

Sections 9 & 28 Sale of Liquor Act 1989  
Reg. 5 (1) Sale of Liquor Regulations 1990  
Form 2  
Fee: \$132.00

**To:** The Secretary  
Kaipara District Licensing Agency  
Kaipara District Council  
Private Bag 1001  
**Dargaville**

Application for an Endorsed On Licence (BYO Conditions) is made in accordance with the details set out below.

**Details Of Applicant**

Full Name: ..... Maiden Name: .....

Address:.....

Occupation:.....

Postal Address for service of document: .....

.....

Daytime Telephone No:..... Daytime Contact Name: .....

Full Name of Proposed Manager (if any):: .....

Address of Proposed Manager (if any):.....

.....

**Status of Applicant:** (Tick appropriate box)

- Natural Person
- Board, Organisation, or other body to which section 75 (bb) of the Act applies
- Public / Private Company
- Government Department of Other instrument of Crown
- Manager under the Protection of Personal and Property Rights Act 1988
- Body Corporate to which section 75 (ba) of the Act applies
- Licensing Trust
- Partnership
- Local Authority
- Club
- Trustee

**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.....

Name: .....

Address:.....  
.....

Date of Birth:..... Place of Birth: .....

Designation.....

Name: .....

Address:.....  
.....

Date of Birth:..... Place of Birth: .....

Designation.....

**Details if a Private Company**

*(tick appropriate box):*

Authorised Capital

Paid-up Capital

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: \$.....

Name: .....

Address:.....  
.....

Date of Birth:..... Place of Birth: .....

Designation:..... Face Value of Shares Held: \$.....

Name: .....

Address:.....  
.....

Date of Birth:..... Place of Birth: .....

Designation:..... Face Value of Shares Held: \$.....

**Details if a Public Company**

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

Name: .....

Address:.....  
.....

Date of Birth:..... Place of Birth: .....

Designation:.....

Name: .....

Address:.....  
.....

Date of Birth:..... Place of Birth: .....

Designation:.....

Name: .....

Address:.....  
.....

Date of Birth:..... Place of Birth: .....

Designation:.....

**Premises Details**

Address of proposed licensed premises: .....

Proposed trading name for premises: *(if any)* .....

Is the licence sought conditional upon construction or completion of the premises? Yes / No

Does the applicant own the proposed licensed premises? Yes / No

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: .....

**Business Details**

What is the general nature of the business to be conducted by the applicant if the licence is granted?  
(For example, hotel, tavern, restaurant, entertainment/nightclub) .....

.....

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

If No

What is intended to be the principal purpose of the business? .....

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? Yes / No

If Yes

What is the nature of those other goods or services? .....

On which days and during which hours does the applicant intend to allow the consumption of liquor under the licence? .....

**BYO Restaurant**

Does the applicant wish to have the licence endorsed under Section 28 of the Act? Yes / No

**Conditions**

What provision does the applicant intend to make for the sale and supply of:

Food? .....

Non-alcoholic and low alcohol beverages? .....

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? .....

.....

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? .....

.....

What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? .....

.....

Dated at ..... this ..... day of ..... 20.....

.....

Applicant

.....

Applicant

## Notes

- 1 In respect of the status of the applicant, see section 8 of the Sale of Liquor Act 1989.
- 2 For the matters that are to accompany this application, see regulation 5 (3) 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 which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impractical or unreasonable to do so).
- 5 In order to assist with the timely processing of your application it is important that you submit **four** complete copies of the application (including any supporting documentation) at the time of lodgement.

## Sale of Liquor

### Application for On Licence

- (1) An application for an on-licence in respect of any premises shall be in form 2.
- (2) An application for an on-licence in respect of any conveyance shall be in form 3.
- (3) Every application for an on-licence shall be accompanied by the following:
  - (a) Three copies of the application (including any supporting documentation)
  - (b) (*Where the applicant is incorporated*) A copy of the certificate of incorporation or other documentary evidence of its incorporation
  - (c) (*Where the applicant is a company*) A copy of the memorandum of association, or other

- documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor
- (d) *(Where the applicant is a local authority)* A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act
  - (e) *(Where the applicant is manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988)* A copy of the property order.
  - (f) A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished
  - (g) A map, or a copy of a map or of a portion of a map, showing the location of the premises
  - (h) A scale plan showing
    - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
    - (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas
    - (iii) Each entrance to the premises that the applicant intends should be designated as a principal entrance
  - (i) *(Where the applicant is not the owner of the premises)* A written statement from the owner to the effect that the owner has no objection to the grant of the licence
  - (j) A certificate by the local authority that the proposed use of the premises meets town planning requirements
  - (k) Menu
  - (l) The prescribed fee

## Public Notification Of Application For Licence

### On, Off, Club, Special, Variation, Renewal

The Secretary of the Kaipara District Licensing Agency requires that your application for your Licence be publicly notified.

