



## 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
- Complete the Police Disclosure Authority for each partner, director and shareholder.
- 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 (\$300 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 \$125.00.

**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				Debtor No.
Licensing Inspectors Report				
MOH report				
Advertisements				

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

Notes:

1. This application should be filed with the 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 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).
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 \$125.00.

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"/>	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.
Signed by the applicant: _____	

OR

<input type="checkbox"/>	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.
Signed by the applicant: _____	

### 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

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

John Smalls  
Fire Risk Management Officer  
PO Box 2360  
Wakatipu

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 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, restaurant	
	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

	<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 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, restaurant	
	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>



**Applicant (if a natural person) to complete and submit with application**

- All directors of the applicant company
- Secretary of applicant club
- For a special licence the duty manager and applicant for the event

## Personal Information

Full name :

Gender:

(M) (F) (Other)

Date of birth:  
(dd/mm/yyyy)

NZ Driver Licence  
number:

Or Passport number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

## Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

## Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Electronic  
Signature

# 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.*

# Application for Certificate of Compliance



## Section 100(f), Sale and Supply of Alcohol Act 2012 (Compliance with Resource Management Act 1991 and Building Code)

### 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 (Change of layout)

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

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

### Hours of operation

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

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

### 2. DETAILS OF PROPERTY

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

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

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

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

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

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

### 3. DETAILS OF BUILDING USE

- New Operation       Yes       No  
Change of Building Use       Yes       No      Previous Use \_\_\_\_\_  
Alterations requiring Building Consent       Yes       No      Building Consent number \_\_\_\_\_  
New Building       Yes       No      Building Consent number \_\_\_\_\_

**4. BUILDING LAYOUT**

- a) A to scale floor plan of the entire building.
- b) The floor plan must show male, female and/or unisex toilet facilities if available.
- c) The floor plan should also show any designated wheelchair accessible parking, the wheelchair accessible route into the building, and wheelchair accessible toilet facilities if available.
- d) The floor plan needs to show all doors, door opening width and direction of opening
- e) A table/seating layout, so as occupancy numbers can be determined.
- f) Numbered photos location referenced on the floor plan to identify the location of wheelchair accessible route/facilities, exterior final exit doors showing the Exit signage over, door latch from the inside showing the door can be unlocked from the interior without having to use a key (no sliding bolt type fixtures)
- g) Photos of any internal doors in exit paths including Exit signage.
- h) Location of designated Exit signage shown on the floor plan.
- i) Maximum staff numbers at any given time for the building.

**Please note:**

- If there is no fire alarm system the maximum occupancy of the building, including customers and staff, cannot exceed 50.
- Exit path doors opening against the direction of exit travel will limit the maximum occupancy to 50.
- If Exit signs need to be provided, recommend photoluminescent (glow in the dark type) signs are installed.



**If the building has a Compliance Schedule:**

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

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

Application fee for both certificates, \$300.00 incl GST.

Forward the completed application to:

Central Otago District Council  
PO Box 122  
Alexandra 9340  
Telephone 03 440 0056.

These certificates are required before a licence can be issued:

Application can be made at the same time the Alcohol Licence Application.



## 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.