



## Application Pack for an Off-licence

### Checklist for a New Off-licence Application

The Sale and Supply of Alcohol Act 2012 requires that every application for a new off-licence shall be accompanied by the following:

- Application form
- Prescribed fee (Contact Licensing Inspector to calculate this for you)  
**The application fee varies according to the risk rating of the premises.**
- A floor plan showing:
  - Those parts of the premises that are to be used for the sale or supply of alcohol; and
  - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
- A photograph of the exterior of the premises.
- A map, showing the location of the premises.
- Host Responsibility Policy.
- If the applicant is not the owner of the premises; A written statement from the owner to the effect that the owner has no objection to the granting of the licence.
- If the applicant is a company, a copy of the certificate of incorporation with Director /shareholder details.
- Any endorsements sought; (Pursuant to section 40 – remote sellers of alcohol or section 39 – Auctioneers).
- If the application is for a Grocery Store; Provide a statement of the predicted sales for the following 12 months, or if a change of Licensee, provide a breakdown of the financial statement for past 12 months; and
- A floor plan showing the single area where alcohol is to be displayed.
- Local Authority Compliance Certificate (Form enclosed in this Pack); this is the authority that confirms the proposed use of the premises meets planning and Building Act requirements.  
This can be applied for prior to lodging your application.
- Public notice must be completed before being advertised. It can be advertised online or in the newspaper. Public notices can now be advertised on the CODC website for a fee of \$100.00.

Should you require any further information or assistance, please contact a Licensing Inspector at the Council's Alexandra office.

# Application for an Off-licence



## Section 100, Sale and Supply of Alcohol Act 2012

To: The Secretary  
 Central Otago District Licensing Committee  
 Central Otago District Council  
 PO Box 122  
 Alexandra 9340

### 1. DETAILS OF APPLICANT

Full Name: \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Manager(s) to be employed

Name	Address	Certificate Number	Expiry Date

Status of applicant (tick appropriate box)

<input type="checkbox"/>	Natural Person	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Public Company
<input type="checkbox"/>	Licensing Trust	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Government Dept or other instrument of Crown
<input type="checkbox"/>	Local Authority	<input type="checkbox"/>	Trustee		
<input type="checkbox"/>	Body corporate to which section 28(1)(b) of the Act applies		<input type="checkbox"/>	Board, organisation, or other body to which section 28(1)(f) of the Act applies	

OFFICE USE ONLY	Date Sent	Deadline Date	Date Received	Application No.
Police Report				
Licensing Inspectors Report				
MOH report				
Advertisements				Debtor No.
Notes				Valuation No.

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

Date of Incorporation \_\_\_\_\_

Place of Incorporation \_\_\_\_\_

Full details of each Director, and the Secretary, as follows:

Name	Address	Date of Birth	Place of Birth	Designation

If private company

Authorised Capital     Paid-up Capital

Full details of each person who holds any shares issued by the company

Name	Address	Date of Birth	Place of Birth	Designation	Face value of Shares Held

If public company

Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation

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

Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth

Signature of each Partner

\_\_\_\_\_

**4. IF APPLICANT IS A NATURAL PERSON OR PERSONS**

Occupation \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

**5. PREMISES DETAILS**

Address of proposed licensed premises \_\_\_\_\_

Type of premises (*tick appropriate box*):

<input type="checkbox"/>	Hotel or tavern	<input type="checkbox"/>	Grocery store	<input type="checkbox"/>	Super market
<input type="checkbox"/>	Premises on which principal business is manufacture or sale of alcohol		<input type="checkbox"/>	Other:	

Proposed trading name for premises (if any) \_\_\_\_\_

Is a licence sought conditional upon construction or completion of the premises?  Yes  No

Does the applicant own the premises:  Yes  No

If no what is the full name and address of the owner? \_\_\_\_\_

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

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

(i) A restricted area \_\_\_\_\_

(ii) A supervised area \_\_\_\_\_

or  the whole of the premises to be undesignated

**6. BUSINESS DETAILS**

Does the applicant seek the licence to be endorsed for remote sales of alcohol? (sec 40)

Yes  No

Does the applicant seek the licence to be endorsed for sales by an auctioneer? (sec 39)

Yes  No

Is the sale of alcohol intended to be the principal purpose of the business?

