

**“ A LIQUOR LICENCE IS A PRIVILEGE**

**NOT A RIGHT”**

**Judge Gatley  
Chairman Liquor Licensing Authority**

**APPLICATION**

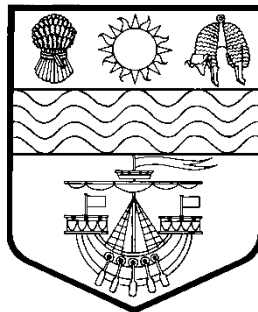
**for**

**ON**

**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.



**Central Hawke's Bay District Licensing Agency, P O Box 127, Waipawa 4240.  
Phone: (06) 857 8060**

# ITEMS TO ACCOMPANY THIS APPLICATION

Please ensure the following documents accompany the application where necessary.

Tick where provided

1. The original application **plus** 3 copies. o
2. Where the applicant is incorporated a copy of the **Certificate of Incorporation** o
3. A **photograph** of the exterior of the premises or an artist's impression of the exterior of the proposed premises. o
4. A **map** showing the location of the premises within the District.
5. A **Scale Plan** showing – o
  - a) Those parts of the premises that are to be used for the sale or supply of liquor; and
  - b) Those parts of the premises (if any) that the applicant intends should be designated as restricted or supervised areas; and
  - c) Each entrance to the premises that is to be designated as a principal entrance.
6. When the applicant is **not the owner of the premises** 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. o
7. A **Host Responsibility document** establishing the policy in relation to: Food, non alcoholic refreshments, low alcohol beverages, steps to be taken regarding prohibited persons, alternative transport and the promotion of responsible consumption of liquor. o
8. A sample **menu** giving an indication of the standard of food to be provided.
9. **Resource Management Certificate** (Planning Department) and **Certificate of Compliance** (Building Department). Applications enclosed.
10. **Within 20 working days after filing** this application with the District Licensing Agency, the applicant is required to **give public notice** of the application as indicated on Page 8, Notes 1, 2, 3, and 5. o
11. **Within 10 working days after filing** this application, the applicant is required to display a public notice as indicated on Page 8, Note 4 and 5. o
12. After lodgement of the application, the two newspapers containing the **Public Notices**. o
13. **Application Fee** of \$793.24 (inc GST) Payable to CHB District Council or for B.Y.O. \$134.92 (inc GST) Payable to CHB District Council o

**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 On Licence.

**ONLY COMPLETED APPLICATIONS WILL BE ACCEPTED**

# APPLICATION FORM for ON 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/ .....
- ..... GM/ .....
- (f) Status of Applicant (*tick appropriate box*)
- Partnership                      Public Company                      Private Company
- Natural Person
- Other (*as defined Sec 8 See notes on page 7*) .....

## 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 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 percent 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>Signature</b>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**4. PREMISES DETAILS**

(a) Address of licenced premises .....

(b) Proposed trading name .....

(c) Is a licence sought conditional upon construction or completion of the premises?  
..... YES/NO

(d) 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?

.....

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

(i) A restricted area .....

(ii) A supervised area .....

(f) Maximum occupancy of the premises? .....

**5. BUSINESS DETAILS**

(a) Provide a brief description of the nature of the business to be conducted by the applicant.

.....

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(b) Is the sale of liquor to be the principal purpose of the business? ..... YES/NO

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

.....

(c) 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 or food?

..... YES/NO

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

.....

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

.....

.....

(e) Is the application for a B.Y.O. Restaurant only? ..... YES/NO

## 6. CONDITIONS

The following matters must be contained under separate headings in a Host Responsibility document provided by the applicant.

(a) Provisions to be made for the sale and supply of:-

(i) Food            (ii) Non-alcoholic refreshments            (iii) Low alcohol beverages

(b) Steps to be taken to ensure requirements relating to the sale and supply of liquor to prohibited persons are observed.

(c) Steps to be taken to provide assistance with or confirmation about alternative forms of transport from the premises.

(d) Steps to be taken to promote responsible liquor consumption.

Statements made in the Host Responsibility Document will form Conditions of the Licence.

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

Signed .....

Applicant

**NOTES:** In respect of status of Applicant Section 8 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.

## PUBLIC NOTICE

### IMPORTANT NOTES – FAILURE TO ADVERTISE CORRECTLY WILL RESULT IN READVERTISING AT YOUR EXPENSE.

1. TWO Public Notices are to be advertised in the CENTRAL HAWKE'S 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. Recommend 2<sup>nd</sup> Notice is published on the same day of the following week.
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 application form.

**COMPANY APPLICATION** - The Companies Act requires: "If, within the period of 12 months immediately preceding the 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 premise – Hotel, Tavern, Restaurant, Bistro Bar, Nightclub, Entertainment and Function Centre, Wine Bar etc.
- C. Insert the full range of your trading hours – eg  
Monday to Saturday, 7.00 am to 1.00 am the following day  
Sunday 9.00 am to 12 Midnight.

Hotels should include if desired:

At any time on any day to persons for the time being living on the premises whether as a lodger or an employee.

- D. Insert the name of the Newspaper in which the public notice is advertised.

**SALE OF LIQUOR ACT 1989**

**SECTION 9(4)**

(See Note A) .....

.....  
has made application to the District Licensing Agency at Waipawa for the grant of an ON 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*)

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.....

.....

The application may be inspected during ordinary office hours at the office of the Central Hawke’s Bay 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.