



Application Pack for an On-licence

Checklist for an On-licence Application

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

- Application form
- Prescribed fee (Contact Licensing Inspector to calculate this for you)
- 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
- Proposed menu
- 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 37 - BYO, section 38 caterers On-licence)
- 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. (\$130 for these 2 certificates)
- 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.

The application fee varies according to the risk rating of the premises.

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

Application for an On-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: _____

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	

Does the applicant have any Criminal Convictions Yes No

(If yes include details on separate sheet)

Identify any criminal convictions (other than traffic offences) for those involved in the Business ownership or the running of the business.

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

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

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 _____

Proposed trading name for premises (if any) _____

Is this a new premises application or a Change of Licensee? _____

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

What is the full name and address of the owner of the premises? _____

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 to be designated as:

(i) A restricted area _____

(ii) A supervised area _____

or the whole of the premises to be undesignated

6. DETAILS OF MANAGERS

Name	Address	Certificate Number	Expiry Date

7. BUSINESS DETAILS

What is the general nature of the business to be conducted by the applicant if the licence is granted?
(For example - Hotel, Tavern, Restaurant, Entertainment/Nightclub)

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 which days and hours is the sale and supply of alcohol proposed?

Proposed days: _____

Proposed hours: _____

Does the applicant wish to have the licence endorsed under:

Section 37 of the Act - BYO restaurants Yes No

Section 38 of the Act - Caterer Yes No

If conveyance please provide full details on separate sheet

8. CONDITIONS

What provision does the applicant intend to make for the sale and supply of -

(i) Food (*attach menu*) _____

(ii) Non-alcoholic beverages _____

(iii) Low-alcohol beverages (less than 2.5% alcohol) _____

To what extent and where will free drinking water be available to patrons:

(also details of potable water supply if not council water supply) _____

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

What steps does the applicant propose to take to provide an alternative means of transport?

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

Name of Premises:

Address of Premises:

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.

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

	Section 101, Sale and Supply of Alcohol Act 2012
Full name and address of applicant	
	has applied to the Central Otago District Licensing Committee for the issue an on-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 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 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

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

This notice must be completed and attached for checking by the secretary to 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

	Section 101, Sale and Supply of Alcohol Act 2012
Full name and address of applicant	
	has applied to the Central Otago District Licensing Committee for the issue of an on-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 will send a copy of the application to the statutory reporting agencies ie Police, Medical Officer of Health, and the Licensing 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 On-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 by the territorial authority pursuant to the Sale and Supply of Alcohol Act 2012 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 \$130 for each certificate.

These certificates are required before a licence can be issued:

- Certificate of Compliance from a Building Control Officer that the building complies with the Building Act 2004 and Building code.
- Certificate of Compliance from the 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 Certificate 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. (This can be done if the premises are already a licensed premises and no changes are being sought, or if you have previously checked with our Building and Planning Department to see that no Resource Consent Approval is required or there are no changes required to the building.)

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 of \$130.00 incl GST.

Forward the completed application to:

Central Otago District Council
PO Box 122
Alexandra 9340

Telephone 03 440 0056.



Host Responsibility Guidelines

The Sale and Supply of Alcohol Act 2012 places emphasis on Host Responsibility as a means of contributing to the reduction of inappropriate consumption of alcohol.

These guidelines are intended as a guide to assist you in writing a host responsibility policy that relates to the working practices at your licensed premises. A lot of the information that should be included with your policy is also required on the application.

The Central Otago District Licensing Committee and the Medical Officer of Health require that a written host responsibility policy be submitted with all new applications.

Guidelines

- 1 Describe the range of food, when it is available and how it is promoted.
- 2 What low alcohol and non-alcohol drinks are available and how are these promoted? How free drinking water will be provided.
- 3 How do you identify underage drinkers and what action is taken?
- 4 Describe the steps taken to prevent intoxication of patrons.
- 5 Describe actions staff are to take whenever intoxicated patrons are identified. Describe the steps taken if any violence, quarrelsome or disorderly conduct occurs.
- 6 Describe any promotions or discounting practices that you have.
- 7 What alternative transport arrangements do you provide for drinking drivers?
- 8 When do you inform your staff of your host responsibility practices and responsibilities?
- 9 Who has the responsibility for the operation of the business and what provision is made for relief management?
- 10 Any other host responsibility practices that you consider relevant to your operation and worthy of consideration.