Yes  No

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

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

Yes  No

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

On what days and during what hours do you intend to sell alcohol under the licence?

Days: \_\_\_\_\_

Hours: \_\_\_\_\_

Does the applicant intend to provide complimentary samples of alcohol on the premises?

Yes  No

**6. CONDITIONS**

What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited persons?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other steps the applicant proposes to promote the responsible consumption of alcohol?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Experience and Qualification of applicant \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Applicant)

\_\_\_\_\_

Date

**Fire Evacuation Scheme Statement**

Note: If you require information in this regard please contact a Fire Safety Officer at:  
[www.Onlineservices.fire.org.nz/Home/EvacuationSchemes](http://www.Onlineservices.fire.org.nz/Home/EvacuationSchemes)

Name of Premises:

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Address of Premises:

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Please tick which applies to these premises

I advise that the owner of the building, in which the above premises are situated, provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.

**OR**

Because of the building's current use, its owner is not required to provide and maintain such a scheme.

**OR**

Because of the nature of the building its owner is exempt from the requirement to provide and maintain such a scheme.

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Licensee Signature

Notes:

1. This application should be filed with the District Licensing Committee with the prescribed fees.
2. Within 20 working days after filing this application with the District Licensing Committee the applicant must give public notice of it. The notice must be given in compliance with regulation 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the place of conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application is attached in a conspicuous place on or adjacent to the site to which the application related (unless the Secretary of the District Licensing Committee agrees that it is impractical to unreasonable to do so).
4. Before the Public Notice is made please ensure that you have lodged the renewed application with Council.

Public notice can be advertised in the newspaper or on the CODC website for a fee of \$100.00.

I wish to advertise on the CODC website.

## Notice for Online or Newspaper

	<b>Section 101, Sale and Supply of Alcohol Act 2012</b>
Full name and address of applicant	
	has applied to the Central Otago District Licensing Committee for the issue of conditions of an off-licence for the premises situated at
Physical address of premises	
	and known as
State trading name of business	
	The general nature of the business to be conducted under the licence is
Eg hotel, tavern, bottle store	
	The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are
Days and hours the business intends to operate	
	<p>The application may be inspected during office hours at the District Licensing Committee, Central Otago District Council, PO Box 122, Alexandra 9340.</p> <p>Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the first publication of notice of the application in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 122, Alexandra, 9340.</p> <p>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.</p>
	This is the first / second / only* publication of this notice. The first publication was made on (date).....

\* Please contact the Licensing Inspector for how many publications are required.

**This notice must be completed and attached for checking by the secretary of the DLC before being published. If you choose public notification in a newspaper it is your responsibility to arrange this.**

## Notice to be put up on the premises

	<b>Section 101, Sale and Supply of Alcohol Act 2012</b>
Full name and address of applicant	
	has applied to the Central Otago District Licensing Committee for the issue an off-licence for the premises situated at
Full address of premises	
	and known as
State trading name of business	
	The general nature of the business to be conducted under the licence is
Eg hotel, tavern, bottle store	
	The days on which and the hours during which alcohol is intended to be sold under the licence are
Days and hours the business intends to operate	
	<p>The application may be inspected during office hours at the Alexandra District Licensing Committee, Central Otago District Council, PO Box 122, Alexandra 9340.</p> <p>Any person who is entitled to object to the issue of the licence may, not later than 15 working days after the date of the first publication of notice of the application in a newspaper or online in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 122, Alexandra, 9340.</p>



# Information Sheet

## Processing of the Application

- The completed application form and supporting documents should be submitted to the Central Otago District Council along with payment.
- The District Licensing Committee secretary will send a copy of the application to the statutory reporting agencies ie Police, Medical Officer of Health, and the Liquor Inspector. The applicant will receive a copy of any reports and any objections.
- When report(s) and objections, if any, have been received the application will be processed by the District Licensing Committee as soon as possible. If there are objections to the application a District Licensing Committee hearing will be held.
- Normally Licences will take up to 6 weeks to issue.

