

Section 31 Sale of Liquor Act 1989  
Form 6

**Fee: \$793.24**

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

Application for an Off Licence 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 Contact Name: ..... Daytime Contact Number: .....

Full name and address of manager(s) to be employed  
and certificate numbers of Manager's certificate(s) .....

.....

.....

**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

**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:.....

**Details where the Applicant is a Partnership**

Full details of each partner as follows:

Name: .....

Address: .....

.....

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

Name: .....

Address: .....

.....

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

Name: .....

Address: .....

.....

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

Signature of each partner:

.....

.....

.....

**Premises Details**

Address of proposed Licenced premises: .....

**Type of Premises**

*(tick appropriate box)*

- Hotel or Tavern
- Club
- Supermarket
- Grocery Store
- Premises on which principal business is manufacture or sale of liquor
- Other

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**

Does the applicant seek the licence in connection with the business of a caterer? ..... Yes / No

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

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 sell liquor under the licence? .....

.....

**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? .....

.....

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

.....

Applicant

.....

Applicant

## 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 is required to 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 two dates of publication.

## 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

## Sale of Liquor

### Application for off-licence

- (1) An application for an off-licence in respect of any premises shall be in form 6.
- (2) Every application for an off-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 off 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) **(Where the applicant is a club)** Evidence that the Club
    - (i) Held a charter under Section 164 of the Sale of Liquor Act 1962 immediately before the 1<sup>st</sup> day of April 1990; or
    - (ii) Holds a club licence under the Sale of Liquor Act 1989, and is not a sports club
  - (g) **(Where the application relates to a hotel or tavern)** A reference to the number of the on-licence held by the applicant in respect of the hotel or tavern
  - (h) **(Where the application relates to premises in which the principal business is the manufacture or sale of liquor)** Particulars of the principal business conducted on the premises, and (where that principal business is wine making) the number of the licence held under the Wine Makers Act 1981
  - (i) **(Where the application relates to a supermarket)** Particulars of the floor area of the supermarket, including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items
  - (j) **(Where the application relates to a grocery store)** Particulars of the principal business of the store
  - (k) **(Where the application is made in reliance on Section 36(2)(a) of the Act)** Evidence to show that the sale of liquor in premises of a kind described in paragraph (c) or paragraph (d) of Section 36(1) of the Act would not be economic
  - (l) **(Where the application is made in reliance on Section 36(2)(b) of the Act)** Particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complimentary
  - (m) **(Where the application is made by the holder of an auctioneer's licence)** The number of the licence held under the Auctioneer's Act 1928
  - (n) 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
  - (o) A map, or a copy of a map or of a portion of a map, showing the location of the premises
  - (p) 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; and
    - (iii) (Except where the applicant is a club) Each entrance to the premises that the applicant intends should be designated as a principal entrance
  - (q) **(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
  - (r) A certificate by the local authority that the proposed use of the premises meets town planning requirements
  - (s) The prescribed fee

orm 1

## 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
- Kaipara Lifestyler
- The Rodney Times
- The New Zealand Herald
- The Dargaville and District News

**You must 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).

---

**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.

**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