



Kaikoura District Council
Ko te kaunihera ā rohe o Kaikōura
Sale and Supply of Alcohol Act 2012

Application for Off Licence

This application kit contains:

- Checklist
- Application Form
- Fire Evacuation Statement
- Premises Owner's Consent
- Public Notice for the Kaikoura District Council website
- Amenity and Good Order Questionnaire
- CPTED Checklist

All forms must be completed and returned with the required information to the Kaikoura District Council office.

Or Scanned and emailed to office@foodandhealth.co.nz

Or Posted to:
The Secretary
Kaikoura District Licensing Committee
C/- Food and Health Standards (2006) Ltd
PO Box 7469
CHRISTCHURCH 8240



Kaikoura District Council
Ko te kaunihera ā rohe o Kaikōura
Checklist for Alcohol Licence Applications
Sale and Supply of Alcohol Act 2012

THE FOLLOWING MUST BE PROVIDED WITH YOUR APPLICATION

Use this cover page to assist you to lodge a complete application

The completed application and all documentation

FEE – Invoice will be provided with the fee due. The fee may be paid by

- Cash
- Cheques are payable to the Kaikoura District Council.
- Internet Banking details. Account Name: *Kaikoura District Council*
 - Account Number: 02-0856-0011698-000

Reference: Off-licence number (if renewal) and name.

Related documents (to be attached for New Licences and Variation of Licences)

Certificate of Incorporation (if applicable)

Partnership agreement (if applicable)

A photo (or artist's impression) of the exterior of premises, showing the principal entrance.

A portion of a map showing the location of the premises within the Selwyn District.

Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated as restricted, supervised or undesignated areas and all principal entrances, location of tables and chairs, toilets and kitchen. Include any outdoor licensed area.

A written statement from the owner of the building consenting to the applicant selling alcohol from the premises.

Note: the consent must be for the same party detailed in the applicant section of this form.

Copy of a Planning/Building Certificate, or application for Planning/Building Certificate.

A Host Responsibility Policy and details in an implementation plan of how the Host Responsibility Policy will be put into practice.

Details of each manager's certificate and details of manager's experience for those nominated to manage the premises, and work visa if not a New Zealand Resident.

Details of staff training / staff training plan.

Completed Amenity and Good Order Questionnaire.

A completed CPTED site assessment.

Menu / food and drinks available.

An A4 sized public notice must be advertised in a conspicuous place on your premises after making this application. Public notice must also be given by advertising on the Kaikoura District Council website or in the Kaikoura Star (fees apply) within **20** working days after making this application. Please note there is no extra charge for the public notice to be advertised on the Kaikoura District Council website. You will be advised of the dates for which you must also advertise this on your premises.

Related documents (to be attached for Renewal Licences)	
<input type="checkbox"/>	Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated as restricted, supervised or undesignated areas and all principal entrances, location of tables and chairs, toilets and kitchen. Include any outdoor licensed areas.
<input type="checkbox"/>	A Host Responsibility Policy and details in an implementation plan of how the Host Responsibility Policy will be put into practice.
<input type="checkbox"/>	Details of each manager's certificate and details of manager's experience for those nominated to manage the premises, and work visa if not a New Zealand Resident.
<input type="checkbox"/>	Details of staff training / staff training plan.
<input type="checkbox"/>	Completed Amenity and Good Order Questionnaire.
<input type="checkbox"/>	A completed CPTED site assessment.
<input type="checkbox"/>	Menu / food and drinks available.
<input type="checkbox"/>	A copy of your original licence, showing the conditions.
<input type="checkbox"/>	A portion of a map, showing the location of the premises.
<input type="checkbox"/>	A photo (or artist's impression) of the exterior of premises, showing the principal entrance.
<input type="checkbox"/>	Certificate of Incorporation (if applicable).
<input type="checkbox"/>	An A4 sized public notice must be advertised in a conspicuous place on your premises after making this application. Public notice must also be given by advertising on the Kaikoura District Council website or in the Kaikoura Star (fees apply) within 20 working days after making this application. Please note there is no extra charge for the public notice to be advertised on the Kaikoura District Council website. You will be advised of the dates for which you must also advertise this on your premises.



