



Information sheet for new off-licence

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

To complete this application, you must answer **all** the questions, supply **all** requested documentation and pay the application fee. Please bring this coversheet when lodging your application.

What to include (please tick):

	The issued Building Certificate as required under s.100 (f) of the SSAA 2012 Act.
	The issued Planning Certificate as required under s.100 (f) of the SSAA 2012 Act.
	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 defined licensed area, the interior of the premises showing the kitchen, toilets, customer areas, principal entrance and designated areas – restricted, supervised or designated. (Refer to last page for an example).
	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. Copies of recent staff training plans/systems in place are required.
	Copies of recent staff training with regards to the requirements of the Sale and Supply of Alcohol Act 2012.
	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, kohanga 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 identification details for each manager.
	Identification details: If the applicant is a company or partnership, please supply copies identification for each person.
	A letter of authorisation for an alcohol licensing consultant if they are preparing the application for you.
	The application fee which is non-refundable (refer to payment options).

	<p>If a grocery store, a verified statement of annual sales or a statement of projected gross sales revenue (see <i>Sale and Supply of Alcohol Regulations 2013</i>).</p> <p><i>If the application is for a new business (Operating less than 12 months) or a business that has changed materially in the last 12 months, the statement to projected gross sales revenue is to be for the following 12 months.</i></p>
	<p>Provide evidence that training has been undertaken (e.g. Typsy, ServeWise, LCQ certificates). Detail what modules within the course were undertaken by the licensee or staff member. Ensure that the trainee and those trained have signed stating that the training has been completed and what date it was undertaken.</p> <p>State what resources were used, or plan to be used in providing on-going training for staff (e.g. HPA manager's guide, toolkit folders, host responsibility guides or Hospitality New Zealand resources.)</p>

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 and the application fee must be included with your application for it to be accepted.**

Please use the fee assessment table on Pages 2 and 3 to calculate your risk rating and application fee and then tick the appropriate boxes.

Fees

Application and annual fees are set by a cost/risk framework under the Sale and Supply of Alcohol (Fees) Regulations 2013.

If it is determined that your fee category should be changed any additional fee must be paid before the licence is issued.

For new applications, the application fee must be paid when the application form is submitted, and the annual fee paid before the licence is issued.

Tick the box that matches your fee assessment.

Fee Category	Application Fee	Annual Fee
Very Low (0-2)	\$368.00	\$161.00
Low (3-5)	\$609.50	\$391.00
Medium (6-15)	\$816.50	\$632.50
High (16-25)	\$1,023.50	\$1,035.00
Very High (26+)	\$1,207.50	\$1,437.50

Fee Assessment

(Please return this fee assessment form with your application)

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 premises	Latest trading time allowed by licence (during 24 hour period from 6.00am to 6.00am)	Weighting points
Premises for which an off-licence is held or sought) other than remote sales premises)	10.00pm or earlier	0
	Any time after 10.00pm	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

Your cost/risk category

Type of premises + latest trading time + number of enforcements (add boxes P + H + E)

Tick the box in the fees section on page 2 that equals your Total Risk Category

+ + = Total Risk Category

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

Payment Options

Post this form to:

Alcohol and Licensing Department
 Kaipara District Council
 Unit 5 The Hub
 6 Molesworth Drive
Mangawhai 0505

In person

Pay by cash or Eftpos at either Council Office:
 Unit 5 The Hub **or** 32 Hokianga Road
 6 Molesworth Drive **Dargaville**
Mangawhai Village

Email: kdclicensing@kaipara.govt.nz

Please remember to pay by direct credit

By direct credit: Kaipara District Council 02 0308 0090743 07

Reference as: Applicants Name/New Off/1401017;GL

Note: Payment of the application fee must be paid when application is lodged.

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

Application for new off-licence

Section 100 of the Sale and Supply of Alcohol Act 2012

To The Secretary
Kaipara District Licensing Committee
Email: kdclicensing@kaipara.govt.nz

This application is made in accordance with the details set out below.

