



## Information sheet for new off licence

**Off-licence: the Licensee can sell alcohol for consumption off the premises only.**

To complete this application you will need to answer **all** the questions, supply **all** requested documentation and prescribed fee. Please bring this coversheet when lodging your application.

### What to include (please tick):

- Please include the issued Building Certificate as required under s.100 (f) of the SSAA 2012 Act.
- Please include the issued Planning Certificate as required under s.100 (f) of the SSAA 2012 Act.
- Original of the completed New Off application form.
- A written statement from the owner of the building consenting to alcohol being sold from the premises.
- A copy of the Certificate of Incorporation or other documentary evidence identifying particulars of the applicant.
- Detailed A4 scale plan showing the interior of the premises showing the kitchen, toilets, customer areas, principal entrance and indicated the designated areas - restricted or supervised areas.
- A photograph of the outside of the premises including the principal entrance.
- A copy of your host responsibility policy and an alcohol management plan detailing how the specific points in the policy will be implemented.
- A report detailing the target market and how the proposed business will mitigate any risk which could negatively impact the local community – in particular nearby sensitive premises (e.g. schools, playcentres, koanga reo, playgrounds, churches, resthomes). Also include any other information which may assist in determining your application.
- A street map of the area showing where the premises is located.
- A copy of each manager's certificate and details of each manager's experience for those nominated to manage the premises – include a copy of New Zealand driver's licence, and New Zealand Police supplement form for each manager.
- A copy of the applicants New Zealand driver's licence for Police ID purpose and New Zealand Police supplement form for each person. If the applicant is a company or partnership please supply copies of all shareholders/directors/partners drivers licences for Police ID purpose, together with the completed New Zealand Police supplement form.
- A letter of authorisation for an alcohol licensing consultant if they are preparing the application for you.
- The application fee which is non-refundable.

**Please note** that the applicant must be the party that will be banking the money from the business, e.g. the name on the nominated bank account. The application must be signed by one of the following: applicant if an individual; or all members of the partnership; or the principal director/shareholder of the company.

The above information must be included with your application for it to be accepted.

When you have all the required documentation, you can lodge your application.

**Note:** failure to supply all the required documents may result in this application being returned.

Please use the fees assessment table on Pages 3 and 4 to calculate your risk rating and application fee and then tick the appropriate box below.

Please ensure you have accurately assessed your fee. If you need help with working out your fees please contact the Alcohol Team on 0800 727 059 or by email [kdclicensing@kaipara.govt.nz](mailto:kdclicensing@kaipara.govt.nz).

### Application Fee

	Risk category (based on weighting)	Application/Renewal Fee (including GST)
<input type="checkbox"/>	Very low (0-2)	\$368.00
<input type="checkbox"/>	Low (3-5)	\$609.50
<input type="checkbox"/>	Medium (6-15)	\$816.50
<input type="checkbox"/>	High (16-25)	\$1,023.50
<input type="checkbox"/>	Very high (26 plus)	\$1,207.50

### Payment Options

By mail: Send your cheque and this form to:

Kaipara District Council  
Alcohol and Licensing Department  
Unit 6, The Hub  
6 Molesworth Drive  
**Mangawhai 0505**

In person: Pay by cash, cheque or Eftpos at either Council Offices:

Unit 13, 6 Molesworth Drive, Mangawhai Village; or  
42 Hokianga Road, Dargaville

By direct credit: Kaipara District Council 02 0308 0090743 07

Reference as: New Off / Applicants Name

Office Use only	Cashier Name	Comments
Receipt Number:		
Receipt Amount: \$		
NAX Customer Number		

## Fee Assessment

### Application fee

Enter your points for:

**P** Your type of off-licensed premises

Type of off-licensed premises	Weighting points
Supermarket, grocery store, bottle store	15
Off-licence in a hotel or tavern	10
Remote sale premises and premises not otherwise specified	5
Winery cellar doors	2

Weighting

**H** Your latest trading time

Type of premises	Latest trading time allowed by licence (during 24 hour period from 6am to 6am)	Weighting points
Premises for which an off-licence is held or sought (other than remote sales premises)	10pm or earlier	0
	Any time after 10pm	3
Remote sales premises	Not applicable	0

Weighting

**E** Your number of enforcements in the last 18 months

*If you are a new applicant this will be zero*

Number of enforcements in last 18 months	Weighting points
None	0
1	10
2 or more	20

Weighting

**P** + **H** + **E** = Your cost/risk category. Type of premises +latest trading time + number of enforcements (Add boxes P+H+E)

+  +  = Total Risk Category

On page 2 (Fees section) tick the box that matches your cost/risk category weighting you have calculated.

