



# Ruapehu District Council

Private Bag 1001, Taumarunui 3946

Phone 07 895 8188 or 06 385 8364

Email: [info@ruapehudc.govt.nz](mailto:info@ruapehudc.govt.nz)

Website: [www.ruapehudc.govt.nz](http://www.ruapehudc.govt.nz)

Facebook: ruapehudc

Cover Sheet for

## Renewal of Off-Licence

Section 127, Sale and Supply of Alcohol Act 2012

### Applicant Checklist

The following must be included with your application:

- This Application Form, with all sections completed, signed and dated.
- Application Fee** - please see next page or contact us for assistance.
- Detailed A4 scale map of the interior of the premises showing:
  - The areas used for sale of alcohol.
  - Areas that are to be restricted or supervised.
  - All principal entrances.
  - Location of tables and chairs, toilets and kitchen.
  - The use of footpath for outdoor dining (if applicable).
  - CCTV placement and security lighting (if applicable).
- A Host Responsibility Policy (*Your "Mission Statement" - This document needs to explain fully what the premises will do to ensure compliance with each licence condition. It should subsequently be displayed at the points of sale and used in staff training*)
- Copies of each current Managers' Certificate for those nominated to manage the premises.
- Evidence of staff training in host responsibility practices.
- For supermarkets/grocery stores only, a statement of 12 months sales figures verified by an accountant) establishing the range of goods sold (as required by Regulation 12/13 of the Sale and Supply of Alcohol Regulations 2013).
- Copies of any proposed advertising or promotions (if applicable).
- If you use an agent or solicitor, an authority to act.

### If there have been any changes to the building design or layout please attach:

- A Planning Certificate for the purposes of the Sale and Supply of Alcohol Act (**MUST** be supplied with this application). **Additional Fee - \$150.00**
- A Building Certificate for the purposes of the Sale and Supply of Alcohol Act (if not yet available, this may be supplied later, prior to the issue of the licence). **Additional Fee - \$100.00**

**Applications can be delivered to any Council Office or posted to the address above**

#### For Office Use Only

- |                          |                      |                         |
|--------------------------|----------------------|-------------------------|
| <input type="checkbox"/> | App Fee - \$368.00   | Annual Fee - \$161.00   |
| <input type="checkbox"/> | App Fee - \$609.50   | Annual Fee - \$391.00   |
| <input type="checkbox"/> | App Fee - \$816.50   | Annual Fee - \$632.50   |
| <input type="checkbox"/> | App Fee - \$1,023.50 | Annual Fee - \$1,035.00 |
| <input type="checkbox"/> | App Fee - \$1,207.50 | Annual Fee - \$1,437.50 |

#### Fee Due

Accepted and Checked by

GL Code

Receipt No

Receipt Date



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## Alcohol Licensing Fees

# On, Off and Club Licences

### Sale and Supply of Alcohol Act 2012

The Sale and Supply of Alcohol Act 2012 has introduced national risk-based fees for all alcohol licences. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of alcohol licensing. The licence fee category is determined using the below criteria. You can use the tables below to estimate the fee you need to pay when lodging your application.

Licence Held or Sought	Type of Premises	Weighting
On Licence	Class 1 restaurant, night club, tavern, adult premises	15
On Licence	Class 2 restaurant, hotel, function centre	10
On Licence	Class 3 restaurant, other	5
On Licence	BYO restaurant, theatre, cinema, winery cellar door	2
Off Licence	Supermarket, grocery store, bottle store	15
Off Licence	Hotel, tavern	10
Off Licence	Class 1, 2 or 3 club, remote sales premises, premises not otherwise specified	5
Off Licence	Winery cellar doors	2
Club Licence	Class 1 club	10
Club Licence	Class 2 club	5
Club Licence	Class 3 club	2

+

Type of Premises	Latest Trading Hours Allowed by Licence	Weighting
<b>On Licence Club Licence</b>	2.00am or earlier	0
	Between 2.01am and 3.00am	3
	Any time after 3.00am	5
<b>Off Licence</b>	10.00pm or earlier	0
	Any time after 10.00pm	3
<b>Remote Sales Premises</b>	Not Applicable	0

+

No of Enforcement Holdings in last 18 Months	Weighting
None	0
1	10
2 or more	20

=

Your Weighting:

## Definitions

### Class 1 Restaurants

Restaurants with a significant separate bar area which, in the opinion of Ruapehu District Council, operates that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals, to tables in the bar area.