1. Details of the applicant/entity

Full legal name of licence holder (if a company then the exact name as shown on the certificate of incorporation):

Physical address of proposed licence premises:

Postcode:

Postal address for service of documents:

Postcode:

Email address (required):

Occupation:

Male

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)

Natural Person

Private Company

Partnership

Local Authority

Public Company

Licensing Trust

Trustee

Government department or other instrument of the Crown

Board, organisation or other body to which section 28 (1) (c) of the Act applies

Body Corporate to which section 28(1)(b) of the Act applies

Manager under the Protection of Personal and Property Rights Act 1988

Club

Full name of manager(s):	Date of Birth	Certificate number(s) and expiry date(s)	Identification type and number

2. Further details where applicant is a company

Company name:

Date of incorporation:

Where was the company incorporated:

Full details of each Director and the Secretary as follows:

Director		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	ID type and number:	
Director		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	ID type and number:	
Secretary		
Name:	Date of birth:	Place of birth:
Address:		

(In the case of a private company only)

Authorised capital:

Paid up capital:

Full details of each person who holds any shares issued by the company:

Shareholder 1		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	Face value of shares held:	ID type and number:
Shareholder 2		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	Face value of shares held:	ID type and number:
Shareholder 3		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	Face value of shares held:	ID type and number:
Shareholder 4		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	Face value of shares held:	ID type and number:

(In the case of a public company only)

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

Shareholder 1		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	ID type and number:	
Shareholder 2		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	ID type and number:	
Shareholder 3		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	ID type and number:	

Shareholder 4		
Name:	Date of birth:	Place of birth:
Address:		
Designation:	ID type and number:	

3. Further details where applicant is a partnership

Full details of each partner as follows:

Partner 1		
Name:	Date of birth:	
Address:		
Place of birth:	Designation:	
ID type and number:	Signature:	
Partner 2		
Name:	Date of birth:	
Address:		
Place of birth:	Designation:	
ID type and number:	Signature:	
Partner 3		
Name:	Date of birth:	
Address:		
Place of birth:	Designation:	
ID type and number:	Signature:	
Partner 4		
Name:	Date of birth:	
Address:		
Place of birth:	Designation:	
ID type and number:	Signature:	

4. Premises details?

Physical address of licensed premises:

Type of premises

<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:

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

Does the applicant own the 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:

Restricted area: (for those 18 years or older)

Supervised area: (where minors must be accompanied by a legal guardian)

What is the square metreage 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		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 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, what is the nature of those other goods and 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):

Applicant's signature:

Printed Name:

Signed at (place):

On (date):

Applicant's signature:

Printed Name:

Signed at (place):

On (date):

Applicant's signature:

Printed Name:

Please remember to sign and date the application

Important information about public notices

Public Notices

Once you have lodged your application with Council, you must place a public notice in the Kaipara Lifestyler. 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).

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.

From 01 August 2023 we will be publishing all alcohol licence applications on our website. These will be available for viewing for **25 working days**, after publication.

Form 7

(use this form for your newspaper advertisement)

The format for the notice(s) is as follows:

Public notice of application for off-licence

Section 101, Sale and Supply of Alcohol Act 2012

Full name of the licence holder:

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

and known as

The general nature of the business conducted (*or to be conducted*) under the licence is: (*type of business, e.g. hotel, tavern, bottle store, cellar door, entertainment/nightclub*)

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 office of the Kaipara District Licensing Committee at The Hub, 6 Molesworth Drive, Mangawhai or 32 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 **25 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, second or only) 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 showing the date of the paper must be sent to the District Licensing Committee.

Guide to Public Notification

(Display this notice on the premises (whether inside or out) where it can be conveniently read by a person outside the premises)

If the building is being constructed and the public are unable to access the premises/site, contact the Alcohol Inspector prior to displaying the notice

The format for the notice(s) is as follows:

Public notice of application for off-licence - Section 101, Sale and Supply of Alcohol Act 2012

Full name of the licence holder

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

and known as

The general nature of the business to be conducted under the licence is: *(type of business, e.g. hotel, tavern, bottle store, cellar door, entertainment/nightclub)*

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 office of the Kaipara District Licensing Committee at Unit 5, The Hub, 6 Molesworth Drive, Mangawhai Village or 32 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 **25 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 at 32 Hokianga Road, Dargaville or Unit 5, 6 Molesworth Drive, Mangawhai Village or 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 or on an internet site.

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)

- | | | | | |
|--------------------------|-----|--------------------------|----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | The building has a current evacuation scheme approved under Section 76 Fire and Emergency New Zealand Act 2017 or the Fire Service Act 1975 |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Has a trial evacuation been completed in the building in the last six months and reported to the Fire Service? (If not your application may be opposed) |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | The building does not require an evacuation scheme due to either current use or nature of the building. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | 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

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 the completion of this questionnaire.

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

- Host Responsibility Policy/Statement or alcohol management plan
- Staff Training Policy

Application details

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

If Yes, is potable drinking water freely available? Yes No

What steps do 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 - The sale of alcohol to persons under the age of 18 is prohibited

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

1

2

3

Alcohol Promotions

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 window?

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

Smokefree 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.