**Annual fee (information only - do not pay your annual fee at application time)**

For new applications, an annual fee will be payable on approval of your licence **before** the licence is issued.

Cost/risk category (based on weighting):	Annual fee (including GST)
Very low (0-2)	\$161.00
Low (3-5)	\$391.00
Medium (6-15)	\$632.50
High (16-25)	\$1,035.00
Very high (26 plus)	\$1,437.50

## Application for new off-licence

### Section 100 of the Sale and Supply of Alcohol Act 2012

To the Secretary

Kaipara District Licensing Committee

#### 1 Details of the applicant/entity

Full name of licence holder:			
Physical address of proposed licensed premises:			
Postal address for service of documents:			Postcode:
Email address (required):			
Occupation:			
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of birth:	Place of birth:
Daytime contact name and telephone number:			
Preferred mode of contact:			

Has the applicant been convicted of any offence? 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.

Yes  No

If Yes, what are the details of each offence?

Nature of offence:
Date of conviction:
Penalty suffered:

#### Status of applicant(s) (tick appropriate box)

- |   |  |
|---|--|
| <input type="checkbox"/> Natural Person   | <input type="checkbox"/> Private Company   |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/> Local Authority   |
| <input type="checkbox"/> Public Company   | <input type="checkbox"/> Licensing Trust   |
| <input type="checkbox"/> Trustee  | <input type="checkbox"/> Government department or other instrument                     |
| <input type="checkbox"/> Board, organisation or other body to which section 28 (1) (c) of the Act applies | <input type="checkbox"/> Body corporate to which section 28 (1) (b) of the Act applies |
| <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988            | <input type="checkbox"/> Club  |

Full name of manager(s):	Certificate number(s) and expiry

**2 Further details where applicant is a company**

Company name: \_\_\_\_\_

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

**(In the case only of a private company):**

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

**(In the case only of a public company):**

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

Name	Address	Date of birth	Place of birth	Designation

**3 Further details where applicant is a partnership**

Full details of each partner as follows:

Name	Address	Date of birth	Place of birth

Signature of each partner; director or shareholder

Persons name

Signature

Date

Persons name	Signature	Date

#### 4 Premises details

Physical address of licensed premises: \_\_\_\_\_

Type of premises (tick appropriate box):

- |  |   |
|--|---|
| <input type="checkbox"/> Hotel or Tavern | <input type="checkbox"/> Grocery Store          |
| <input type="checkbox"/> Club            | <input type="checkbox"/> Retail store           |
| <input type="checkbox"/> Supermarket     | <input type="checkbox"/> Other e.g. remote sale |

Proposed trading name for premises (if any):

Is a 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:

What is the square metres of the premises (floor area)?

#### 5 Business details

Is a licence already held for the premises concerned?  Yes  No

In the case of an auctioneer, does the applicant wish to have the licence endorsed under section 39 of the Act?  Yes  No

In the case of a remote seller, does the applicant wish to have the licence endorsed under section 40 of the Act?  Yes  No



Is the sale of alcohol intended to be the principal purpose of the business?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 alcohol under the licence?**

Days	Hours

**6. Conditions (please answer each question thoroughly)**

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?
What steps does the applicant propose to take to promote the responsible consumption of alcohol?
What other systems (including training) and staff are in place (or to be in place) for compliance with the Act?

State the experience and training of the applicant:

--

Signed at (place):

On (date):

Applicants signature:


**Please remember to sign and date the application and complete the NZ Police Supplement before lodging this application with Council.**

To assist with Police reporting, the New Zealand Police Supplement Form must be signed by the following:

- The applicant if an individual
- All partners of the partnership
- All directors and shareholders of the company.

