
How to apply for a new off licence

Follow the instructions below to apply for a new off licence to sell and supply alcohol for consumption elsewhere. **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
- For supermarket and grocery stores; the single alcohol area where alcohol will be displayed but must be clearly shown
- Proposed permitted area for the display and promotion of alcohol, and any proposed sub-area

Drink safe policy – this is to outline the strategies that your premises will implement as a responsible supplier of alcohol. 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 low-alcohol and non-alcohol drinks will be provided
- Staff training and the refusal of service to 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

(For grocery stores) A verified statement of annual sales revenue required by regulations 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013. The statement is to detail gross sales revenue, excluding GST, of food products, household items, alcohol, tobacco, convenience foods and other revenue (excluding revenue from NZ Lotteries). **Note: Food product is defined in Section 33(1) of the Act and convenience food is defined in regulation 3 of the Sale and Supply of Alcohol Regulation 2013.**

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

15	Supermarket, grocery store, bottle store
10	Hotel, tavern
5	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified
2	Winery cellar door

1 Total Points

Weight Trading hours allowed by licence

0	10.00pm or earlier
3	Any time after 10.00pm

2 Total Points

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

1 Total Points + 2 Total Points = Total Weight

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

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	OR	Unit 5
Dargaville		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 Off/ 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 off licence is made in accordance with the details as set out below.

Applicant details

1 Full legal name:

Contact name:

Contact phone:

Contact email:

Postal address for service documents:

Postcode:

2 Has the applicant (or any company directors) been convicted of any offence? Yes No

If yes, what was the nature of the offence, date of conviction and penalty suffered? (exclude convictions for offences against provision 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
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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

- 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, tavern, bottle store, grocery store*
- 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
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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
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19 Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason? Yes No

Licensing details

20 Are you an auctioneer only and intend to be endorsed under section 39 of the Act for auctioneer sales only? Yes No

21 Are you operating as a remote seller only and intend to be endorsed under section 40 of the Act for remote sales only? 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.

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 Lifestyles

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

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 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 Council's Mangawhai or Dargaville offices.

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 Off-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 Off-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:

	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				

The application may be inspected during ordinary office hours at Council's Mangawhai or Dargaville offices.

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 about evacuation schemes, fire safety requirements or advice please contact Fire and Emergency NZ via email at: NorthlandDistrictRRTeam@fireandemergency.nz

Attention: Kaipara Risk Reduction Advisor

Applicant's full name:

Applicant's signature:

Date:

Owner's full name:

Owner's signature:

Date:

New Business Declaration

Statement of Gross Annual Sales Revenue – Grocery Store

Section 33(2)(a)(ii) Sale and Supply of Alcohol Act 2012 and Regulation 12 Sale and Supply of Alcohol Regulations 2013.

For the period _____ to _____ weeks _____ months

Note: The statement period must be for the 12 months after the time at which the application for the issue of an off-licence for the premises is made.

Category	Sub-category	Amount (\$)
Gross sales revenue		
GST		
GST exclusive revenue		
Excise duty on tobacco products		
Excise-equivalent duty on tobacco products		
Lotteries Commission revenue	Lotto	
	Keno	
	Instant Kiwi	
	Other (please specify)	
Net sales revenue after deductions	TOTAL	

Break down of net sales revenue:

Category	Sub-category	Amount (\$) excluding GST	% Total net sales revenue
Food products	Food intended to be used as a component of a home-cooked meal, such as: • Cooked chicken • Tinned foods, pasta sauces, soups • Fresh or dried pasta and/or noodles • Baking needs e.g. sugar, eggs, flour • Breakfast cereals • Frozen food products • Dried/preserved goods including fruit • Packets of coffee, tea, milo etc. • Condiments, pickles, relishes and the like • Plain milk of any volume, cream, butter and the like • Full sized cakes Or any similar food		
	Unprocessed raw fruits and vegetables including peeled and sliced products, salads/salad mix		
	Fresh/frozen meats (beef, poultry, fish etc.)		

Category	Sub-category	Amount (\$) excluding GST	% Total net sales revenue
	Delicatessen items such as: • Antipasti • Cold sliced meat • Smoked chicken/fish Or any similar food		
	Unfilled breads, buns or rolls		
	Beverages (other than alcohol or plain milk) sold individually or in multi-packs with a combined volume of 1 litre or more		
	Multi-packs of chips, crisps, sticks and similar food made of potato, corn etc.		
	Biscuits, bars, cones, cookies, crackers, wafers or similar items that: 1. Weigh over 60g; and 2. Contain more than one individual item		
	Ice cream over 1 litre including blocks, cakes or similar		
	Other (please specify)		
	Total		
Convenience foods	Confectionery		
	Ready-to-eat prepared foods that can be eaten immediately as a meal, part of a meal or as a meal substitute without further preparation (heating, thawing etc.) such as: • Sandwiches, rolls, wraps, tacos, etc. • Pizza or similar, in any form • Hot dogs, hot chips, fish and chips, hamburgers or similar • Meat, vegetable or fruit pies and rolls e.g. sausage rolls • Pasties, samosas or similar Or any similar food		
	Snack food that is usually consumed between meals, can be eaten immediately and is <i>usually</i> sold individually or in small quantities, such as: • Potato chips, crisps, sticks or straws, corn chips sold in individual packets of any size • Pretzels or similar • Bacon/pork crackling or similar • Prawn chips or similar • Individual ice creams or ice cream substitute products, ice cream/ice blocks, cakes or similar totalling less than 1 litre		

Category	Sub-category	Amount (\$) excluding GST	% Total net sales revenue
	- Food that is, or is mostly bars, biscuits, cones, cookies, crackers, wafers or similar items, <i>if</i> weighing less than 60g and sold as individual items - Processed or treated nuts or seeds (or mixtures of seeds and nuts) presented in quantities of less than 60g - Popcorn Or any similar food		
	Beverages (other than alcohol or milk) sold in a container with a capacity of 1 litre or less, e.g. cans, small bottles, milkshakes, coffee or similar		
	Other (please specify)		
	Total		
Alcohol			
Tobacco			
Other revenue	All other non-food items sold on the premises		
	Sundry items (e.g. cleaning products, foil, gladwrap etc.)		
	Toiletries, personal hygiene items		
	Hardware items		
	Newspapers and magazines		
	Stationary		
	Postage items/stamps		
	Phone cards		
	Other (please specify)		
	Total		
Grand total			100%

I, _____, verify that this is a genuine statement of projected revenue for the premises for a period of 12 months.

Signature: _____

Date: _____