
How to apply for a new on licence

Follow the instructions below to apply for a new on licence to sell and supply alcohol for consumption in a premises. **Your application will not be accepted unless the application is completed correctly, and all documentation is supplied.**

What you need to do

- Supply a **completed** application form
 - Supply all required supporting documents (see 'what to include')
 - Calculate and pay the fee (see page 2) – Please note, payment is to be made upon application
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What to include

Completed application form

Application fee

A building and planning certificate issued by the local authority that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the building code. Please visit [our website](#) for more information and application form.

Detailed A4 sale map of the interior of the premises showing:

- The areas used for the consumption of alcohol (include outdoor areas)
- The areas that are to be designed (restricted, supervised or undesignated)
- The principal entrance
- Layout of the interior of the premises – where tables, chairs, toilets and kitchens are located

Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to <https://order.healthpromotion.govt.nz/collections/alcohol> for tips on how to create a host responsibility plan. The policy should cover (but not be limited to):

- What food will be provided
- What low-alcohol and non-alcohol drinks will be provided
- Managing prohibited persons, minors and intoxicated people
- Information relating to alcohol promotions and alternative transport options
- What security systems will be in place

Copies of each current manager's certificate for those nominated to manage the premises

Certificate of partnership agreement if applicable.

Street map showing the location of the premises

A photo or artists impression of outside the premises including the main entrance

Building owner consent supporting the sale of alcohol and confirmation term of tenure

A copy of the food menu and beverages (alcoholic, low and non-alcoholic)

Brief written statement describing the way the business will operate

Important note

Applications may take up to 8 weeks to process. To ensure the application is processed quickly, please include all requested documents **and application fee** upon application, otherwise there may be delays with your application.

How to calculate your fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk-based fee for all alcohol licenses. Use the tables below to calculate the fee to be paid when lodging your application.

Select one box from both tables below, then add it together to get your total weighting for your application fee.

Weight	Type of Premises	Definition
15	Class 1 Restaurant Restaurant, night club, tavern, adult premises	Restaurants with a significant separate bar area which, in the opinion of the Territorial Authority, operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables in the bar area.
10	Class 2 Restaurant Hotel, tavern	A restaurant that has a separate bar (which may include a small bar area) but which, in the opinion of the Territorial Authority, does not operate that area in the nature of a tavern at any time.
5	Class 3 Restaurant Other premises not otherwise specified	A restaurant that only serves alcohol to the tables and does not have a separate bar area.
2	BYO Restaurant, theatre, cinema, winery cellar door	
	1 Total Points	

Weight	Trading hours allowed by licence
0	2.00am or earlier
3	Between 2.01am and 3.00am
5	Any time after 3.00am
	2 Total Points

Add your points together from the above sections to get your weighting

1 Total Points	+		2 Total Points	=		Total Weight
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Tick the risk rating that matches the total points

Total Points	Risk Rating	Application fee (incl GST)
0-2	Very low	\$368.00
3-5	Low	\$609.50
6-15	Medium	\$816.50
16-25	High	\$1,023.50
26+	Very High	\$1,207.50

Annual fee information

You will be charged an annual fee if your application is approved, an invoice will be sent upon application approval. Please see the annual fee table below for your reference.

Total Points	Risk Rating	Application fee (incl GST)
0-2	Very low	\$161.00
3-5	Low	\$391.00
6-15	Medium	\$632.50
16-25	High	\$1,035.00
26+	Very High	\$1,437.50

Payment Options – Full payment required on application

You can pay by cash, eftpos or credit card in person at Kaipara District Council offices at:

32 Hokianga Road
Dargaville

OR

Unit 5
The Hub
6 Molesworth Drive
Mangawhai Village

Alternatively, you can pay online and email your application to kdclicensing@kaipara.govt.nz

Direct Credit: Bank of New Zealand 02-0308-0090743-07
Reference the applicants name/New On/ 1401017;GL

OFFICE USE ONLY

Payment						
Application fee (incl GST)	Receipt no.	Receipt amount	Payment received			Cashier name
		\$		Yes	No	
Administration						
Date application received	Date application vetted	Date complete application received			Administrator	

To the Secretary of Kaipara District Licensing Committee, this application for an on licence is made in accordance with the details as set out below.

Applicant details

1 Full legal name of applicant:

Contact name:

Contact phone:

Contact email:

Postal address for service documents:

Postcode:

2 Has the applicant (or any company directors) had any criminal convictions? Yes No

If yes, what was the nature of the offence, date of conviction and penalty suffered?

(exclude 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

3 What experience and training does the applicant have with operating a licensed premises?

Please provide examples.

