



# RUAPEHU DISTRICT COUNCIL

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

## RENEWAL OF LICENCE APPLICATION (FOR ON, OFF, OR CLUB LICENCE) FORM 15

Sections 18, 41 and 64, Sale of Liquor Act 1989

Office Use Only

Ref: \_\_\_\_\_ File: \_\_\_\_\_ Doc: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

To: The Secretary  
District Licensing Agency  
Private Bag 1001  
Taumarunui 3946

Application for the renewal of a licence is made in accordance with the details set out below.

### 1 DETAILS OF LICENSEE

- (a) Full Name: \_\_\_\_\_
- (b) Postal address \_\_\_\_\_
- (c) Contact Name & Phone (day): \_\_\_\_\_

### 2 DETAILS OF THE CERTIFIED MANAGER

- (a) Full Name: \_\_\_\_\_
- (b) Postal address (if different from above): \_\_\_\_\_
- (c) Certificate Numbers of Manager's Certificates and expiry date. \_\_\_\_\_
- (d) Date of Birth: \_\_\_\_\_
- (e) Details of Supporting Managers:
1. \_\_\_\_\_
2. \_\_\_\_\_

### 3 DETAILS OF LICENCE

- (a) Type of Licence (tick appropriate box)
- On Licence                       Off Licence                       Club Licence
- (b) Number: \_\_\_\_\_
- (c) Expiry Date: \_\_\_\_\_

### 4 DETAILS OF PREMISES *(To be included only where the licence applies to any premises)*

- (a) Address: \_\_\_\_\_
- (b) Trading or other name (if any): \_\_\_\_\_
- (c) (if a club licence) does the club share the premises with any other club? Yes/No  
If Yes –
- (i) what is the name of the other club? \_\_\_\_\_
- (ii) what months of the year do respective clubs use the premises? \_\_\_\_\_



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**5 DETAILS OF CONVEYANCE** *(To be included only where the licence applies to any conveyance)*

- (a) Type of conveyance \_\_\_\_\_
- (b) Address of home base (if any): \_\_\_\_\_
- (c) Principal route traveled (if any): \_\_\_\_\_
- (d) Trading or other name (if any): \_\_\_\_\_

**6 CONDITIONS**

Are any changes sought to the present condition of the licence? **YES / NO**

- (a) If yes, what changes are sought? \_\_\_\_\_
- (b) what are the full reasons for the changes sought? \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Licensee

**NOTES**

- 1 This form should be used in respect of On, Off, and Club Licences. Special Licences are not renewable.
- 2 This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
- 3 For the matters that are to accompany this application, see Regulation 18(2) of the Sale of Liquor Regulations 1990.
- 4 Within 10 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 of 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.
- 5 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 it is impracticable or unreasonable to do so).
- 6 A copy of the Host Responsibility Declaration must be attached to all applications for On, Off or Club Licence renewals.

**OFFICE USE ONLY**

Fee Payable:	\$ _____	Receipt No:	_____
Code Ref: LIQOOC	\$ _____	Receipt No:	_____
Code Ref: ON_OFF	\$ _____		



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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  
operates 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

An Evacuation Scheme is required if:

The building is used as a place where 100 or more people are able to be present for different purposes or activities,  
**or if**  
The premises have no sprinkler system (or an inadequate sprinkler system)  
**and**  
If the building contains facilities for employment for more than 10 people; or  
Accommodation is provided for more than five people  
(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.**



### 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