This means that you must advertise the application as set out in Form 1 below in a newspaper circulating in the locality within a period of 20 days after filing the application with the Kaipara District Licensing Agency. The District Licensing Secretary nominates the following newspapers, which fall into this category:

- The Northern Advocate
- The Northland Times
- The Rodney Times
- The New Zealand Herald
- The Dargaville and District News
- Coast to Coast Courier

**You should choose the newspaper that you feel circulates the most in the locality of your application.** The interval between the two advertisements must be not less than 5 days and not more than 10 days between each notification and it is recommended that they are placed in the newspaper a week apart.

It is important that your advertisements are correctly worded and placed within the required time frame so that you do not have to repeat the process, which obviously will hold up the processing of your application. Please do not hesitate to contact the Dargaville or Kaiwaka Office, if you have any questions about public notification. **You are required to deliver copies of the newspaper pages showing both advertisements, including publication dates, to either the Dargaville Office or the Kaiwaka Service Centre.**

**PLEASE NOTE:** If your premises has both an on **and** an off licence, you only need to place **ONE** advertisement in the newspaper. You will need to include all the Sections which applies to your application (Please refer to list of sections enclosed).

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**Public Notice**

**Sale Of Liquor Act 1989 - Section**

**Note: See over page for relevant section.**

**Application For**

.....  
*(Full name, address and occupation of applicant)*

has made application to the Kaipara District Licensing Agency at Dargaville for the grant/  
renewal/variation *(delete one)* of a .....

Licence in respect of the premises situated at .....

and known as .....

The general nature of the business conducted/to be conducted *(delete one)* under the  
licence is.....

The days on which and the hours during which liquor is/is intended to be *(delete one)* sold  
under the licence are .....

The application may be inspected during ordinary office hours at the Kaipara District Licensing  
Agency at Kaipara District Council offices at 42 Hokianga Road, Dargaville or the Kaiwaka  
Service Centre, State Highway One, Kaiwaka.

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, file a notice in  
writing of the objection with the Secretary of the District Licensing Agency at the Kaipara District  
Council, Private Bag 1001, Dargaville.

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

## **Sections to Which your Application Applies**

### **On Licences**

- 9 (4) Application for On Licence
- 16 (2) Application for Variation of Conditions to On Licence
- 18 (3) Application for Renewal of On Licence

### **Off Licences**

- 31 (3) Application for Off Licence
- 39 (2) Application for Variation of Conditions to Off Licence
- 41 (3) Application for Renewal of Off Licence

### **Club Licences**

- 55 (3) Application for Club Licence
- 62 (2) Application for Variation of Conditions to Club Licence
- 64 (3) Application for Renewal of Club Licence

### **Special Licences**

- 76 (4) Application for Special Licence

r 4A  
Form 1A

**PUBLIC NOTICE**

(to be attached in a conspicuous place on or adjacent to the site which the application relates)

Sections 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4), 62(2A), 64(4) and 76(4), Sale of Liquor Act 1989

Full name, address and occupation of applicant .....

.....

has made application to the District Licensing Agency at .....

for the grant (or renewal) of a .....

licence in respect of the premises situated at .....

and known as .....

The general nature of the business conducted (or to be conducted) under the licence is .....

.....

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

.....

The application may be inspected during ordinary office hours at the office of the Kaipara District Licensing Agency at 42 Hokianga Road, Dargaville or State Highway One, Kaiwaka.

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 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 Private Bag 1001, Dargaville.

Date

The Secretary  
Kaipara District Licensing Agency  
Kaipara District Council  
Private Bag 1001  
Dargaville

Dear Sir

**Premises:** .....

I hereby state that either (delete one of the following):

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

\_\_\_\_\_  
Licensee