

# Application for New On Licence

Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012  
(Form 3) is made in accordance with the particulars set out below



To the Secretary  
South Waikato District Licensing Committee  
C/- South Waikato District Council  
Private Bag 7  
TOKOROA 3444

Telephone (07) 885 0340  
Fax (07) 885 0718  
Email: Alcohol@southwaikato.govt.nz

**Fee: As prescribed**

## Endorsements

State (by type) every endorsement sought or sought to be renewed:

## Details of Applicant(s)

Full legal name or names to be on licence:

Whether licence already held for premises or conveyance (circle one):  
If Yes, state kind of licence

Yes

No

Type:

Address of applicant:

Postal address:

Name of contact person:

Contact details:

Telephone:

Fax:

Email:

Mobile:

## Status of Applicant

Natural Person(s) (an ordinary person in their private capacity)

Private Company

Licensing Trust or Community Trust

Trustee

Public Company

Partnership

Club

Local Authority

Body Corporate

Department of State

## Natural Person Details

Full Legal Name:

Any aliases:

Usual Residential Address:

Contact Number:

Telephone:

Mobile:

Preferred Method of Contact:

Email:

Date of Birth:

Place of Birth:

Gender:

Occupation:

## -Application for New On-Licence-

Occupation:				
Internet site:				
<b>Partnership Details</b>				
Full Legal Name:				
Address:				
Contact Details:				
Full Legal Name:				
Address:				
Contact Details:				
<b>For a company (incorporated under the Companies Act 1993 or equivalent foreign legislation) or Private company Full legal names of Director/s &amp; Shareholders</b>				
Director Name	Address	Place of Birth	Date of Birth	Contact Number/Email
Shareholder Name	Address	Place of Birth	Date of Birth	Face Value of Shares Held
Do any of the Directors or Shareholders have any Criminal Convictions? If yes please specify				
Have any of the Directors or Shareholders been before the Authority (ARLA) or do any have any pending matters yet to be heard before the Authority? If yes please Specify?				
<b>Details of Premises (If not a Conveyance)</b>				
Address:				
Any name, trading name or name of building:				
Is a Licence sought conditional upon construction or completion of the premises? If Yes please specify.	Yes		No	

## -Application for New On-Licence-

Does the applicant actually own the proposed licensed premises?	Yes		No	
*If No, full legal name and address of owners::				
What form of tenure of the premises will the applicant have? (E.g. Lease 5 x 5 etc)				
<b>*If the applicant is not the owner of the building, please ensure that written permission from the owner of the building is included in the application stating that the applicant can undertake the sale and supply of alcohol from within the building.</b>				

Details of Conveyance				
Is the premises a conveyance? If yes please indicate type: <i>(e.g ship, railway carriage, bus etc)</i> .				
Tenure (state whether owned by applicant, or to be operated under charter, lease, or licence)				
*If not owned by applicant please specify the owners full name				
Address of owner:				
Registration Number:				
Home base address:				
Name for conveyance:				
Is licence conditional on completion of construction work?		Yes		No
<b>*If the applicant is not the owner of the conveyance please ensure that written permission from the owner of the conveyance is included in the application stating that the applicant can undertake the sale and supply of alcohol from within the conveyance.</b>				

Details of Managers			
Full Legal Name:	Date of Birth:	Certificate Number:	Certificate Expiry:

-Application for New On-Licence-


Have any of the named managers above been before the Authority (ARLA), have any matters pending before the Authority or have any criminal convictions? If Yes please elaborate.


Do all the named managers above have a legal right to work in New Zealand? For holders of foreign passports, please attach written evidence of immigration status.


**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/night club)

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Is the sale of liquor intended to be the principal purpose of the business?  Yes  No

If NO, what is the intended 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 during which hours does the applicant propose to sell alcohol under the licence? (Trading hours)


**What part (if any) of the premises are you going to designate?**

As a **RESTRICTED** area (where a person who is under 18 years is not permitted on the premises)


As a **SUPERVISED** area (where alcohol may be sold or supplied in a supervised area to any person under 18 who is accompanied by a parent or legal guardian)


In the case only of a BYO restaurant, does the applicant wish to have the licence endorsed under Section 37 of the Act?  Yes  No

## -Application for New On-Licence-

Experience and training of the applicant *(state what qualification was completed and where it was completed)*

Does the applicant own any other premises? If yes please elaborate.