**Please provide a copy of each person's New Zealand driver's licence for identification purpose.**



## NEW ZEALAND POLICE SUPPLEMENT

The District Licensing Committee 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. You are entitled to receive a copy of that report. The Police cannot report unless you consent to them releasing relevant information to the District Licensing Committee, 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 purposes:**

**Date of birth:** ..... **Male**  **Female**

Please provide a copy of your New Zealand Driver's Licence or Passport for ID

**Safer Communities Together**

## **Important information about public notices**

### **Public Notices**

Once you have lodged your application with council, you must put a public notice in a registered newspaper that circulates in the locality of the premises which are the subject of the application. The first notice must be published within 20 working days of lodging the application with Council. The second notice must be published in the same newspaper, not less than 5 days not more than 10 days after the first. (i.e. notify one week apart).

The following newspapers fall into this category:

- The Northern Advocate
- The New Zealand Herald
- Kaipara Lifestyler
- The Rodney Times

A full copy of the page(s) in which the newspaper advertisement has been placed, showing the dates the advertisements were placed and the newspaper the notification featured in, must be forwarded to the District Licensing Committee.

Form 7 the format for the notice(s) is as follows:

**Public notice of application for off-licence**  
**(use this form for your newspaper advertisement)**

**Section 101, Sale and Supply of Alcohol Act 2012**

Full name of licence holder: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Occupation: \_\_\_\_\_

has made application to the Kaipara District Licensing Committee for the issue of an off-licence In respect of the premises situated at (location) \_\_\_\_\_

The general nature of the business to be conducted under the licence is: (type of business, e.g. hotel, tavern, bottlestore, cellar door entertainment/night club): \_\_\_\_\_  
 \_\_\_\_\_

The days on which and the hours during which alcohol is intended to be sold under the licence are: (specify days and hours) \_\_\_\_\_

The application may be inspected during ordinary office hours at the Kaipara District Council Offices at Unit 13, The Hub, 6 Molesworth Drive, Mangawhai or 42 Hokianga Road, Dargaville.

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 this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee, Private Bag 1001, Dargaville 0340.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

(In case of publication in newspaper(s)). This is the (state whether first or second) publication of this notice.

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

A copy from the newspaper, of each notice (the full page) showing the date of the paper must be sent to the District Licensing Committee.

## **Public notice of application for off-licence (put this one in your premises window for public view)**

### **Section 101, Sale and Supply of Alcohol Act 2012**

Full name of licence holder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

has made application to the Kaipara District Licensing Committee for the issue of an Off-licence in respect of the premises situated at (location) \_\_\_\_\_

The general nature of the business to be conducted under the licence is: (type of business, e.g. hotel, tavern, bottlestore, cellar door) \_\_\_\_\_

The days on which and the hours during which alcohol is intended to be sold under the licence are: (specify days and hours) \_\_\_\_\_

The application may be inspected during ordinary office hours at the Kaipara District Council Offices at Unit 13, The Hub, 6 Molesworth Drive, Mangawhai or 42 Hokianga Road, Dargaville.

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 this notice, file a notice in writing of the objection with the Secretary of the Kaipara District Licensing Committee, Private Bag 1001, Dargaville 0340.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

### **Section 39 Notices also to be displayed on premise**

A copy of an application to which regulation 36, 37, or 38 applies must be displayed:

- (a) on the premises to which it relates, in a place (whether inside or outside the premises) where it can conveniently be read by a person outside the premises.
- (b) for at least 10 days after a copy was first published (in accordance with these regulations) in a newspaper.

## Declaration of Evacuation Scheme

**Important:** This must be completed and returned with your Premises Licence Application (New and Renewal) and Special License application.

To enable the District Licensing Committee to approve your licence, your application must be accompanied by the following statement that outlines the building status in relation to having, or not having, an approved evacuation scheme filed with Fire Emergency New Zealand.

In relation to Liquor Licensing (mainly bars and clubs), the most likely criteria is that the facility is capable - through calculation in the Building Act - of holding 100 or more customers. Buildings capable of holding less than 100 people generally don't need a scheme.

If you are unsure of your occupancy numbers, consult the latest Fire Design Report for your building, the building file at Council or contact the Fire Emergency New Zealand representative listed below.

