



# Application or Renewal for On Licence

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

To: Kaikoura District Licensing Committee,

C/- The Secretary

Kaikoura District Council

PO Box 6

Kaikoura 7300

Application for an on-licence is made in accordance with the details set out below:

1. Applicant details									
<p>(a) Surname: ..... First names: .....</p> <p>Maiden or other name: .....</p> <p>Residential Address: .....</p> <p>Date of Birth: ..... Country of Birth: ..... Place of Birth: .....</p> <p>Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Occupation: .....</p> <p>Citizen of NZ <input type="checkbox"/> Resident of NZ <input type="checkbox"/> Overseas Visitor <input type="checkbox"/> Working Visa <input type="checkbox"/></p> <p style="text-align: center;">(please supply a copy of working visa if applicable)</p>									
<p>(b) Postal address for service of documents: ..... .....</p>									
<p>(c) Home phone:.....Work phone: ..... Cell phone: .....</p> <p>Email address: .....</p>									
<p>(d) Business Website (if applicable):.....</p>									
<p>(e) Is this Licence sought for a <input type="checkbox"/> premise or <input type="checkbox"/> conveyance</p>									
<p>(f) Is this a <input type="checkbox"/> New On Licence Application <input type="checkbox"/> Renewal of On Licence <input type="checkbox"/> Renewal of On Licence with variation (eg. change of hours or conditions)</p>									
<p>(g) Licence Number (if renewal):.....</p> <p>Expiry Date (if renewal):.....</p>									
<p>(h) Status of applicant:</p> <table style="width: 100%; border: none;"> <tr> <td>Natural Person <input type="checkbox"/></td> <td>Private Company <input type="checkbox"/></td> <td>Public Company <input type="checkbox"/></td> </tr> <tr> <td>Licensing Trust <input type="checkbox"/></td> <td>Partnership <input type="checkbox"/></td> <td>Local Authority <input type="checkbox"/></td> </tr> <tr> <td>Trustee <input type="checkbox"/></td> <td>Club <input type="checkbox"/></td> <td>Body Corporate to <input type="checkbox"/></td> </tr> </table> <p style="text-align: center;">which Section 28(1)(c) of the Act applies</p>	Natural Person <input type="checkbox"/>	Private Company <input type="checkbox"/>	Public Company <input type="checkbox"/>	Licensing Trust <input type="checkbox"/>	Partnership <input type="checkbox"/>	Local Authority <input type="checkbox"/>	Trustee <input type="checkbox"/>	Club <input type="checkbox"/>	Body Corporate to <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"/>	Local Authority <input type="checkbox"/>							
Trustee <input type="checkbox"/>	Club <input type="checkbox"/>	Body Corporate to <input type="checkbox"/>							

**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            Paid-up 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:.....  
.....

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

(d) Does the licensee own the proposed licensed premises?      Yes       No

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): .....

(b) Does the licensee own the proposed conveyance?      Yes       No

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      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) What is the general nature of the business to be conducted by the applicant in the premises if the licence is granted? [*For example, hotel, tavern, restaurant, entertainment/nightclub*] .....

(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? (eg. Restaurant meals) .....

(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? 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?: .....

(e) (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

**11. Conditions**

(a) Are any changes sought to the present conditions of the licence? Yes  No   
 If **yes**, what changes are sought? .....

(b) What provision does the applicant intend to make for the sale and supply of: (Please describe the options provided for each question)

- i. Food? .....
- ii. Non-alcoholic refreshments? .....
- iii. Low-alcohol beverages?.....
- iv. Drinking water? Where will it be freely available? .....

(c) 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? .....

(d) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? .....

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

(f) 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? .....

(g) State the experience and training of the applicant:.....

(h) 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:.....

Name:.....

Address:.....

Certificate Number:.....

Name:..... Address:..... ..... Certificate Number:.....
Name:..... Address:..... ..... Certificate Number:.....
<b>13. Signature and Date</b>
Dated at .....this .....day 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).

