



APPLICATION FOR OFF LICENCE
SECTION 31, SALE OF LIQUOR ACT 1989
 KAIKOURA DISTRICT LICENSING AGENCY
 P O BOX 6, KAIKOURA
 OFFICE, 34 ESPLANADE

1. DETAILS OF APPLICANT

(a) Company Name or Full Name(s): _____

Date of birth: _____

Occupation/Current employment: _____

Residential address: _____

Have you (if individual) ever been convicted of any offence (including traffic but not parking)? Yes No

If Yes, please provide details on a separate sheet. This will not be able to be viewed by the public.

(b) Postal address for service of documents: _____

(c) Daytime contact Name: _____

Daytime contact Telephone number: _____

(d) Full details of manager(s) to be employed and Certificate Numbers of Manager's Certificate(s)

Name	Address	Certificate Number

(e) Status of applicant: (*Tick appropriate box*)

- | | | | |
|-----------------------------------------------------------------------|--------------------------|-----------------|--------------------------|
| Natural Person | <input type="checkbox"/> | Private Company | <input type="checkbox"/> |
| Licensing Trust | <input type="checkbox"/> | Partnership | <input type="checkbox"/> |
| Club | <input type="checkbox"/> | Local Authority | <input type="checkbox"/> |
| Trustee | <input type="checkbox"/> | Public Company | <input type="checkbox"/> |
| Government Department or other instrument of the Crown | | | <input type="checkbox"/> |
| Manager under the protection of Personal and Property Rights Act 1988 | | | <input type="checkbox"/> |

2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY

(a) Date of incorporation: _____

(b) Place of incorporation: _____

(c) Full details of each director, and the secretary (if any), as follows:

Name	Address	Date of Birth	Place of Birth	Designation

(d) Private Company only: Authorised Capital _____ Paid-up Capital _____

Office Use Only

Cost \$793.24 Date: _____ Receipt # _____

(e) Private Company: 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

(f) Public Company: Full details of each person who holds 20 percent 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

(a) Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth	Designation

Have any of the above partners, directors, or major shareholders, ever been convicted of any offence (including traffic but not parking)?

Yes No

If Yes, please provide details on a separate sheet.

(b) Signature of each partner: _____

4. PREMISES DETAILS

(a) Address of proposed licensed premises: _____

(b) Type of premises: *(Tick appropriate box)*

Hotel or Tavern	<input type="checkbox"/>	Club	<input type="checkbox"/>
Supermarket	<input type="checkbox"/>	Grocery Store	<input type="checkbox"/>
Premises on which principal business is manufacture or sale of liquor			<input type="checkbox"/>
Body corporation to which section 30 (1) (ba) of the Act applies			<input type="checkbox"/>
Board, organisation, or other body to which section 30 (1) (bb) of the Act applies			<input type="checkbox"/>
Other	<input type="checkbox"/>		

(c) Proposed trading name for premises *(if any)*: _____

(d) Is a licence sought conditional upon construction/completion of the premises?

Yes **No**

(e) Does the applicant own the proposed licensed premises?

Yes **No**

If No: (i) Owners full name: _____

(ii) Owners address: _____

(iii) Form and term of tenure: _____

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

(i) A Restricted area: _____

(ii) A Supervised area: _____

5. BUSINESS DETAILS

(a) Does the applicant seek the licence in connection with the business of a caterer?

Yes **No**

(b) Does the applicant seek the licence in connection with the business of an auctioneer?

Yes **No**

(c) Is the sale of liquor intended to be the principal purpose of the business?

Yes **No**

If No,

(i) What is intended to be the principal purpose of the business? _____

(ii) What part of Section 36 of the Act is applicable to this application? _____

(d) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

Yes **No**

If Yes, what is the nature of those other goods or services? _____

(e) On which days and during which hours does the applicant intend to sell liquor under the licence? _____

(f) Does the applicant intend to provide complimentary samples of liquor on the premises?

Yes **No**

6. CONDITIONS

(a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons (i.e. minors, intoxicated persons, other persons to whom liquor may not be sold pursuant to the licence) are observed? _____

(b) *Where the principal business is other than the manufacture or sale of liquor:* What kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

Dated at Kaikoura this _____ day of _____ 20 _____

Applicant's signature (*Not Solicitor nor Agent*)

Remember to attach those matters as outlined in the 'Applications' pamphlet e.g. Host Responsibility Policy, floor plans, photo, certificate of incorporation, background information on applicant/s etc.

Please make cheque payable to the Kaikoura District Council.

IMPORTANT TO NOTE – PUBLIC NOTIFICATION OF APPLICATION

The applicant is responsible for placing two public notices in 'The Kaikoura Star' within 20 working days after filing this application. Notices should have not less than five days, and not more than ten days between the two dates of publication. We recommend notices be placed one week apart. The Agency will provide the 'notice' for you to take to 'The Kaikoura Star'. The relevant pages of 'The Kaikoura Star', showing date of publication, should then be provided to the Agency.

The applicant is also required to display an A4 sized (minimum) public notice of the application, in a conspicuous place on the premise, from the date of the first notice in the paper, for a period of 10 days. The notice will be provided to you by the Agency.