Kaikoura District Council
Ko te kaunihera ā rohe o Kaikōura
Application or Renewal for Off Licence
Sections 100 and 127(2)
Sale and Supply of Alcohol Act 2012

To: The Secretary

Kaikoura District Licensing Committee
 C/- Food and Health Standards (2006) Ltd
 PO Box 7469

CHRISTCHURCH 8240

1. Applicant details

(a) Full Name of applicant (licensee):.....

(b) Contact Name:

(c) Postal Address:.....

(d) Contact Number:.....
 Email:.....

(e) Business Website (if applicable):

(f) Is this Licence sought for a premise Or conveyance

(g) Is this a New Off Licence Application Renewal of Off Licence Renewal
 of Off Licence with variation (e.g. change of hours or conditions)

(h) Licence Number (if renewal):.....
 Licence Expiry (if renewal):.....

(i) **Building Consent Number:**

(j) Status of applicant:

Natural Person Private Company Public Company
 Licensing Trust Partnership Local Authority
 Trustee Club Body Corporate

2. Further details where the licensee is a natural person

(a) Full Name:

(b) Maiden or other name:

(c) Address:.....

(d) Contact Number(s):.....
 Email:.....

(e) Gender: Male Female

(f) Date of Birth: Place of Birth:

(g) Occupation:

(h) State any criminal convictions:.....

3. Further details where the licensee is a company

(a) Date of incorporation:

(b) Place of incorporation:

Full details of each director and the secretary

Name:.....

Address:.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

4. Further details where the licensee is a private company

Capital: Authorised capital

Full details of each person who holds shares issued by the company (if this is the same as Question 3, go to Question 7)

Name:.....

Address:.....

.....

Place and date of birth:.....

Position held:.....

Face value of shares held:.....

State any criminal convictions:.....

.....

Name:.....

Address:.....

.....

Place and date of birth:.....

Position held:.....

Face value of shares held:.....

State any criminal convictions:.....

.....

5. Further details where the licensee is a public company

Full details of each person who holds 20 per cent or more of the shares, or of any particular class of shares issued, by the company

Name:.....

Address:.....

.....

Place and date of birth:.....

State any criminal convictions:.....

.....

Name:.....

Address:.....

Place and date of birth:.....

State any criminal convictions:.....

6. Further details where the licensee is a partnership

Full details of each partner

Name:.....

Address:.....

Signature:.....

Place and date of birth:.....

State any criminal convictions:.....

Full details of each partner

Name:.....

Address:.....

Signature:.....

Place and date of birth:.....

State any criminal convictions:.....

7. Details of premises (if not a conveyance)

(a) Proposed trading name for premises (if any):

(b) Address of proposed licensed premises:

(c) Is a licence sought conditional upon construction or completion of the premises? Yes No

Yes

No

(d) Does the licensee own the proposed licensed premises?

If **no**:

i. What is the full name and address of the owner?

ii. What form of tenure will the applicant have (including term of tenure)?

8. Details of conveyance (to be licensed)

(a) Type of conveyance (eg. ship, railway carriage, bus):

Yes

No

(b) Does the licensee own the proposed conveyance?

If **no**:

i. What is the full name and address of the owner?

ii. What form of tenure will the applicant have (including term of tenure)?

(c) Home base address:

(d) Any name used or proposed for conveyance:

(e) Provide registration number:

(f) Is a licence sought conditional upon construction or completion of the premises?

Yes

No

9. Designated Areas

(a) What part (if any) of the premises does the licensee intend should be designated as:

i. A restricted area

ii. A supervised area

iii. An undesignated area

10. Business Details

(a) Type of premises (please tick appropriate box)

Hotel or Tavern Club Premise where principal business is
 manufacture or sale of alcohol

Supermarket Grocery Store Other

(b) 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?

(c) 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?

(d) On which days and during which hours does the applicant intend to sell alcohol under the licence?

11. Conditions

(a) Are any changes sought to the present conditions of the licence? Yes No

If **yes**, what changes are sought?

(b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

(c) What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

(d) Has the licensee considered the neighbouring land use in the immediate area?

Yes No

Activities (such as amplified music) are likely to create adverse effects on neighbouring land use. What actions does the licensee intend to take to mitigate any adverse effects?

(e) State the experience and training of the applicant:

(f) Provide details of staff training for compliance with the Act:

12. Management of premises

How many managers have been/will be appointed?

Manager details (Please attach an extra page for others not listed here)

Name:.....

Address:.....
.....

Certificate Number:.....Expiry date:.....

Name:.....

Address:.....
.....

Certificate Number:.....Expiry date:.....

Name:.....

Address:.....
.....

Certificate Number:.....Expiry date:.....

13. Signature and Date

Dated at thisday of..... 20.....

Signature of applicant:

Notes:

1. This form must be accompanied by the prescribed fee, and the items in the checklist.
2. 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. 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).
3. 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 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).



Kaikoura District Council
Ko te kaunihera ā rohe o Kaikōura
Fire Evacuation Statement

Information required to accompany your application:

Premises:
Address:
Applicants Name:
Licence Type: On <input type="checkbox"/> Off <input type="checkbox"/> Club <input type="checkbox"/> Special <input type="checkbox"/>
Contact Name & Phone Number:
Building Warrant of Fitness
When does the premises building WOF expire? (Please enclose copy)
Fire Evacuation Scheme
The building requires an evacuation scheme because the building is used for the following purposes: <ul style="list-style-type: none">• The gathering together, for any purpose, of 100 or more persons:• Providing employment facilities for 10 or more persons:• Providing accommodation for more than 5 persons (other than in 3 or fewer household units):• Storing or processing hazardous substances in quantities exceeding the minimum amounts prescribed in Schedule 2 of the Fire Safety and Evacuation of Buildings Regulations 2006:
<i>If you would like to apply for a fire evacuation scheme or are unsure whether your building requires a scheme please contact Fire and Emergency New Zealand, Ph: 03 347 2096, Email: evacmanagecanterbury@fire.org.nz or visit their website www.fire.org.nz/business-and-landlords/evacuation-schemes/</i>
Section 100(d) and 127(e) of the Sale and Supply of Alcohol Act 2012 requires the applicant to complete the following:
I STATE THAT – (Please circle)
(delete if not applicable)
1. The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017; <u>OR</u>
2. Because of the building's current use, its owner is not required to provide and maintain such a scheme; <u>OR</u>
3. Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.
Signed by the applicant: Date:



Kaikoura District Council
Ko te kaunihera ā rohe o Kaikōura
Premises Owner Consent

To: The Secretary,
Kaikoura District Committee
C/- Food and Health Standards (2006) Ltd
PO Box 7469,
CHRISTCHURCH 8240

Owner Details
Name:
Address:
Contact Number:
Premises Information
Premises:
Premises Location:
Property Owner:
Licenses Sought:
Signature and Date
As owner/agent for owner of the above premises, I advise I have no objection to the grant of this licence(s).
Name
Signed: Date

PUBLIC NOTICE

ON, OFF & CLUB LICENCES/RENEWALS
SALE AND SUPPLY OF ALCOHOL ACT 2012

.....
.....

(Applicant and trading name, address, and occupation of application)

has made application to the Kaikoura District Licensing Committee for the issue (or renewal or variation of conditions of a

.....

in respect of the premises situated at

(address).....

The general nature of the business conducted (or to be conducted) **under the licence is** (type of business, e.g. hotel, tavern restaurant, entertainment/nightclub)

.....

The days on which and the hours during which liquor is (or is intended to be) **sold under the licence are** (specify days and hours)

.....

The application may be inspected during ordinary office hours at the office of the Kaikoura District Licensing Committee, C/- Council Offices, 96 West End, Kaikoura.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than **15** working days after the date of the first publication of this notice, file a notice in writing of the objection with the **Secretary of the District Licensing Committee at PO Box 6, Kaikoura.**

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.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale of Supply of alcohol Act 2012.

Important to Note – Public Notification of Application

The applicant is responsible to apply to the Council to place this advert on their website, within **10** working days for renewal of licence or **20** working days for new licence after filing this application. It is best to file this at the time of application.

As well as the Council Website we may require with some new applications or large variations to have 2 advertisements placed in the local newspaper no more than 1 week apart. This requirement will be determined at the time of application.

This notice must run on the website for the required time before your licence can be processed.

