



RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946 Ph. (07) 895-8188 Fax. (07) 895-3256

OFF LICENCE APPLICATION FORM 6

Section 31, Sale of Liquor Act 1989

<i>Office Use Only</i>				
Ref: _____	File: _____	Doc: _____	Date: _____	Staff Initials: _____

TO: The Secretary
 The District Licensing Agency
 Ruapehu District Council
 Private Bag
 TAUMARUNUI 3946

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

1 DETAILS OF APPLICANT(S)

(a) Full name, address and occupation: _____

(b) Postal Address (for service of documents): _____

(c) Daytime contact name & phone: _____

(d) Full name, address, of Manager or Managers to be employed, and certificate numbers of Managers Certificates including details of Supporting Managers

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

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


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, as follows:

(d) *In the case only of a Private Company:*

Authorised Capital [] Paid Up Capital []

(e) *In the case only of a Private Company:*

Full details of each person who hold any shares issued by the Company:

Name	Address	Date of Birth	Designation	Face Value of Shares Held
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(f) *In the case only of a Public Company:*

Full details of each person who holds 20% or more of shares, or of any particular class of shares, issued by the Company:

Name	Address	Date of Birth	Designation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3 FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP

(a) Full details of each Partner, as follows:

Name	Address	Date of Birth	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4 PREMISES DETAILS

(a) Address of proposed licensed premises:

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


RUAPEHU DISTRICT COUNCIL

- Hotel or Tavern Club Supermarket
 Premises on which the principal business is the manufacture or sale of liquor Grocery Store
 Other

(c) Proposed trading name for premises: _____

(d) Is a licence sought conditional upon construction or completion of the premises? YES / NO

(e) Does the applicant 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 of the premises will the applicant have? *(Including 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 what 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 are observed?

(b) (Where the principle business is other than the manufacturer or sale of liquor) what kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

Dated at this day of 20__

.....
(Applicant)

NOTES:

1. In respect of the status of the applicant, see section 30 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 8(2) of the Sale of Regulations 1990.
3. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in Form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the two dates of publication.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in Form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

OFFICE USE ONLY			
Receipt No:	\$ _____	Code Ref:	LIQOOC
Receipt No:	\$ _____	Code Ref:	ON_OFF
Total Amount Paid:	\$ _____		



SALE OF LIQUOR REGULATIONS 1990

Every application for an Off Licence shall be accompanied by the following:

- (a) Three copies of the application.
- (b) *Where the applicant is incorporated*, a copy of the Certificate of Incorporation, or other documentary evidence of its incorporation.
- (c) *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.
- (d) *Where the applicant is a local authority*, a reference to the enactment by which the applicant is expressly authorised to hold an Off Licence under the Act.
- (e) *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.
- (f) *Where the applicant is a Club*, evidence that the Club:
 - (i) Held a charter under Section 164 of the Sale of Liquor Act 1962 immediately before 1 April 1990; or
 - (ii) Holds a Club Licence under the Sale of Liquor Act 1989, and is not a Sports Club.
- (g) *Where the application relates to premises in which the principal business is the manufacture or sale of liquor*, a reference to the number of the On Licence held by the applicant in respect of the hotel or tavern.
- (h) *Where the application relates to premises in which the principal business is the manufacture or sale of liquor*, particulars of the principal business conducted on the premises, and *where the principal business is wine making*, the number of the licence held under the Wine Makers Act 1981.
- (i) *Where the application relates to a supermarket*, particulars of the floor area of the supermarket, including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items.
- (j) *Where the application relates to a grocery store*, particulars of the principal business of the store.
- (k) *Where the application is made in reliance on Section 36(2)(a) of the Act*, evidence to show that the sale of liquor in premises of a kind described in paragraph (c) or paragraph (d) of Section 36(1) of the Act would not be economic.
- (l) *Where the application is made in reliance on Section 36(2)(b) of the Act*, particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complimentary.
- (m) *Where the application is made by the holder of an auctioneer's licence*, the number of the licence held under the Auctioneers' Act 1928.
- (n) A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished.
- (o) A map, or a copy of a map or of a portion of a map, showing the location of the premises.
- (p) A scale plan showing:
 - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
 - (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas; and
 - (iii) *Except where the applicant is a club*, each entrance to the premises that the applicant intends should be designated as a principal entrance.
- (q) *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.
- (r) A certificate by the local authority that the proposed use of the premises meets Resource Management Act 1991 and Building Code requirements. Please see Fees and Charges for the fee for this certificate.
- (s) The prescribed fee – please see Fees and Charges attached.
- (t) Within 20 working days after filing the application, the applicant shall give public notice of the application in the prescribed form (Form 1 attached).
- (u) A copy of the Host Responsibility Declaration.



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PUBLIC NOTICE

FORM 1A

Sale of Liquor Act 1989

(Full name, address, and occupation of applicant)

has made application to the Ruapehu District Licensing Agency at Taumarunui for the grant / renewal of an ON / OFF / CLUB Licence *(Please specify)*, in respect of the premises situated at:

and known as:

The general nature of the business conducted / to be conducted under the licence is:

(e.g. hotel, tavern, restaurant, entertainment/nightclub)

The days on which, and the hours during which, liquor is / is intended to be sold under the licence are:

The application may be inspected during ordinary office hours at the office of the Ruapehu District Council, Huia Street, Taumarunui.

Any person who is entitled to object and who wishes to object to the grant / renewal of the application may, no later than 10 working days after the date of the first publication of this notice in a newspaper or newspapers, file a notice in writing of the objection in accordance with the Act, to the Secretary of the District Licensing Agency, c/- Ruapehu District Council, Private Bag 1001, Taumarunui.



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EVACUATION OF PREMISES FOR ON, OFF, & CLUB LICENCES FORM 30

SALE OF LIQUOR ACT 1989
Sections 18, 41 and 64 (as amended by the Building Act 1991)

<i>Office Use Only</i>				
Ref: _____	File: _____	Doc: _____	Date: _____	Staff Initials: _____

I (full name) _____ Licence Holder (or Secretary) of the premises known as _____ and which operate under an _____ (state which type of licence) Licence, state:

- (i) That the building in which the premises are situated has an evacuation scheme for public safety, which meets the requirements of Section 21A of the Fire Service Act 1975.
- or
- (ii) The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

(Delete One)

Signed: _____

Designation: _____

Date: _____

EVACUATION SCHEMES FOR PUBLIC SAFETY

If your licensed building is used as a place where 100 or more people are able to be present for different purposes or activities; or
 Contains facilities for employment for more than 10 people; or
 Accommodation is provided for more than five people; or
 Is used for any two of the above purposes, and no sprinkler system (or an inadequate sprinkler system) is available, an evacuation scheme is required. (Fire Service Act 1975, Section 21A).

Note:

The National Fire Commander may grant waivers from the requirement of any building, where in the opinion of the National Commander, there are already other provisions which will ensure the safety of people within the building (Section 21A(9)).

This certificate is to be completed, signed and returned with your renewal application, **even if your building is exempt.**