## Criteria for Off-licence

### Section 105 criteria for issue of licences

- (1) *In deciding whether to issue a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:*
  - (a) *the object of this Act:*
  - (b) *the suitability of the applicant:*
  - (c) *any relevant local alcohol policy:*
  - (d) *the days on which and the hours during which the applicant proposes to sell alcohol*
  - (e) *the design and layout of any proposed premises:*
  - (f) *whether the applicant is engaged in, or proposes on the premises to engage in, the sale of goods other than alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which goods:*
  - (g) *whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services:*
  - (h) *whether (in its opinion) the amenity and good order of the locality would be likely to be reduced, to more than a minor extent, by the effects of the issue of the licence:*
  - (i) *whether (in its opinion) the amenity and good order of the locality are already so badly affected by the effects of the issue of existing licences that—*
    - (i) *they would be unlikely to be reduced further (or would be likely to be reduced further to only a minor extent) by the effects of the issue of the licence; but*
    - (ii) *it is nevertheless desirable not to issue any further licences:*
  - (j) *whether the applicant has appropriate systems, staff, and training to comply with the law:*
  - (k) *any matters dealt with in any report from the Police, an Inspector, or a Medical Officer of Health made under section 103.*
- (2) *The authority or committee must not take into account any prejudicial effect that the issue of the licence may have on the business conducted pursuant to any other licence.*

# Applicant Information for Certificate of Compliance

## **Applying for a certificate from the Territorial Authority – pursuant to section 100 (f)**

To apply for a certificate, please complete the attached form, “Application for Certificate of Compliance”, and forward it to the Central Otago District Council. The fee for this is \$65.00 for each certificate.

These certificates are required before a licence can be issued:

- Certificate of Compliance from Councils Building Control Department that the building complies with the Building Act and Building code.
- Certificate of Compliance from Councils Planning Department that the proposed use of the premises by the applicant meets the requirements of the Resource Management Act 1991 and the District Plan.

Local Authority Compliance Certificates can be applied for before the application has been applied for or it can be applied for at the same time as the Licence application.

# Application for Certificate of Compliance



## Section 100(f), Sale and Supply of Alcohol Act 2012

### 1. DETAILS OF APPLICANT

Full Name: \_\_\_\_\_

Postal address for service of documents: \_\_\_\_\_

Contact details:      Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Reason for Application:

- New Licence/change of licensee       New Licence/ premises not previously licensed  
 Change of Conditions e.g. Licensed Hours       Re-definition of Premises

Type(s) of Alcohol Licence:       On       BYO       Off       Club

Principal business type: (i.e. Restaurant, Hotel, Tavern, Café) \_\_\_\_\_

#### Hours of operation

Licensed days: \_\_\_\_\_

Licensed hours: \_\_\_\_\_

### 2. DETAILS OF PROPERTY

Name of Building: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description (if known) \_\_\_\_\_

Owners Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

If the building has a Compliance Schedule:

Warrant of Fitness: Expiry Date \_\_\_\_\_ Maximum number of occupants, including staff \_\_\_\_\_

**3. DETAILS OF BUILDING USE**

New Operation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Change of Building Use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Previous Use _____
Alterations requiring Building Consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Building Consent number _____
New Building	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Building Consent number _____

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application fee for both certificates, \$130.00 incl GST.

Forward the completed application to:

Central Otago District Council  
PO Box 122  
Alexandra 9340

Telephone 03 440 0056.