

Application for Renewal of Off-licence



Section 127(2), 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: _____

(as identified on the Licence)

Postal address for service of documents: _____

Contact details: Contact person: _____
 Phone: _____
 Cell phone: _____
 Email: _____

Status of applicant:

- Natural Person Private Company Public Company
 Body corporate Trustee Partnership
 Other _____

If the Applicant is a company please advise if there has been any changes to the company structure:

Does the applicant have any criminal convictions? Yes No

If **yes**, please detail on a separate sheet. Identify any criminal convictions (other than traffic offences) for those involved in the business ownership or the running of the business.

2. DETAILS OF MANAGER(S)

Full names, addresses, certificate number and date of expiry of all managers:

Name	Address	Certificate Number	Expiry

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

3. BUSINESS DETAILS

Type of licence: _____

Number: _____ Date of expiry: _____

4. DETAILS OF PREMISES

Address: _____

Trading or other name (if any): _____

Existing hours of operation: _____

5. CONDITIONS

Are any changes sought to the present conditions of the licence? Yes No

If **yes**, what changes are sought? _____

What are the full reasons for the changes sought? _____

Note: If changes are sought then the wording the Public Notices will need to be altered to reflect this variation.

What steps does the applicant take to prevent the sale and supply of alcohol to prohibited people:

Describe any other steps proposed to promote the responsible consumption of Alcohol:

If grocery store please describe single area liquor is displayed: _____

(include floor plan showing this)

Any issues that have caused the operation of the licensed premises to have adverse effects on the amenity and good order of the locality: _____

Licensee Signature

Dated

Both the application fee and annual inspection fee can be paid with this application. Please contact a licencing inspector to discuss the fees which apply to your business.

Fire Evacuation Scheme Statement

Note: If you require information in this regard please contact a Fire Safety Officer at the NZ Fire Service, Stu Ide 0274333816 stuart.ide@fire.org.nz or Jennifer Cavanagh (03) 441 4537 jennifer.cavanagh@fire.org.nz.

Name of Premises: _____

Address of Premises: _____

Please tick which applies to these premises

We advise that the building, in which the above premises are situated, provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975.

OR

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

OR

Because of the nature of the building is exempt from the requirement to provide and maintain such a scheme in terms of section 21A of the Fire Service Act 1975.

Licensee Signature

Notes:

1. This application should be filed with the District Licencing Committee with the prescribed fees.
2. Within 10 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 Licencing 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 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 \$60.

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 District Licensing Committee in Alexandra for the renewal/and/or variation 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 liquor 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

* 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. It is your responsibility to book the newspaper publication of you choose this.

Notice to be put up on the premises

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