



Information sheet for variation or cancellation of licence conditions

Section 120 of the Sale and Supply of Alcohol Act 2012

To complete this application, you must answer **all** the questions, supply **all** requested documentation and pay the application fee.

What to include (please tick):

☐	<i>If required, a building certificate for the purposes of s.100(f) of the Act. Please speak to KDC licensing administration if you are unsure whether fresh certificates are required.</i>
☐	<i>If required, a planning certificate for the purposes of s.100(f) of the Act. *Please speak to KDC licensing administration if you are unsure whether fresh certificates are required.</i>
☐	<i>If required, a detailed A4 scale plan of the proposed premises prepared to a high standard. The plan must clearly identify all aspects of the premises, including: any bars, kitchen, toilets, dining areas, and the principal entrance. The plan must also identify (highlight) and areas proposed to be supervised or restricted areas.</i>
☐	A letter of authorisation for an alcohol licensing consultant if they are preparing the application for you.
☐	The application fee which is not refundable or transferable (<i>see page 2 of the fee assessment tool</i>).
☐	Original of completed application form.
☐	Any other items required by the reporting agencies after lodgement of the application.

Payment Options

Post this form to:

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

Email: kdclicensing@kaipara.govt.nz

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

Please remember to pay by direct credit

By direct credit: Kaipara District Council 02 0308 0090743 07

Reference as: Applicants Name/Variation/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		

Fee Assessment Tables

Table 1 – Identify the points value that corresponds with the type of licence currently held or being proposed.

Licence held	Type of premises	Points	Tick
Off-licence	Supermarket, grocery store, bottle store	15	☐
	Hotel or tavern	10	☐
	Remote sales premises not otherwise specified	5	☐
	Winery cellar doors	2	☐
On-licence	Class 1 restaurant, night club, tavern, adult premises	15	☐
	Class 2 restaurant, hotel, function centre	10	☐
	Class 3 restaurant, premises not otherwise specified	5	☐
	BYO restaurants, theatres, cinemas, winery cellar doors	2	☐
Club licence	Class 1 club	10	☐
	Class 2 club	5	☐
	Class 3 club	2	☐

Table 2 – Identify the points value that corresponds with the trading hours currently permitted or being proposed.

Licence held	Type of premises	Points	Tick
Off-licence	After 10.00pm	3	☐
	Before 10.00pm	0	☐
	Remote sales premises	0	☐
On-licence and Club licence	After 3.00am	5	☐
	Between 2.01am to 3.00am	3	☐
	Before 2.00am	0	☐

Table 3 – Identify the points value that corresponds with the holdings (enforcement) history of the premises.

Holdings	Points	Tick
2 or more holdings (enforcement convictions) in the past 18 months	20	☐
1 or more holdings (enforcement convictions) in the past 18 months	10	☐
No holdings in the past 18 months	0	☐

Table 4 – Identify the premises risk rating and fee by combining the points values from tables 1, 2 and 3 above).

Risk category	Type of premises		Application fee
Very low	0-2	combined weighting points from tables 1, 2 and 3	\$368.00 (inc GST)
Low	3-5	combined weighting points from tables 1, 2 and 3	\$609.50 (inc GST)
Medium	6-15	combined weighting points from tables 1, 2 and 3	\$816.50 (inc GST)
High	16-25	combined weighting points from tables 1, 2 and 3	\$1,023.50 (inc GST)
Very High	26+	combined weighting points from tables 1, 2 and 3	\$1,207.50 (inc GST)

Application for variation or cancellation of licence conditions

Section 120 of the Sale and Supply of Alcohol Act 2012 (Form 14)

To The Secretary
Kaipara District Licensing Committee

Email: kdclicensing@kaipara.govt.nz

Application for the variation or cancellation of the conditions of a licence is made in accordance with the details set out below.

Type of application (*tick box which applies*)

1. Details of licensee

Full legal name:

Postal address for service of documents:

Postcode:

Email address (required):

Daytime contact name and telephone number/s:

2. Details of licence

Type of licence held (*tick appropriate box*)

☐

On-licence

☐

Off-licence

☐

Club licence

Current licence number:

3. Details of premises

(to be included only where the licensee applies to any premise that are not a conveyance)

Physical address of licensed premises:

Trading name for premises:

4. Conveyance details

(to be included only where the licensee applies to any premise that are not a conveyance)

Type of conveyance:

Address of home base (if any):

Trading name for conveyance (if any):

5. Conditions to be varied or cancelled *(to be filled in for each condition to which the application relates)*

Condition

Terms of condition at present

Action sought ☐ variation ☐ cancellation

If variation, in what respect does the applicant seek to vary the condition

Full reason for variation or cancellation

Condition

Terms of condition at present

Action sought ☐ variation ☐ cancellation

If variation, in what respect does the applicant seek to vary the condition

Full reason for variation or cancellation

Condition

Terms of condition at present

Action sought ☐ variation ☐ cancellation

If variation, in what respect does the applicant seek to vary the condition

Full reason for variation or cancellation

Signed at (place)

Date

Applicant's signature

Name (please print)

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 notice must be given in compliance with regulation 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 as if this application for variation were an application for a renewal of a licence.

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 newspaper falls into this category:

- Kaipara Lifestyler

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.

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

Form 7

(use this form for your newspaper advertisement)

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

Public notice of application for variation or cancellation of conditions of licence

Sections 120, Sale and Supply of Alcohol Act 2012

Full name of the licence holder:

Address:

Occupation:

has made application to the Kaipara District Licensing Committee to vary or cancel the conditions of an on licence, off licence or club licence (*select type of licence*).

In respect of the premises situated at: (*or the [specify kind of conveyance] 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, entertainment/nightclub*)

The current conditions(s) to be varied or cancelled is/are:

The new conditions(s) will be

The application may be inspected during ordinary office hours at the office of the Kaipara District Licensing Committee at 32 Hokianga Road, Dargaville or Unit 5, 6 Molesworth Drive, Mangawhai.

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 at: Kaipara District Licensing Committee at 32 Hokianga Road, Dargaville or Unit 5, 6 Molesworth Drive, Mangawhai Village

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)

Guide to Public Notification

(put this one in your premises window for public view within 10 days of lodging your application)

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Public notice of application for variation or cancellation of conditions of licence

Sections 120, Sale and Supply of Alcohol Act 2012

Full name of the licence holder:

Address:

Occupation:

has made application to the Kaipara District Licensing Committee to vary or cancel the conditions of an on licence, off licence or club licence *(select type of licence)*

In respect of the premises situated at: *(or the [specify kind of conveyance] 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, entertainment/nightclub)*

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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.