

Application for New or Renewal of On Licence

Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012
(Form 3)



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: info@southwaikato.govt.nz

**Fee:As
prescribed**

Application for:
(tick)

New

Renewal

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 concerned if "yes", state kind of licence

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

Address of applicant:

Postal address:

Name of contact
person:

--

Contact details:

Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>	Mobile:	<input type="text"/>

Full Name of proposed
manager(s):

Address of proposed
manager(s):

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.

Status of Applicant

Natural Person(s) (an ordinary person in their private capacity)	<input type="checkbox"/>	Private Company	<input type="checkbox"/>
Licensing Trust or Community Trust	<input type="checkbox"/>	Trustee	<input type="checkbox"/>
Public Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Club	<input type="checkbox"/>	Local Authority	<input type="checkbox"/>
Body Corporate	<input type="checkbox"/>	Department of State	<input type="checkbox"/>

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?	

Proposed trading name of premises (if any)	
--	--

Is a Licence sought conditional upon construction or completion of the premises? If Yes please specify.	Yes		No	
---	-----	--	----	--

Does the applicant actually own the proposed licensed premises?	Yes		No	
---	-----	--	----	--

*If No, full legal name of owner:	
-----------------------------------	--

Address:	
----------	--

What form of tenure of the premises will the applicant have (including terms of tenure)?

***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.**

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:	
--------------------	--

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)

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 intend 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

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 - A menu may be attached to answer this question.	
--	--

Non-alcoholic beverages	
-------------------------	--

Low-alcoholic beverages	
-------------------------	--

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

If no access to mains water supply, what portability of water is intended to be available?

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*)

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).

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

For Office Use Only

Date Received:		Invoice:		Amount:	
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	Tick
<i>Please ensure that all relevant documents are attached, failure to attach to the application may result in delayed processing times.</i>	
1. Application Fee (The fees will be determined after assessment of application)	<input type="checkbox"/>
2. Fire Evacuation Scheme Form	<input type="checkbox"/>
3. 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"/>
4. Map showing location of boundaries.	<input type="checkbox"/>
5. Photograph or artist's impression of exterior of premises.	<input type="checkbox"/>
6. A menu or other indication of the standard and style of food to be provided or proposed to be provided	<input type="checkbox"/>
7. Where the applicant is Incorporated, a copy of the Certificate of Incorporation or other documentary evidence of its incorporation.	<input type="checkbox"/>
8. 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"/>
9. A certificate by the local authority that the proposed use of the premises meet requirements of the Building Code (new application only)	<input type="checkbox"/>
10. 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.	<input type="checkbox"/>
11. 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.	<input type="checkbox"/>
12. 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.	<input type="checkbox"/>
13. 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.	<input type="checkbox"/>
14. Copies of Managers Certificates of all named managers.	<input type="checkbox"/>
15. 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"/>
16. Host Responsibility Policy	<input type="checkbox"/>