If you are a tenant in a larger building, your building may already have an approved evacuation scheme. Check with the building owner.

### To be completed by applicant

Liquor Licence Number: \_\_\_\_\_

For premises known as: \_\_\_\_\_

Street Address: \_\_\_\_\_  
 \_\_\_\_\_

Building Owner: \_\_\_\_\_

### Statement (Tick the option that applies)

- The building has a current evacuation scheme approved under Section 76 Fire and Emergency New Zealand Act 2017 or the Fire Service Act 1975  
 Has a trial evacuation been completed in the building in the last six months and reported  Yes  No to the Fire Service? (If not your application may be opposed)
- The building does not require an evacuation scheme due to either current use or nature of the building.
- We are a tenancy in a larger building with an evacuation scheme approved by the New Zealand Fire Service.

### Note

For more information or advice, please contact:

Craig Bain  
 Whangarei-Kaipara Area 2  
 12 Mansfield Terrace  
 Whangarei  
 Email: [craig.bain@fireandemergency.nz](mailto:craig.bain@fireandemergency.nz)  
 Phone: (09) 430-1256





## ***Public Health Questionnaire for Off-licence Applications***

This questionnaire helps to ensure that you, as a licensee, meet the Public Health requirements of the Sale and Supply of Alcohol Act (2012) to minimise illness, disease, Injury or death caused by the inappropriate consumption of alcohol.

**This questionnaire should be completed by the applicant/licensee (not a consultant) & returned with your licence application**

Your licence application maybe delayed without completion of this questionnaire.

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To complete our files please include copies of the following when returning this questionnaire.

- Social Responsibility Policy/Statement or Alcohol Management Plan
- Staff Training Policy



Who is the main contact person and their role?

To help us understand your business, what goods do you sell other than alcohol if any?

**Social Responsibility**

- Do you have a Social Responsibility Policy? **(If yes, please attach)** Yes  No
- Do you have tastings? Yes  No
- If yes, is potable drinking water freely available? Yes  No

**Amenity and Good Order**

- Is your premises in an alcohol ban area? Yes  No
- What steps will you take to ensure your business does not impact negatively on your neighbours?  
e.g. noise, nuisance and vandalism?

**Staff Training**

- Do you have a staff training policy? **( If yes, please attach)** Yes  No
- How many certified managers do you have? .....
- Do you provide training to staff on the Sale and Supply of Alcohol Act? Yes  No
- If yes: In-house training, by whom? .....
- Courses provided by?.....

How do you monitor the performance of staff in relation to their responsibilities under the Sale and Supply of Alcohol Act 2012?

**Intoxicated Patrons**

How do you identify if a person is intoxicated?

What process do you have to deal with intoxicated patrons?

**Minors**

If you suspect somebody is underage, what are the three forms of ID you can accept?

- 1. ....
- 2. ....
- 3. ....

**Alcohol Promotion**

Is alcohol advertised on the building exterior? Yes  No

Sandwich boards Yes  No

Billboards Yes  No

What percentage of your front window is covered in alcohol advertising?  
.....

What alcohol brands and products are you currently advertising in your windows?  
.....

Do you sell single serve alcoholic drinks? Yes  No

**Signage**

Do you have the following signage on display?

No ID, No Service, No Exceptions

Yes  No

Alcohol will not be served to anyone who is intoxicated

Yes  No

**Smoke-free Environments Act 1990**

Do you sell tobacco?

Yes  No

Are tobacco products visible to the public?

Yes  No

**Undertaking from Licensee**

I..... (Full name), the Licensee\* for.....Premises

acknowledge that I have read and understood each of the above questions and I agree to comply with the measures outlined here throughout this next licensing period.

I also acknowledge that Public Health Liquor Licensing Officer, on behalf of the Medical Officer of Health, may visit my premises, from time to time, in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.

Signed:.....

Dated:.....

Position/Title:.....

*\*In the case of a corporate this application is to be signed by the Operations Manager responsible for the premise / outlet.*

*The submission of this Public Health Questionnaire is not complete until it has been signed either by the Licensee or Operations Manager for the premises. The information contained within this Public Health Questionnaire may be shared with other statutory agencies, including Police, LLI or ARLA, for the purpose of their enquires.*