



GENERAL INFORMATION AND NOTES RELATING TO AN APPLICATION FOR AN OFF LICENCE (OR RENEWAL OF OFF LICENCE)

Every application for an on licence shall be accompanied by the following:

1. Copy of planning consent
2. A Certificate of Compliance from the local authority that the proposed use of the premises meets town planning / building requirements. (An application form for this is attached. Cost \$115.00.) Only one is required if applying for On and Off Licence.

NOTE:

This certificate must be obtained before the application can be publicly notified or actioned further by the Kaikoura District Licensing Committee.

3. The prescribed fee (please contact the Council on 03 319 5026 for fee details). Please make cheque payable to Kaikoura District Council.
4. A photograph of the exterior of the premises or an artist's impression of the proposed premises as they will look when they are finished.
5. A map, or a copy of a map, or a portion of a map showing the location of the premises.
6. A scale floor plan showing:
 - a. Those parts of the premise that are to be used for the sale or supply of liquor.
 - b. Those parts of the premises (if any) that the club intends should be designated as restricted or supervised areas.
 - c. Each entrance to the premises that the applicant intends should be designated as a principal entrance.
7. 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.
8. Where the applicant is incorporated, a copy of the certificate of incorporation or other documentary evidence of its incorporation.
9. Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal Rights Act 1988. A copy of the property order.
10. Where the applicant relates to a supermarket, particulars of the floor area of the supermarket, showing any proposed permitted area for the display and promotion of alcohol, and any sub areas.
11. Where the applicant relates to a grocery store, particulars of the principal business of the store.
12. Where the application relates to a grocery store, particulars of the principal business of the store, the statement of annual sales revenue required by regulation 12 and 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.
13. A copy of your advertisements (including dates of advertising)



KAIKOURA DISTRICT COUNCIL

APPLICATION FOR OFF LICENCE OR RENEWAL OF OFF LICENCE
(FOR PREMISES)

SECTION 100 AND 127(2), SALE AND SUPPLY OF ALCOHOL ACT 2012

To: C/- The Secretary
Kaikoura District Licensing Committee
PO Box 6
KAIKOURA

If this is an application for renewal of an Off licence, please state current licence number:

Application for an Off Licence is made in accordance with the details set out below;-

1. DETAILS OF APPLICANT

(a) 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"/> |
| Government Department | <input type="checkbox"/> | Local Authority | <input type="checkbox"/> |
| Trustee | <input type="checkbox"/> | Public Company | <input type="checkbox"/> |
| Body corporate to which the Act applies | <input type="checkbox"/> | | |
| Manager under the protection of Personal and Property Rights Act 1988 | | | <input type="checkbox"/> |
| Board, organisation, or other body to which the Act applies | | | <input type="checkbox"/> |

(b) Company Name or Full Name(s) if individual:

Date of birth: _____ Gender: M / F

Occupation / Current employment: _____

Residential address: _____

(c) Postal address for service of documents: _____

(d) Daytime contact Name: _____

Daytime contact telephone number: _____ Cell: _____

Have you (if individual) ever been convicted of any offence (including traffic but not parking)?

(Tick appropriate box)

Yes

No

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

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

Full Name (legal name)	Address	Certificate Number	Expiry Date

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:

Full Name	Address	Date of Birth	Place of Birth	Designation

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

(e) Private Company: Full details of each person who holds any shares issued by the company.

Full 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.

Full 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:

Full 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) Proposed trading name for premises (if any): _____

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

- Hotel or Tavern Retail Shop
- Supermarket Grocery Shop
- Premises on which the principal business is manufacture or sale of liquor
- Body corporation to which Section 30 (1) (bb) of the Act Applies
- Board, organisation, or other body to which Section 30 (1) (bb) of the Act Applies
- Other

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

YES **NO**

If NO, What is intended to be the principal purpose of the business?

(b) 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? _____

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

6. CONDITIONS

(a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation of the sale of liquor to prohibited persons (i.e. minors, intoxicated persons, other person 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?

(c) Please state your experience and training _____

(d) Any other steps you propose to take to promote the responsible consumption of alcohol?

(e) Other systems (including training systems), and staff in place (or to be in place) for compliance with the Act (state)

Date at Kaikoura this _____ day of _____ 20 _____

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

Remember to attach relevant information as stated on the first two pages of this form.

IMPORTANT TO NOTE – PUBLIC NOTIFICATION OF APPLICATION

The applicant is responsible for placing two public notices in The Press, or 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 Committee will provide the 'notice' for you to take to 'The Press' the relevant pages of 'The Press', showing date and publication, should then be provided to the Committee.

The applicant is also required to display an A4 sized (minimum) public notice of the applications, in a conspicuous place on the premise, from the date of the first notice in the paper, for a period of 15 days. The notice will be provided to you by the Agency.

OFFICE USE ONLY

Receipt: _____

Date: _____