

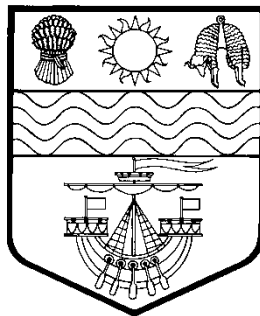
**“ A LIQUOR LICENCE IS A PRIVILEGE
NOT A RIGHT”**

**Judge Gatley
Chairman Liquor Licensing Authority**

**APPLICATION FOR
THE RENEWAL
OF A
LICENCE**

IMPORTANT

Please read the contents of this application carefully and ensure all information is provided. Insufficient information will cause 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**

NOTES and REQUIREMENTS FOR RENEWAL

Please ensure the necessary documents accompany the application and the application is completed in accordance with the following notes:

1. The original application plus
 - (i) for ON and CLUB Licence renewal an extra 2 copies
 - (ii) for OFF Licence renewal and extra 1 copies
2. The application and copies should be filed with the District Licensing Agency no later than **20 working days before the expiry of the licence**. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. A statement by the applicant that:-
 - (i) the building **has** an Evacuation scheme for public safety which meets the requirements of Section 21A Fire Services Act 1975, or
 - (ii) the building **does not require** an Evacuation Scheme.
4. **Within 10 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 5, Notes, 1,2,3 and 5.
5. **Within 10 working days after filing** this application, the applicant is required to display a public notice as indicated on page 5, note 4 and 5.
6. After lodgment of the application the two newspapers containing the **Public Notice** shall be forwarded to the District Licensing Agency.
7. A copy of the applicants **Host Responsibility Document**.
8. A sample menu (on-licence) or food provisions (club-licence)
9. **Renewal application fee:**

ON, OFF, CLUB	\$793.24 (inc GST)	Payable to CHB District Council
B.Y.O., CATERERS OFF	\$134.93 (inc GST)	Payable to CHB District Council

**APPLICATION
for
RENEWAL OF LICENCE**

(See Note 1)

1. DETAILS OF LICENSEE

(a) Full names / applicant (as shown on present licence)

.....
.....

(b) Postal Address for service of documents:

..... Postcode

(c) Daytime contact name Phone No:

(d) Email Cell No:

2. DETAILS OF MANAGERS

Full names and address of all Managers currently employed and their Manager's Certificate Number.

..... GM/

..... GM/

..... GM/

3. DETAILS OF LICENCE

(a) Type of licence (*tick appropriate box*)

ON LICENCE OFF LICENCE CLUB LICENCE

(b) Licence Number

(c) Date of expiry (*See Note 2*)

4. DETAILS OF PREMISES

(a) Address

.....

(b) Trading or other name (if any)

.....

5. CONDITIONS

Are any changes sought to the present conditions of the Licence?YES/NO

If YES, what changes are sought?

.....
.....
.....

Dated at this day of 20 (*See Notes 4 and 5*).

.....
Licensee

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 HAWKE'S BAY MAIL newspaper.
The FIRST Notice must be published within 10 working days AFTER making the application.
2. The Public Notices must be **at least 5 days apart** but not more than 10 days. When using the Central Hawke's Bay Mail, 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) For a Renewal of **ON** Licence Section 18(3)
For a Renewal of **OFF** Licence Section 41(3)
For a Renewal of **CLUB** Licence Section 64(3)
 - B) 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".
 - C) Insert the type of premises - Hotel, Tavern, Restaurant, Bistro Bar, Nightclub, Entertainment and Function Centre, Wine Bar, Bottle Store, Wine Shop, Supermarket, Grocery Store, Gift Shop, Sports Club, Chartered Club etc.
 - D) If there are **NO CHANGES** insert the existing days and hours as shown on the face of your licence. E.g. "Monday to Sunday 7AM to 1AM the following day."
If **CHANGES ARE SOUGHT** insert:
"to be changed to" followed by the full range of hours sought e.g.
Monday to Saturday , 7.00 am to 1.00am following day.
Sunday 9.00 am to 12 Midnight.
 - E) Insert the name of the newspaper that the notice appears in i.e. Central Hawke's Bay Mail.

SALE OF LIQUOR ACT 1989

Section (See Note A)

(See Note B)

.....

has made application to the District Licensing Agency at Central Hawke's Bay for the renewal of an ON/OFF/CLUB (*delete*) 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 C*)

.....

The days on which and the hours during which liquor is sold under the licence are

(*see Note D*)

.....

.....

The application may be inspected during ordinary office hours at the office of the Central Hawke's Bay District Licensing Agency at the Council Office, 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 E*)..... 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.