS)*

Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*

Full legal name *(including any middle names, aliases and/or maiden name that you may be known by)*

Postal address

Postal address

Occupation

Occupation

Gender:  Male  Female

Date of birth

Date of birth

Place of birth

Place of birth

Day contact

Day contact

Phone number

Phone number

Email

Email

.....

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Postal address

Postal address

Occupation

Occupation

Gender:  Male  Female

Date of birth

Date of birth

Place of birth

Place of birth

Day contact

Day contact

Phone number

Phone number

Email

Email

### Shareholder(s) details *(Please print in CAPITALS)*

Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Postal address

Postal address

Date of birth

Date of birth

Place of birth

Place of birth

Face value of shares

Face value of shares

Gender:  Male  Female

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Postal address

Postal address

Date of birth

Date of birth

Place of birth

Place of birth

Face value of shares

Face value of shares

Gender:  Male  Female

### Details of body corporate *(Please print in CAPITALS)*

Authority under which incorporated

Authority under which incorporated

## Details of applicant if not a natural person (Please print in CAPITALS)

Gender:  Male  Female

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

Postal address

Occupation

Date of birth

Place of birth

Day contact

Phone number

Email

Business details (describe principal business, any other businesses)

Criminal convictions (state all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)

Nature of offence	Date of conviction	Penalty suffered
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Details of premises (Please print in CAPITALS)

Trading name for the premises

Physical address of premises

Type of licence:  Grocery store  Hotel  Tavern  Supermarket  Bottle store

Other

Tenure: (owned by applicant or to be held as leasehold, or under tenancy agreement or licence)

Owned by applicant  Leasee  Tenancy agreement  Licence

Name of owner

Postal address

Is the licence sought conditional on completion of building work?

Yes  No

If YES, please state details

Three stacked empty text boxes for providing details.

**Details of manager(s)** (Please print in CAPITALS)

Empty text box for manager name.

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

Date of birth input fields.

Date of birth

Passport number input field.

Passport number

Manager's certificate number input fields.

Manager's certificate number

Certificate expiry date input fields.

Certificate expiry date

Empty text box for manager name.

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

Date of birth input fields.

Date of birth

Passport number input field.

Passport number

Manager's certificate number input fields.

Manager's certificate number

Certificate expiry date input fields.

Certificate expiry date

Empty text box for manager name.

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

Date of birth input fields.

Date of birth

Passport number input field.

Passport number

Manager's certificate number input fields.

Manager's certificate number

Certificate expiry date input fields.

Certificate expiry date

Empty text box for manager name.

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

Date of birth input fields.

Date of birth

Passport number input field.

Passport number

Manager's certificate number input fields.

Manager's certificate number

Certificate expiry date input fields.

Certificate expiry date

**Business details**

Is the sale of alcohol intended to be the principal purpose of the business?

Yes  No

If NO, intended principal purpose of business

Two stacked empty text boxes for providing the principal purpose of business.

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and 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, nature of other goods or services


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


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## Conditions

What systems (including training systems) and staff are in place (or are to be in place) for compliance with the Act? *(describe)*


Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people? *(describe)*


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## Signature

Dated at  this  day of  2 0

Print name

Signature of applicant

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## Please note

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee, 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).

## Privacy Statement

*Personal information contained in your application and any supporting information will be held by Tararua District Council. It will be provided to the District Licensing Committee, Police, Medical Officer of Health, New Zealand Fire Service, and Licensing inspectorate, and may be provided to the licensing authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.*

# FORM 7

## Public notice



### Off licence – application

Section 101, Sale and Supply of Alcohol Act 2012

Full name on the licence (e.g. company name, partnership, natural person)

  

Postal address

**has made application to the District Licensing Committee at Dannevirke for the issue of an off licence in respect of the premises situated at**

  

Physical address of premises

**known as**

Trading name of premises

**The general nature of the business conducted under the licence is**

Type of business (e.g. hotel, tavern, bottle store, supermarket, grocery store)

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

  

Specify days and hours (e.g. Monday to Sunday, 7:00am to 11:00pm)

**The application may be inspected during ordinary office hours at the office of the Tararua District Licensing Committee at the Dannevirke Service Centre, 26 Gordon Street, Dannevirke.**

**Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of the first notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Tararua District Council, PO Box 115, Dannevirke 4942.**

**No objection to the issue of a licence may be made in relation to a matter other than a matter specified in Section 105 of the Sale and Supply of Alcohol Act 2012.**

(In case of publication in newspaper/s) This is the  /  publication of this notice.

(In case of second publication in newspaper/s) This notice was first published on (date)  /  /

Publish notice:  Once  Twice

# CPTED checklist for off-licensed premises



## Windows

- There is at least 50% transparency in the front of the premises  Yes  No  N/A
- There is good visibility to and from the premises and the street  Yes  No  N/A

## Lighting

- Internal lighting inside the premises is suitable  Yes  No  N/A
- Lighting allows customers to be seen as they enter the premises  Yes  No  N/A
- Lighting allows staff to check IDs etc  Yes  No  N/A
- Lighting outside the premises is suitable  Yes  No  N/A
- Lighting outside the premises discourages loitering  Yes  No  N/A
- Car parks and loading bays are well lit  Yes  No  N/A
- Street lighting is outside the premises and is working properly  Yes  No  N/A

## Internal layout

- The cash register is positioned near the main entrance  Yes  No  N/A
- The cash register area is raised to improve visibility  Yes  No  N/A
- Safe is out of public view  Yes  No  N/A
- No stock displays are greater than 1.3 metres  Yes  No  N/A
- The entire premises can be seen by the cashier  Yes  No  N/A
- There is good visibility into cold stores  Yes  No  N/A
- Where there may be blind spots, mirrors or CCTV are installed  Yes  No  N/A

## Security

- Doors and windows are reinforced  Yes  No  N/A
- Nothing encourages loitering outside the premises (e.g. notice boards etc)  Yes  No  N/A
- There are no recessed entrances to the premises  Yes  No  N/A
- Intruder alarm is installed  Yes  No  N/A
- Alarm is monitored by monitoring centre  Yes  No  N/A
- Panic buttons are linked to intruder alarm  Yes  No  N/A

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## CCTV

- |  |                              |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| CCTV is installed                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| CCTV is positioned to monitor vulnerable areas | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Customers are aware of the CCTV system         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Staff understand its operation                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

---

## Staff

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| There are sufficient numbers of staff to ensure control of the premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Two or more workers are on duty after dark                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Staff are visible to customers upon entering the store                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Staff greet/acknowledge customers entering the store                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| A door buzzer notifies staff of customers entering the store            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |