

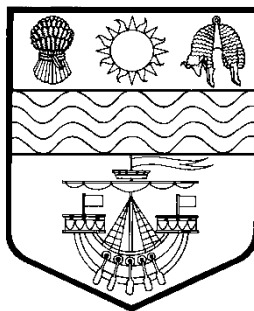
**“ A LIQUOR LICENCE IS A PRIVILEGE  
NOT A RIGHT”**

**Judge Gatley  
Chairman Liquor Licensing Authority**

**APPLICATION  
FOR  
OFF LICENCE**

**IMPORTANT**

Please read the contents of this application carefully and ensure all information is provided. Insufficient information will cost time delays and incorrect advertising will cost extra money. Agency staff will provide assistance towards accomplishing a speedy and efficient issue of the Licence.



# ITEMS TO ACCOMPANY THIS APPLICATION

Please ensure the following documents accompany the application where necessary.

- |  | Tick where<br>Necessary  |
|--|--------------------------|
| 1. The original application <b>plus</b> 2 copies.  | <input type="checkbox"/> |
| 2. The documentation required by Regulation 8(2)(b)-(ma) of the Sale of Liquor Regulations where the applicant is one of the listed bodies and/or the application relates to one of the listed premises.   | <input type="checkbox"/> |
| 3. A <b>photograph</b> of the exterior of the premises or an artist's impression of the exterior of the proposed premises.   | <input type="checkbox"/> |
| 4. A <b>map</b> showing the location of the premises within the District.  | <input type="checkbox"/> |
| 5. A <b>Scale Plan</b> showing –<br>a) Those parts of the premises that are to be used for the sale or supply of liquor; and<br>b) Those parts of the premises (if any) that the applicant intends should be designated as restricted or supervised areas; and<br>c) Each entrance to the premises that is to be designated as a principal entrance. | <input type="checkbox"/> |
| 6. When the applicant is <b>not the owner of the premises</b> a written statement from the owner is to be provided to the effect that the owner has no objection to the grant of a licence.  | <input type="checkbox"/> |
| 7. <b>Within 20 working days after filing</b> this application with the District Licensing Agency, the applicant is required to <b>give public notice</b> of the application as indicated on Page 7, Notes, 1, 2, 3 and 5.   | <input type="checkbox"/> |
| 8. <b>Within 10 working days after filing</b> this application, the applicant is required to display a public notice as indicated on page 7, Note 4 and 5.   | <input type="checkbox"/> |
| 9. After lodgement of the applications, the two newspapers containing the Public Notices.  | <input type="checkbox"/> |
| 10. <b>Application Fee</b> of \$793.24 (inc GST) payable to CHB District Council.<br>or for a Caterers OFF Licence \$134.93 (inc GST) payable to CHB District Council.   | <input type="checkbox"/> |

**NOTE:** The Resource Management Certificate (Planning Dept.) and Certificate of Compliance (Building Dept.) are required as part of this application. It is recommended that these applications be applied for prior to submitting the Application for Off Licence.

**APPLICATION FORM  
for  
OFF LICENCE**

**1. DETAILS OF APPLICANT(S)**

- (a) Full Name .....
- Address .....
- ..... Occupation.....
- (b) Postal address for service of Documents .....
- ..... Postcode .....
- (c) Daytime contact name..... Telephone No: .....
- (d) Email ..... Cell No: .....
- (e) Full name and address of Managers to be employed together with their Manager's Certificate Number.
- .....GM/ .....
- .....GM/ .....
- (f) Status of Applicant (tick appropriate box)      Natural Person          Club
- Partnership          Public Company          Private Company
- Other (*as defined Sec 30 See notes at end of this application*) .....

**2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY**

- (a) Date of incorporation .....
- (b) Place of incorporation .....
- (c) Full details of each director, and the secretary as follows:

Name	Address	Date of Birth	Place of Birth	Designation
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

(d) 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

<b>Name</b>	<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Designation</b>	<b>Face Value Of Shares Held</b>
.....	.....	.....	.....	.....
Address .....				
.....	.....	.....	.....	.....
Address .....				
.....	.....	.....	.....	.....
Address .....				

(e) In the case only of a **PUBLIC COMPANY** full details of each person who holds 20 per cent or more of the shares, or any particular class of shares, issued by the Company:

<b>Name</b>	<b>Address</b>	<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Designation</b>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**3) FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP**

Full details of each partner as follows:

<b>Name</b>	<b>Address</b>	<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Designation</b>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**4. PREMISES DETAILS**

- (a) Address of licensed premises.....
- (b) Type of Business (*Tick appropriate box*)      Hotel or Tavern          Club      
Bottle Store          Supermarket          Grocery Store          Other
- (c) Proposed trading name (if any) .....
- (d) Is a licence sought conditional upon construction or completion of the premises ..... YES/NO
- (e) Does the applicant own the proposed licensed premises ..... YES/NO

If NO - (i) what is the full name and address of the owner?

.....  
.....