OFFICE USE ONLY

Receipt: \_\_\_\_\_

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

**Additional Information Required for  
The Sale and Supply of Alcohol Act 2012**

**Introduction of your premises:**

(e.g. Brief explanation of location of your premises and what the area around your premises is like)

---

---

---

**Neighbouring Land Use:**

(e.g. Proximity to other licensed premises, residential housing, neighbouring businesses, parks etc)

---

---

---

**Locality to Sensitive Premises:**

(e.g. Proximity to schools, churches, hospitals etc)

---

---

---

**Current and Potential Levels of Nuisance and Vandalism:**

(e.g. General criminal activity in the area and links to premises, neighbouring car parks and concerns of preloading, CCTV, lighting in around your premises, carparks etc) (You may wish to consult your local Police)

---

---

---

**CPTED (Crime Prevention Through Environmental Design) Analysis:**

(e.g. General criminal activity in the area and links to premises, neighbouring car parks and concerns of preloading, CCTB, lighting in around your premise, carparks etc,)(you may wish to consult your local Police)

---

---

---

**Visual Amenity:**

(e.g. Graffiti on premises, how are you advertising alcohol outside your premises, damage to premises etc.)

---

---

---

**Is there no reason to believe that 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 your licence?**

---

---

---

*If all questions are not completed the application may not be processed.*



# 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 (inclusive of GST)

Fee may be paid by

- Cash
- Cheques are payable to Kaikoura District Council

Internet Banking details: Account Name: Kaikoura District Council,

Account Number: 02-0856-0011698-000, Reference: Licence number (if renewal) and Applicant's 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 Kaikoura 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.

Public notice must be advertised within 20 working days after making this application. Public notice may be advertised on the Kaikoura District Council website **OR** in The Kaikoura Star.

**If you intend to advertise by newspaper rather than the Council website, you must inform Kaikoura District Council before you place the advert.**

## 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 (Crime prevention through environmental design) 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"/> | Public notice must be advertised within 20 working days after making this application. Public notice may be advertised on the Kaikoura District Council website <b>OR</b> in The Kaikoura Star                                                                                                 |
| <input type="checkbox"/> | <b><u>. If you intend to advertise by newspaper rather than the Council website, you must inform the Kaikoura District Council before you place the advert.</u></b>                                                                                                                            |

**STATEMENT TO ACCOMPANY APPLICATION FOR  
RENEWAL OF LIQUOR LICENCE**  
(Section 127 (2)(e) Sale and Supply of Alcohol Act 2012)

Premises: \_\_\_\_\_

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

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

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

Contact Phone Number: \_\_\_\_\_

STATE THAT

(Delete one)

1. The building in which the premises are situated has an evacuation scheme for public safety, which meets the requirements of Section 21B of the Fire Service Act 1975.

Or

2. The building, by reason of its current use, does not require such a scheme, or the building is exempt from having a to meet the requirements of such a scheme, but has in place an evacuation procedure as described in Regulation 5 of the Fire Safety and Evacuation of Buildings Regulations 1992.

Signed by the applicant: \_\_\_\_\_

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

Some of the more common reasons that may require the OWNER of a building to have an evacuation scheme approved by and registered with the New Zealand Fire Service.

- 1. More than 99 people gathered in the building, or
- 2. More than 10 people working in the building, or
- 3. More than 5 people sleeping in the building.

It is important to note that the above list does not list all of the reasons that may require an OWNER to have an evacuation scheme and that the criteria is assessed on the entire building and not just the tenancy that has a liquor licence.

Should you require further information from the New Zealand Fire Service, please contact your nearest Fire Region headquarters listed under FIRE SERVICE in the phone book.

A copy of this document may be sent to the New Zealand Fire Service for its information

COUNCIL WEBSITE

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, eg 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 10 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.