The applicant is also required to display an A4 sized (minimum) public notice of the applications, in a conspicuous place on the premises, from the date the notice is put on the website, for a period of 15 days.



Kaikoura District Council
Ko te kaunihera ā rohe o Kaikōura
Amenity and Good Order Questionnaire

All applications filed after 18 June 2013 require the Committee to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (section 105). To support your application please supply the information required and answer the questions listed in this form.

Scale Floor Plan

Provide a scale floor plan which also shows the design and layout of the premises.

This should include:

- Seating and tables
- A list of facilities
- CCTV placement
- Security lighting
- A description of your product types, where they are displayed and stored.

1. The reporting agencies must consider the effects the issue of the licence will have on amenity and good order – please answer the following.

For all licences:

(a) Advise proximity of all childcare centre, schools and churches within 500m – a site plan would assist.

.....
.....
.....

(a) How many residential neighbours would you have within 50 metres?

.....

(b) Windows – is there good visibility into and from the premises and the street?

.....

(c) Security – what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other?).

.....
.....

(d) Internal layout – can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?

.....
.....

(e) Lighting – does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc?

.....

(f) Security – will you employ security staff and when will they be used?

.....

(g) Security staff – how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?

.....
.....

Additional information required for On-Licence and Club licences.

(h) Explain clearly all types* of entertainment you will be providing and at what times. (*amplified music or large crowd noise related).

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.....

(i) Noise management – do you have a noise management plan or acoustic report?

.....
.....

(j) Soundproofing – what soundproofing has been undertaken?

.....
.....

What outside advertising involving alcohol will you be doing?

(k) Newspaper/magazine?

(l) Shop windows?

(m) On your premises – roof/other?

(n) Street/footpath signs?

Design drawings of your advertising would be of assistance.

Systems and staff training

(p) Are you involved in any mystery shopper/pseudo CPO programmes?

.....
.....

(q) What till prompt systems do you have regarding age checks?

.....
.....

(r) What staff training is provided with regard to Sale of Alcohol compliance and Host Responsibility practices – explain content, duration and how often this training is provided.

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.....

(s) Please provide copies of any written material you supply to staff regarding staff training (submit with application form).

.....
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.....

**2. Is this your first licensed premises?
If so, have you prepared a financial plan?**

(a) What percentage of the front windows will be clear and transparent?

.....
.....

(b) What is the target market for the business?

.....
.....

(c) What is your policy regarding alcohol pricing and promotions?

.....
.....

(d) Will there be single sales (Off-Licence)?

.....
.....

Renewals Only

(e) Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

.....
.....

(f) Has your business been subject to a Police Controlled Purchase Operation (CPO)? If so, what were the results?

.....
.....

(g) Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If, so for what reason?

.....
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.....

3. The granting, or renewal, of this application will contribute to the Object of the Act by:

(a) Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

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(b) The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by:

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CPTED checklist for off-licensed premises

	Yes	No	N/A
Windows			
There is at least 50% transparency in the front of the premises			
There is good visibility to and from the premises and the street			
Lighting			
Internal lighting inside the premises is suitable			
Lighting allows customers to be seen as they enter the premises			
Lighting allows staff to check IDs etc.			
Lighting outside the premises is suitable			
Lighting outside the premises discourages loitering			
Car parks and loading bays are well lit			
Street lighting outside the premises is working properly			
Internal layout			
The cash register is positioned near the main entrance			
The cash register area is raised to improve visibility			
Safe is out of public view			
No stock displays are greater than 1.3m			
The entire premises can be seen by the cashier			
There is good visibility into cold stores			
Where there may be blind spots, mirrors or CCTV are installed			
Security			
Doors and windows are reinforced			
Nothing encourages loitering outside the premises (e.g. notice boards etc.)			
There are no recessed entrances to the premises			
Intruder alarm is installed			
Alarm is monitored by monitoring centre			
Panic buttons are linked to intruder alarm			
CCTV			
CCTV is installed			
CCTV is positioned to monitor vulnerable areas			
Customers are aware of the CCTV system			
Staff understand its operation			
Staff			
There are sufficient numbers of staff to ensure control of the premises			
Two or more workers are on duty after dark			
Staff are visible to customers upon entering the store			
Staff greet/acknowledge customers entering the store			
A door buzzer notifies staff of customers entering the store			