(ii) what form of tenure of the premises will the applicant have (including term of tenure)?

.....

(f) What part (if any) of the premises does the applicant intend should be designated as -

(i) A restricted area ..... (ii) A supervised area .....

**5. BUSINESS DETAILS**

- (a) Does the applicant seek the licence in connection with the business of a caterer.....YES/NO
- (b) Does the applicant seek licence in connection with the business of an auctioneer? YES/NO
- (c) Is the sale of liquor intended to be the principal purpose of the business?.....YES/NO

If NO, i) what is intended to be the principal purpose of business?

.....

ii) what part of Section 36 of the Act is applicable?

(d) Is the applicant engaged, or intending to be engaged in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food..... YES/NO

If YES, what is the nature of those other goods or services?

.....

(e) On which days and during which hours does the applicant intend to sell liquor under the licence?

.....  
.....

(f) Does the applicant intend to provide complimentary samples of liquor?.....YES/NO

**6. CONDITIONS**

(a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

.....  
.....

(b) Where the principal business **is other than** the manufacture or sale of liquor. What kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

.....  
.....

Dated at ..... this ..... day of ..... 20 .....

Signed .....  
Applicant

**NOTES:** In respect of status of Applicant Section 30 states:

- (a) Any person who has attained the age of 20 years; or
- (b) Any company within the meaning of the Companies Act 1993 that is not prevented by a restriction in its constitution from selling liquor or from holding a licence under this Act; or
- (ba) Any body corporate (whether incorporated in or outside New Zealand) that is authorised to sell liquor or hold a licence under this Act or under any previous enactment relating to the sale of liquor; or
- (bb) Any board, organisation, or other body that is authorised by another Act to sell liquor or hold an on-licence under this Act; or
- (c) Any licensing trust; or
- (d) Any partnership comprising any persons, companies, or trusts referred to in paragraphs (a) to (c) of this subsection; or
- (e) Any Government department or other instrument of the Crown; or
- (f) Any local authority whether or not expressly authorised by any other enactment to hold an on-licence under this Act; or
- (g) Any trustee within the meaning of the Trustee Act 1956; or
- (h) Any manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988, if the order authorises the manager to hold such a licence.
- (i) Any Club that immediately before commencement of this Act holds a Charter under Sec 164 of the Sale of Liquor Act 1962.
- (j) Any Club other than a Sports Club that holds a Club Licence.

# PUBLIC NOTICE

## **IMPORTANT NOTES – FAILURE TO ADVERTISE CORRECTLY WILL RESULT IN RE-ADVERTISING AT YOUR EXPENSE.**

1. TWO Public Notices are to be advertised in the CENTRAL HAWKES BAY MAIL newspaper.  
**The FIRST Notice must be published within 20 working days AFTER making the application.**
2. The Public Notices must be **at least 5 days apart** but not more than 10 days. The notices must therefore be in consecutive publications.
3. Following publications, the **COMPLETE NEWSPAPERS** must be brought in to the District Licensing Agency.
4. A further Public Notice must be displayed in a conspicuous place **ON OR ADJACENT TO THE SITE** to which the application relates, within 10 working days of making application. It is recommended that it be placed so as to be clearly seen from outside the premises.
5. The Public Notice must be in the form as shown attached with reference to the following notes:
  - A) Insert the full name, address and occupation of the Licensee which shall be the same as on the present licence. The LICENSEE is the person, partners, company, club or group that receives the profit from the sale of liquor and the public notice **MUST BE IN THAT NAME.**  
**COMPANY APPLICATION** – The Companies Act requires: “ If, within the period of 12 months immediately preceding this application, the name of the Company has changed, the Company must ensure that the public notice required for this application states:
    - (a) That the name of the Company was changed in that period;
    - (b) The former name or names of the Company”.
  - B) Insert the type of premises - Hotel, Tavern, Wine Bar, Bottle Store, Wine Shop, Supermarket, Grocery Store, Gift Shop.
  - C) Insert the full range of your trading hours – e.g.  
Monday to Saturday 7.00 am to 1.00 am the following day  
Sunday 9.00 am to 12 Midnight
  - D) Insert the name of the newspaper that the notice appears in i.e. Central Hawke’s Bay Mail.

# SALE OF LIQUOR ACT 1989

## Section 31 [3]

See Note A) .....

.....

has made application to the District Licensing Agency at Waipawa for the grant of an OFF Licence in respect of premises situated at (address of premises)

.....and

known as (name of premises) .....

The general nature of the business conducted under the Licence is (*see Note B*)

.....

The days on which and the hours during which liquor is sold under the licence are (*see Note C*)

.....

.....

.....

The application may be inspected during ordinary office hours at the office of the Waipawa District Licensing Agency at the Council Building, Ruataniwha Street, Waipawa.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice in the (*See Note D*)..... Newspaper, file a notice in writing of the objection with the Secretary of the Central Hawke's Bay District Licensing Agency at P O Box 127, Waipawa.

This is the First (or Second) publication of this Notice.