### Class 2 Restaurants

Restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of Ruapehu District Council, do not operate that area in the nature of a tavern at any time.

### Class 3 Restaurants

Restaurants that only serve alcohol to the table and do not have a separate bar area.

### Class 1 Club

A club which has or applies for a club licence and  
(a) Has at least 1,000 members of purchase age; and  
(b) In the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any time.

### Class 2 Club

A club that has or applies for a club licence and is not a class 1 or class 3 club.

### Class 3 Club

A club that has or applies for a club licence and  
(a) Has fewer than 250 members of purchase age; and  
(b) In the opinion of the territorial authority, operates a bar for no more than 40 hours each week.

### Enforcement

Enforcement has the same meaning as a "Holding" under Section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.

## Application Fee

The licensing system has five categories, which reflect the range of cost/risk ratings. A premises' fee category determines the application fee that the licensee has to pay. All fees below are GST inclusive.

Total Weighting	Fee Category	Application Fee
0 - 2	Very Low	\$368.00
3 - 5	Low	\$609.50
6 - 16	Medium	\$816.50
16 - 25	High	\$1,023.50
25 +	Very High	\$1,207.50

## Annual Fee

The new Act also introduces an annual fee for all licences. The annual fee is due before the licence is issued (for new licences) and then every year on the licence anniversary date. The amount of the annual fee you will pay will be determined on the fee category and risk rating at the day the annual fee is due. You will receive a reminder that your annual fee is due in the mail prior to the due date. All fees below are GST inclusive.

Fee Category	Application Fee
Very Low	\$161.00
Low	\$391.00
Medium	\$632.50
High	\$1,035.00
Very High	\$1,437.50

Please note that it is Ruapehu District Council that determines the final application and annual fees, so you may be charged further fees before your licence is granted.

All fees are set by the Ministry of Justice. See <http://www.justice.govt.nz/police/sale-and-supply-of-alcohol>.

If you need assistance calculating your fees, please contact us on the details below:

Phone	07 895 8188 or 06 385 8364
Email	info@ruapehudc.govt.nz (please put "Alcohol Licensing" in Subject line)
Website	www.ruapehudc.govt.nz
Location	59-63 Huia Street, Taumarunui Ayr Street, Ohakune Cr Duncan/Seddon Streets, Raetihi

### Payment by Direct Credit

Ruapehu District Council  
BNZ, Taumarunui  
Account No 02 0424 0150061 00

**Please ensure your name is in the Reference Field, along with the words "On Lic", "Off Lic", "Club Lic", "Mgr", "On Renew", "Off Renew", "Club Renew" or "Mgr Renew" (whichever is relevant).**



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Application for

## Renewal of Off-Licence

Section 127, Sale and Supply of Alcohol Act 2012

To the Secretary  
District Licensing Committee, Ruapehu District Council

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

### Applicant Details

1 Full Legal Name (*the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to*)

2 Applicant's Date of Birth (*if an individual*)

3 Occupation

4 Postal Address (*for service of documents*)

5 Daytime Contact Name

6 Phone

Mobile

7 Email

8 Status of Applicant

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Individual Person  | <input type="checkbox"/> Partnership    | <input type="checkbox"/> Local Authority                    |
| <input type="checkbox"/> Trustee  | <input type="checkbox"/> Club           | <input type="checkbox"/> Licensing Trust or Community Trust |
| <input type="checkbox"/> Private Company  | <input type="checkbox"/> Public Company |   |
| <input type="checkbox"/> Other - advise what authority under which incorporated ..... |   |   |

