

# 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

Notes:

1. This application should be filed with the Central Otago District Licensing Committee with the prescribed fees.
2. Both the application fee and annual inspection fee can be paid with this application. Please contact a licensing inspector to discuss the fees which apply to your business.
3. 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).
4. 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).
5. 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 \$120.00.

I wish to advertise on the CODC website.

## EVACUATION SCHEME STATEMENT

To accompany all new and renewal applications for On, Off and Club Licences

Section 100 (d) of the Sale and Supply of Alcohol Act 2012 which relates to new and renewal applications for On, Off and Club Licences requires one of the statements below to be signed by the applicant.

<input type="checkbox"/>	<p>The relevant building by reason of its current use, does not require such a scheme, or the relevant building is exempt from having to meet the requirements of such a scheme.</p> <p>Signed by the applicant: _____</p>
--------------------------	--

OR

<input type="checkbox"/>	<p>The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency Act 2017.</p> <p>Signed by the applicant: _____</p>
--------------------------	---

### Evacuation Scheme

An evacuation scheme is required for buildings where:

- The gathering together, for any purpose, of 100 persons or more.
- Providing employment facilities for 10 or more persons.
- Providing accommodation for more than 5 persons.
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

Please direct enquiries to:

Marty Jillings  
Fire Risk Management Officer  
PO Box 2360  
Wakatipu

John Smalls  
Fire Risk Management Officer  
PO Box 2360  
Wakatipu

Phone: (03) 441 4551  
[marty.jillings@fireandemergency.nz](mailto:marty.jillings@fireandemergency.nz)

Phone: (03) 441 4550  
[john.smalls@fireandemergency.nz](mailto:john.smalls@fireandemergency.nz)

## 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 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 conducted under the licence is
Eg hotel, tavern, bottle store	
	The days on which and the hours during which alcohol is 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 of the DLC before being published if you choose the newspaper publication option.**

## 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 renewal/and/or variation of conditions of 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 conducted under the licence is
Eg hotel, tavern, bottle store	
	The days on which and the hours during which alcohol is 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>	