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

Food - Intended to be available for purchase (attach menu)

Non-alcoholic beverages intended to be available for purchase (full description)

Low-alcoholic beverages intended to be available for purchase (give examples e.g. light ice)

To what extent, and where, drinking water is intended to be freely available *(describe)*

If no access to mains water supply, what potability of water is intended to be available? (Free of Charge)

What steps does the applicant intend to take to provide help with and information on transport options from the premises?

What steps does the applicant propose to prevent the sale and supply of alcohol to prohibited people? *(describe)*

## -Application for New On-Licence-

Any other steps the applicant proposes to promote the responsible consumption of alcohol (*describe*)


Other systems (including training systems), and staff in place (or to be in place) for compliance of the Act (*describe*)


### Attachments (if not a conveyance)

- Copy of planning consent
- Copies of all relevant building certificates consents
- Floor plan showing -
  - each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and
  - the principal entrance
- For body corporate applicant, copy of certificate of incorporation (or equivalent document)

### Attachments (conveyance)

- Floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.
- For body corporate applicant, copy of certificate of incorporation (or equivalent document)

### Further details where applicant is a 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

### 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

### Notes

- This form must be accompanied by the prescribed fee.
- Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. 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).
- Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).
- Individual 'Privacy Act 1993 Consents' required for each Director forms available on request.

*To assist in completing this application, please see Check List on last page*

### For Office Use Only

Date		Invoice:		Amount:	
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## -Application for New On-Licence-

Received:					
Date Paid:		Receipt No:		Debtor:	

### Privacy Act 1993

1. Personal information obtained in this application is primarily for establishing applicant identity and, when this application has been granted or declined, for administration, monitoring and enforcement.
2. The information may be released to any inquirer about the application, the refusal of the application, or in relation to the exercise of the approval of this application.
3. The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
4. The information may be provided to the Medical Officer of Health or Liquor Licensing Authority, and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
5. You have the right to access the information and to request its correction.
6. **Disclosure of Police Information:** Applicants for this On-Licence (for Premises) are required to sign the authorisation below. Failure to allow the Police to disclose this information may result in your application not being determined.
7. **Authorisation:** The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report.

Do you consent to the release of this information?	<input type="checkbox"/>	Yes
Dated at	<input type="text"/>	this <input type="text"/> day of <input type="text"/> 20
Applicant's Signature:	<input type="text"/>	

### Checklist - New Applications

*Please ensure that all relevant documents are attached, failure to attach to the application may result in delayed processing times.*

Tick

1. Application Fee (The fees will be determined after assessment of application)	<input type="checkbox"/>
2. Fire Evacuation Scheme Form	<input type="checkbox"/>
3. Copies of Managers Certificates of all named managers.	<input type="checkbox"/>
4. Photo identification of all named Certified Managers, for New Zealand and Australian Citizens or permanent residents please include a copy of either NZ or Australian Passport, Birth Certificate, or proof of residency, for all others please include a copy of passport and a valid work visa. If you are having difficulty obtaining any other these please contact the licensing staff to discuss options.	<input type="checkbox"/>
5. A scale plan showing:	<input type="checkbox"/>
(a) Those parts of the premises to be used for the sale of liquor	<input type="checkbox"/>
(b) Those parts of the premises (if any) intended to be designated as restricted areas or as supervised areas.	<input type="checkbox"/>
(c) Each entrance to the premises that the applicant intends should be designated as a principal entrance.	<input type="checkbox"/>
(d) Position of CCTV cameras (if any)	<input type="checkbox"/>
6. Map showing location of boundaries.	<input type="checkbox"/>
7. Photograph or artist's impression of exterior of premises.	<input type="checkbox"/>
8. A menu or other indication of the standard and style of food to be provided or proposed to be provided	<input type="checkbox"/>
9. Where the applicant is Incorporated, a copy of the Certificate of Incorporation or other documentary evidence of its incorporation.	<input type="checkbox"/>
10. A certificate by the local authority that the proposed use of the premises meet requirements of the Resource Management Act 1991 (new application only)	<input type="checkbox"/>

## -Application for New On-Licence-

11. A certificate by the local authority that the proposed use of the premises meet requirements of the Building Code (new application only)	
12. Where the applicant is a company, a copy of the Memorandum of Association or other documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor.	
13. Where the applicant is a local authority, a reference to the enactment by which the applicant is expressly authorised to hold an On-Licence under the Act.	
14. Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988, a copy of the property order.	
15. Where 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 grant of the licence.	
16. Host Responsibility Policy	