9 Do you have any Criminal Convictions? (*other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies*)

Yes  No

If YES, please state the nature of the offence, date of conviction and penalty suffered

## Further Details Where Applicant is a Company

10 Date and place of incorporation

**If applicant is a Private Company, state the full details of each person who holds any shares issued by the Company.  
If applicant is a Public Company, state the full details of each person who holds 20% or more of the shares, or any class of shares, issued by the Company.**

Name	Address	Date of Birth	Place of Birth	Position (tick one)	No. of shares
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	
				Shareholder <input type="checkbox"/> Director <input type="checkbox"/>	

## Further Details Where Applicant is a Partnership

11 State the full details of each partner.

Name	Address	Date of Birth	Place of Birth

12 Regarding the above information, have there been any changes since the issue of the licence or last renewal?  Yes  No

If YES, what are those changes?

## Premises Details

13 Address of Licensed Premises

14 Trading Name of the Premises (if any)

15 Does the applicant own the licensed premises?  Yes  No

If NO, what is the full name and address of the owner?

16 What form of tenure and terms of tenure will the applicant have?

## Business Details

- 17 What is the general nature of the business to be conducted by the applicant if the licence is granted?  
(eg, hotel, tavern, restaurant, entertainment/night club)

- 18 Is the sale of alcohol intended to be the principal purpose of the business at any time you are open?  Yes  No

If NO, what is intended to be the principal purpose of the business?  
(Describe what other goods or services are provided, if applicable)

- 19 On which days and during what hours is alcohol intended to be sold under the licence?

## Details of Managers

- 20 State the full details of each Manager or proposed Manager

Name	Address	Date of Birth	Managers Certificate No. (if applicable)	Certificate Expiry (if applicable)

## Conditions

21 Current Licence number:

22 Expiry date:

23 Are there any changes sought to the present conditions of the licence?

Yes  No

If YES, what are the changes?

*Provide reasons why you seek to make these changes*

24 Indicate which part (if any) of the premises is intended to be designated as:

A **RESTRICTED** area (no one under 18 allowed on site)

A **SUPERVISED** area (minors allowed only with parent or legal guardian)

**UNDESIGNATED** (any age allowed)

25 What experience and training does the applicant have relative to operating licensed premises?

26 To what extent, and where, will drinking water be freely available to patrons?

27 What steps are proposed to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?



28 What steps are proposed, aimed at promoting the responsible consumption of alcohol - with the aim of minimising the harm caused by the excessive or inappropriate consumption of alcohol?

29 State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 250m radius of the premises (a site plan would assist).

30 State the number of residential neighbours within a 50m radius of the premises.

31 What security systems will be in place (e.g. lighting, indoor/outdoor CCTV) and where?

32 Can the entire premises be seen by the cashier/bar?  Yes  No

Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable and is there good visibility to the outdoor areas? Please describe.

33 Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs, etc? Please describe.

34 Will security staff be employed?  Yes  No

If YES, when will the security staff be used?

What formal registration or qualification (such as Certificate of Approval) will security staff have?

35 Are you involved in any mystery shopper/pseudo controlled purchase operation programmes?  Yes  No

If YES, please state details

36 Will there be till prompt systems regarding age checks?  Yes  No

37 What staff training will be provided regarding compliance with the Act and host responsibility?  
Explain the content, duration and how often (include any systems relevant to assisting with compliance):

38 Explain fully your intentions regarding advertising and promotion. This should include information such as the number of promotions, where size, relative to what products and the proposed % discounts.

