



# RUAPEHU DISTRICT COUNCIL

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

## ON LICENCE APPLICATION FORM 2

Section 9, Sale of Liquor Act 1989

*Office Use Only*

<b>Ref:</b> _____	<b>File:</b> _____	<b>Doc:</b> _____	<b>Date:</b> _____	<b>Staff Initials:</b> _____
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TO: The Secretary  
The District Licensing Agency  
Ruapehu District Council  
Private Bag 1001  
Taumarunui 3946

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

### 1 DETAILS OF APPLICANT(S)

(a) Full name, address, date of birth, and occupation: \_\_\_\_\_  
\_\_\_\_\_

(b) Postal Address (for service of documents): \_\_\_\_\_  
\_\_\_\_\_

(c) Daytime contact name & phone: \_\_\_\_\_

(d) Full name, address, and date of birth of proposed certified Manager or Managers to be employed, certificate numbers of Managers Certificates and 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"/> Manager under the Protection of Personal & Property Rights Act 1988 |  | <input type="checkbox"/> Club           |


**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) Proposed trading name for premises (if any) \_\_\_\_\_
- (c) Is a licence sought conditional upon construction or completion of the premises? Yes/No \_\_\_\_\_


**RUAPEHU DISTRICT COUNCIL**

- (d) 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)? \_\_\_\_\_

- (e) 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) What is the general nature of the business to be conducted by the applicant if the licence is granted? (e.g. *hotel, tavern, restaurant, entertainment/nightclub*)

- (b) 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?

- (c) 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?

- (d) On which days, and during what hours, does the applicant intend to sell liquor under the licence?

- (e) *In the case of a BYO restaurant only*, does the applicant wish to have the licence endorsed under Section 28 of the Act? YES / NO

**6 CONDITIONS**

- (a) What provision does the applicant intend to make for the sale and supply of:

(i) Food: \_\_\_\_\_

(ii) Non and Low Alcoholic refreshments: \_\_\_\_\_

- (b) 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?



**RUAPEHU DISTRICT COUNCIL**

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Dated at ..... this ..... day of ..... 20\_\_

.....  
(Applicant)

**NOTES:**

1. In respect of the status of the applicant, see section 8 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 5(3) of the Sale of Liquor 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).

<b><u>B.Y.O.</u></b>			
Receipt No:	\$ _____	Code Ref:	LIQOOC
Receipt No:	\$ _____	Code Ref:	ON_OFF
Total Amount Paid:	\$ _____		

<b><u>OFFICE USE ONLY</u></b>			
Receipt No:	\$ _____	Code Ref:	LICOOC
Receipt No:	\$ _____	Code Ref:	ON_OFF
Total Amount Paid:	\$ _____		



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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, Manuaute 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Designation: \_\_\_\_\_

### 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 Fire 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.**



## SALE OF LIQUOR REGULATIONS 1990

### 5. Application for on-licence

- (3) Every application for an on-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 ...
  - [(d) *(where the applicant is a board, organisation, or body to which section 8(1)(bb) of the Act applies)* a reference to the Act under which the applicant is authorised to sell liquor or hold an on-licence under the Act:]
  - (d) *(Where the applicant is 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:
  - [(ea) *(where the application is made in respect of any conveyance that is a ship, ferry, hovercraft, or aircraft)* a current Safe Ship Management Certificate (if a ship, ferry, or hovercraft) or a current certificate of airworthiness (if an aircraft):]
  - (f) 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:
  - (g) A map, or a copy of a map or of a portion of a map, showing the location of the premises:
  - (h) 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:
    - (iii) Each entrance to the premises that the applicant intends should be designated as a principal entrance:
  - (i) *(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:
  - (j) A certificate by the local authority that the proposed use of the premises meets town planning requirements: fee of \$175.00 required.
  - [(ja) a menu or other indication of the standard and style of food to be provided or proposed to be provided:]
  - (k) The prescribed fee.
  - (l) A copy of the Host Responsibility Declaration.



**DISCLOSURE OF POLICE INFORMATION**

As applicant for this Licence / Manager's Certificate, you are requested to sign the authority below. Failure to allow Police to disclose this information may result in your application only being determined at a Hearing by the Liquor Licensing Authority where you will be required to attend and present the information for this Authority's consideration.

**Authorisation**

The police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?

Yes / No

Signature of applicant: \_\_\_\_\_

Dated at                    this day                    of                    200