# Application for Certificate that the Proposed Use of the Premises Meets the Requirements of the Building Code

*Section 100(f) Sale and Supply of Alcohol Act 2012*



The Secretary  
South Waikato District Licensing Committee  
C/- South Waikato District Council  
Private Bag 7  
TOKOROA 3444

Telephone (07) 885 0340  
Fax (07) 885 0718  
Email: Alcohol@southwaikato.govt.nz

**Fee:**  
**\$143.00**

## Applicant Details

Full Name:			
Address:			
Postal address for Service (if different to above):			
Name of Contact:			
Contact Details:	Telephone:		Fax:
	Email:		Mobile:

## Premises Details

Name of Premises/Establishment::			
Address of Premises in respect of which a Licence Application is made:			
Type of Licence (tick):	<input type="checkbox"/>	On-Licence	<input type="checkbox"/>
	<input type="checkbox"/>	Off-Licence	<input type="checkbox"/>
	<input type="checkbox"/>	Club Licence	<input type="checkbox"/>
	<input type="checkbox"/>	New Building	<input type="checkbox"/>
	<input type="checkbox"/>	Existing Building - no change of use	<input type="checkbox"/>
	<input type="checkbox"/>	Existing Building - change of use	<input type="checkbox"/>
Applicant's Signature:			
Date:			

## For Office Use Only

Date Received:		Invoice:		Amount:	
Date Paid:		Receipt No:			

## Privacy Act 1993

8. Personal information obtained in this application is primarily for establishing applicant identity and, when this application has been granted or declined, for administration, monitoring and enforcement.
9. The information may be released to any inquirer about the application, the refusal of the application, or in relation to the exercise of the approval of this application.
10. The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
11. The information may be provided to the Medical Officer of Health or Liquor Licensing Authority, and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
12. You have the right to access the information and to request its correction.

# Application for Certificate that the Proposed Use of the Premises Meets the Requirements of the Resource Management Act 1991



*Section 100(f) Sale and Supply of Alcohol Act 2012*

The Secretary  
South Waikato District Licensing Committee  
C/- South Waikato District Council  
Private Bag 7  
TOKOROA 3444

Telephone (07) 885 0340  
Fax (07) 885 0718  
Email: Alcohol@southwaikato.govt.nz

**Fee:**  
**\$171.00**

## Applicant Details

Name of Applicant:			
Address:			
Postal address for Service (if different to above):			
Name of Contact:			
Contact Details:	Telephone:		Email:
	Fax:		Mobile:

## Premises Details

Name of Premises/Establishment::	
Address of Premises in respect of which a Licence Application is made:	
Legal Description of the Property:	

State what Section of the Liquor Act the application is made (On-Licence, Off-Licence, Club Licence)

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## Use of Premises

Specifically state the proposed use of the premises in respect of which the Licence Application is being made, eg, shop, restaurant, hotel, cabaret, club, winery, etc.

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State how the premises were established (eg, permitted activity, resource consent, existing use rights). Please attach supporting evidence/documentation (such as a copy of Council decision on a Planning application).

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Note: A Resource Management Certificate under the Sale of Liquor Act will only be issued in respect of an application which complies fully, as a permitted activity, with the District Plan provisions, or the application is for a renewal. Otherwise, Resource Consent or Certificate of Compliance will be required.

If the use has been established by a Planning or Resource Consent, please supply evidence that all conditions of any consent have been complied with:

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## -Application for New On-Licence-

## Proposed Use of Premises

Please state in detail the proposed use of the premises, namely:

Hours and days of operation or the frequency with which the premises will be used:

The number of people the premises will cater for:

The number of available carpark:

The Application must be accompanied by a scaled site plan showing:

1. All buildings.
2. Car parking/manoeuvring area.
3. Entrances and exists to and from the site.
4. All areas to be used for the sale, supply and consumption of liquor.

Dated at  this  day of  20

Applicant's Signature:

*To assist in completing this application, please see Check List on last page*

## For Office Use Only

Date Received:

Invoice:

Amount:

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Receipt No:

## Privacy Act 1993

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15. The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
16. The information may be provided to the Medical Officer of Health or Liquor Licensing Authority, and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
17. You have the right to access the information and to request its correction.

## -Application for New On-Licence-

**NEW ZEALAND FIRE SERVICE  
EVACUATION SCHEME PROCEDURE DATA**

Section 286 of the Sale and Supply of Alcohol Act 2012

Section 21a of the Fire Service Act 1975

Fire Safety and Evacuation of Buildings 1992

**LICENSED PREMISES**

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

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

\_\_\_\_\_

Contact Person : \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have an evacuation scheme approved by  
the Fire Service as required by section 21A of the Fire Service Act 1975? Yes / No

Date approved: \_\_\_\_\_

Do you have an evacuation procedure as required by Fire Safety and Evacuation of Buildings Regulations 1992?  
Yes / No

Date implemented: \_\_\_\_\_

What is the maximum number of people that the building can occupy?

Employees: \_\_\_\_\_ Public: \_\_\_\_\_

Are there any other tenants in the building? Yes / No

Are your exit routes and doors indicated by signs? Yes / No

**DETAILS OF THE BUILDING'S FIRE PROTECTION — Please tick if you have the following:**

Automatic fire sprinkler  Automatic fire detection

Manual fire alarm  Emergency lighting

Hose reels

Portable fire extinguishers  No of units \_\_\_\_\_

Other

**Please tick where applicable:**

I hereby declare that the above premises has an Evacuation Scheme/Procedure for the public safety which meets the requirements of Section 21A of the Fire Service Act 1975; or

The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Notice**  
**Of application for on-licence**  
**Section 101, Sale and Supply of Alcohol Act 2012**  
**Form 7**



**Applicant - this form should be completed and forwarded directly to the South Waikato News**  
**South Waikato News - please print only what is inside the box**

1	<p><b>Public Notice</b>  <b>New</b>  <b>On-licence</b></p> <p><b>Section 101, Sale and Supply of Alcohol Act 2012</b></p>
2	<p>_____</p> <p>_____</p> <p><i>(Full name, address and occupation of applicant)</i></p>
3	<p>has made application to the District Licensing Committee at Tokoroa for the grant of an On licence in respect of the premises</p>
5	<p>situated at _____</p> <p><i>(Full address of the Premises)</i></p>
6	<p>and known as _____</p> <p><i>(Name of the Premises)</i></p>
7	<p>The general nature of the business conducted (or to be conducted) under the licence is _____</p> <p><i>(For example: hotel, tavern, restaurant, entertainment/night club)</i></p>
8	<p>The days on which and the hours during which liquor is (or is intended to be) sold under the licence are _____</p> <p>_____</p> <p><i>(Specify the days and hours alcohol will be sold)</i></p>
	<p>The application may be inspected during ordinary office hours at the offices of the South Waikato District Licensing Committee, Tokoroa, Council Building, Torphin Crescent, Tokoroa.</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 publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 7, Tokoroa 3444.</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>
9	<p>This is the first/second/only publication of this notice. The first publication was made on _____</p> <p><i>(Date)</i></p> <p><i>(Delete where not applicable)</i></p>

**ONSITE NOTICE**  
 Of application for On Licence  
*Section 101, Sale and Supply of Alcohol Act 2012*



1	<p><b>ONSITE NOTICE</b>  <b>New</b>  <b>On-licence</b></p> <p><b>Section 101(a) Sale and Supply of Alcohol Act 2012</b></p>
2	<p>_____</p> <p>_____</p> <p><i>(Full name, address and occupation of applicant)</i></p>
3	<p>has made application to the District Licensing Committee at Tokoroa for the grant of an On licence in respect of the premises</p>
5	<p>situated at _____</p> <p><i>(Full address of the Premises)</i></p>
6	<p>and known as _____</p> <p><i>(Name of the Premises)</i></p>
7	<p>The general nature of the business conducted (or to be conducted) under the licence is _____</p> <p><i>(For example: hotel, tavern, restaurant, entertainment/night club)</i></p>
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	<p>The application may be inspected during ordinary office hours at the offices of the South Waikato District Licensing Committee, Tokoroa, Council Building, Torphin Crescent, Tokoroa.</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 publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 7, Tokoroa 3444.</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>

**IMPORTANT - PLEASE READ**

Please fill the above form out and attach it to your premises so it can be read by persons walking past from the outside.

Once you have done this, please take a photograph of the notice and send it to either: -

[Alcohol@southwaikato.govt.nz](mailto:Alcohol@southwaikato.govt.nz) or [Julie.smale@southwaikato.govt.nz](mailto:Julie.smale@southwaikato.govt.nz)