4 Are you applying as an individual?

Yes – skip to question 7

No – go to question 7

5 What is your occupation?

6 Date of birth (dd/mm/yyyy)

Place of birth:

Company details

- 7 Full details of each director/shareholder or partner. If this is a public company, please supply details of each person who holds 20% or more of the shares, or any class of shares issued by the company.

Shareholder/Director/Partner	Shareholder/Director/Partner	Shareholder/Director/Partner
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Name

Address

Date of birth

Place of birth

Designation

Number of shares

Premises details

- 8 Address of proposed licensed premises *(please include postcode)*

- 9 Proposed trading name of the premises:

- 10 What form of tenure and term of tenure will the applicant have?

Type of tenure:

Tenure expiry date:

Full legal name of owner:

- 11 What part (if any) of the premises is intended to be designated? *Leave blank if the entire premises are undesignated.*

Restricted area *(no one under 18 allowed onsite)*

Supervised area *(minors only permitted with parents/legal guardians)*

Business details

- 12 Has the premises held a licence previously? Yes No

Licence number:

Licence expiry date:

- 13 What is the general nature of the business to be conducted by the applicant if the licence is granted? *e.g. hotel, restaurant, tavern*

14 Is the sale of alcohol intended to be the principal purpose of the business? *If no, what is intended to be the principal purpose of the business?* Yes No

15 Will there be the intention to sell any other goods other than alcohol and food or providing services other than those related to alcohol and food? *If yes, what is the nature of those other goods or services?* Yes No

16 The days and hours where the premises intend to sell alcohol under the licence:

Monday	hours from	to	Friday	hours from	to
Tuesday	hours from	to	Saturday	hours from	to
Wednesday	hours from	to	Sunday	hours from	to
Thursday	hours from	to			

17 Manager details – list of all certified managers of the premises:

Name	Date of birth	Certificate number	Certificate expiry

18 What staff training will be provided to ensure compliance with the Act and your drink safe policy?
*Please provide a plan of what the training is, who it's provided by and when it's planned for and when completed.
 Please advise what resources will be used for training.*

Training	Provider	Planned/Completed

Resources used for training

19	Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?	Yes	No
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Licensing details

20	Are you operating as a BYO-only restaurant and intend to be endorsed under section 37 of the Act for a BYO-only restaurant?	Yes	No
21	Are you operating as a caterer only wanting to serve alcohol at events outside of your premises?	Yes	No
22	Are you intending to be endorsed under section 38 of the Act to operate as a caterer?	Yes	No

Important Notice

The New Zealand Police report on all applications and provide information on any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Kaipara District Council in accordance with our privacy statement, available [here](#).

Applicant's full name:

Applicant's signature:

Date:

Public Notice

In order to satisfy the notification requirements of section 101 of the Act please ensure you:

- Within ten (10) working days after filing the application you must fix a notice of the application in the prescribed form in a conspicuous place on or adjacent to the site which the application relates to
- Within twenty (20) working days after filing the application, give public notice of the application in the Kaipara Lifestyler

This page is to be forwarded to the Kaipara Lifestyler by the applicant. Two adverts are required.

Public notice of application for on-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 on-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, restaurant)*

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 Council offices in Mangawhai and 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.

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 showing the date of the paper must be sent to the District Licensing Committee.

Public Notice for application of an On-Licence

Pursuant to section 101 of the Sale and Supply of Alcohol Act 2012

This notice must be completed and on display at the premises as per section 101(a) of the Act.

Date Publicly Notified

Date Public Notice Ends:

Applicant name:

has made application to the Kaipara District Licensing Committee for the issue of an On-Licence in respect to the premises at:

Address:

Known as:

The general nature of the business to be conducted under the licence is:

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

<input type="text"/>	Monday	hours from	to	<input type="text"/>	Friday	hours from	to
<input type="text"/>	Tuesday	hours from	to	<input type="text"/>	Saturday	hours from	to
<input type="text"/>	Wednesday	hours from	to	<input type="text"/>	Sunday	hours from	to
<input type="text"/>	Thursday	hours from	to				

The application may be inspected during ordinary office hours at Council offices in Mangawhai and Dargaville.

Any person who is entitled to object and who wishes to object to the grant of the licence may do so, no later than **25 working days** after the date of the publication of this notice (specified above).

To object to the application, you will need to file this in writing to the Secretary of the District Licensing Committee.

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.

This declaration is to be completed, signed and returned with your application, even if an evacuation scheme is not required.

I _____ licence applicant for the
premises known as _____
situated at _____
state: _____

The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017

Because of the building's current use, its owners are no required to provide and maintain such a scheme

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

Note: for more information or advice please email:

NorthlandDistrictRRTeam@fireandemergency.nz

Attention: Kaipara Risk Reduction Advisor

Applicant's full name:

Applicant's signature:

Date:

Owner's full name:

Owner's signature:

Date: