



**APPLICATION FOR RENEWAL OF LICENCE – FOR ON-LICENCE, OFF-LICENCE OR CLUB LICENCE (SALE OF LIQUOR ACT FORM 15)**  
**Sections 18, 41, and 64, Sale of Liquor Act 1989**

To: The Secretary  
 The District Licensing Agency  
 P O Box 122  
 ALEXANDRA

Application for the renewal of a licence is made in accordance with the details set out below.

**1. DETAILS OF LICENSEE**

- (a) Full Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (b) Postal address for service of documents: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (c) Day time contact name \_\_\_\_\_  
 Day time telephone number \_\_\_\_\_

**2. DETAILS OF MANAGER**

Name	Address	Cert. No

**3. DETAILS OF LICENCE**

- (a) Type of Licence (*tick appropriate box*):  
 On-Licence     Off-Licence     Club Licence
- (b) Number: \_\_\_\_\_
- (c) Date of Expiry: \_\_\_\_\_

**4. DETAILS OF PREMISES** (*To be included only where the licence applies to any premises*).

- (a) Address: \_\_\_\_\_  
 \_\_\_\_\_
- (b) Trading or other name (if any): \_\_\_\_\_
- (c) (*If a club licence*) does the club share the premises with any other club? Yes / No  
 If Yes:  
 What is the name of the other club? \_\_\_\_\_  
 \_\_\_\_\_  
 What months of the year do the respective clubs use the premises? \_\_\_\_\_

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

**5. DETAILS OF CONVEYANCE** (To be included only where the licence applies to any conveyance)

- (a) Type of conveyance: \_\_\_\_\_
- (b) Address of home base (if any): \_\_\_\_\_  
\_\_\_\_\_
- (c) Trading or other name (if any): \_\_\_\_\_

**6. CONDITIONS**

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

If Yes:

- (a) What changes are sought? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) What are the full reasons for the changes sought? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Date

**Fire Evacuation Scheme**

Note: If you require information in this regard please contact a Fire Safety Officer at the NZ Fire Service, P O Box 341, Dunedin (telephone 03 474 0709) .

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, has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975.

**OR**

The above premises are exempt from requiring an evacuation scheme for public safety in terms of section 21A of the Fire Service Act 1975.

\_\_\_\_\_  
Licensee

**NOTES**

1. This form should be used in respect of on-licences, off-licences, and club licences. Special licences are not renewable.
2. This application 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. For the matters that are to accompany this application, see regulation 18(2) of the sale of Liquor Regulations 1990.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the 2 dates of publication.
5. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that a site notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).
6. **Application Fee \$776.00.**