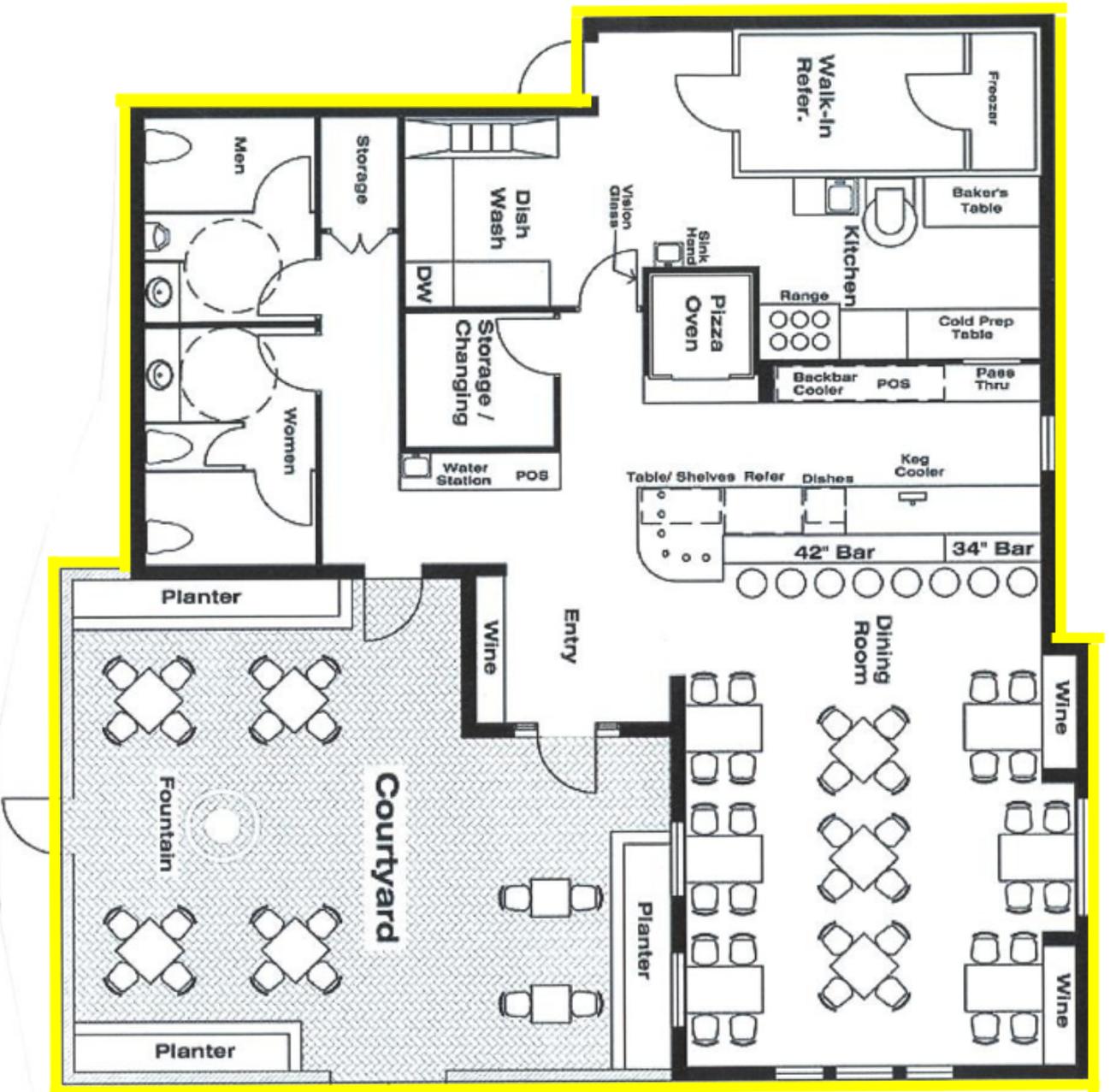
I also acknowledge that Public Health Liquor Licensing Officer, on behalf of the Medical Officer of Health, may visit my premises, from time to time, in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.

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 enquiries.



Example

restaurant style floor plan.

- Ensure that all items associated with the design and layout of the premises, doors, windows, seating, bars, toilets etc. are correctly identified.
- Ensure that all unnecessary information, such as dimensions associated with building consents etc. are removed from the plan.
- The proposed licensed area, known as the defined area, must be outlined with a **coloured highlighter**.
- Any area proposed to be designated must also be drawn with a **coloured highlighter**.
- The proposed principal entrance must be clearly identified.

Principal entrance

1. Defined (licensed) area.
2. Undesignated