Shop Windows or on the Building	
Street and/or Footpath Signage	
Social Media	
Newspapers and Magazines	
Other	

39 What is the policy regarding pricing and promotions of alcohol?

40 Has your business been subject to Police controlled purchased operations?  Yes  No

### Applicant Signature

Signature

Date

Print Name

Designation/  
Position

### Notes

- 1 Please be sure all the questions are answered in full and all the appropriate documentation is included. Incomplete applications will be delayed and maybe even returned.
- 2 This form must be accompanied by the prescribed fee. Application fees are set by the Ministry of Justice. For more information, see [www.justice.govt.nz](http://www.justice.govt.nz).
- 3 New Zealand Police is required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed. By signing this form, you consent to the release of this information.
- 4 Public Notice (This is the applicant's responsibility)  
Within 10 days after filing this application with the District Licensing Committee, the applicant must give public notice of it in Form 7. The notice must be given in compliance with Regulations 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application). **FOR MEDIUM, HIGH AND VERY HIGH RISK PREMISES - published twice, one week apart. FOR LOW AND VERY LOW RISK PREMISES - published once.**
- 5 Within ten days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in Form 7 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).



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## Off-Licence Application

# Grocery Store/Supermarket Account Breakdown

## Section 6 - Ascertaining Principal Figures

Annual Revenue Figures (existing business) or projected Annual Revenue Figures (new premises).

Net sales revenue (excluding GST) of the business being carried out on the premises for a period of 12 months ending no more than 90 days before the time at which the application for issue of renewal of an Off-Licence for the premises is made.

**A statement from a Chartered Accountant verifying the figures as correct, must be included with this application.**

	\$ Sales (excl GST)	% of Sales
<b>NZ Lottery Promoted by NZ Lotteries Commission</b>	<input type="text"/>	<input type="text"/>
<b>Food Products (not ready to eat prepared food)</b>		
Fruit or vegetables - raw	<input type="text"/>	<input type="text"/>
Home prepared meal, ie, cooked chicken, fresh pasta, pasta or simmer sauce	<input type="text"/>	<input type="text"/>
Beverage sold in multi-pack of single serve containers 1 litre or more (not alcohol or plain milk)	<input type="text"/>	<input type="text"/>
Packaged biscuits and full sized cakes	<input type="text"/>	<input type="text"/>
Delicatessen items, ie, cold sliced meat, smoked chicken, antipasta	<input type="text"/>	<input type="text"/>
Food in multiple pack (for school lunches and the like)	<input type="text"/>	<input type="text"/>
Nuts, dried fruit and the like	<input type="text"/>	<input type="text"/>
Bread, bread rolls or buns (unfilled)	<input type="text"/>	<input type="text"/>
Condiments, ie, pickles, relishes, spreads, sauces and similar foods	<input type="text"/>	<input type="text"/>
Tinned foods, soup, fruit, stew, baked beans, spaghetti, desserts, etc	<input type="text"/>	<input type="text"/>
Dry goods - flour, sugar, pasta, noodles, rice, soups, cocoa, breakfast cereals, spices, etc	<input type="text"/>	<input type="text"/>
Dairy products - milk, cheese, butter, margarine, etc	<input type="text"/>	<input type="text"/>
Tea, coffee, milo, drinking chocolate, etc	<input type="text"/>	<input type="text"/>
Frozen goods - vegetables, meat, chicken, desserts	<input type="text"/>	<input type="text"/>
Eggs	<input type="text"/>	<input type="text"/>
Ice cream - 1-2 litre tubs	<input type="text"/>	<input type="text"/>
Fresh meat - sausages, chops, etc	<input type="text"/>	<input type="text"/>
<b>Sub-Total - Main Household Foodstuffs</b>	<input type="text"/>	<input type="text"/>
<b>Alcohol</b>	<input type="text"/>	<input type="text"/>
<b>Tobacco</b>	<input type="text"/>	<input type="text"/>
<b>Sub Total (carried forward to next page)</b>	<input type="text"/>	<input type="text"/>

	\$ Sales (excl GST)	% of Sales
<b>Sub Total (Brought Forward from Previous Page)</b>	<input type="text"/>	<input type="text"/>
<b>Convenience Foods (ready to eat prepared food)</b>		
Food - hot or cold, ie, sandwiches, pancakes, pocket roll, taco, tortilla, wrap	<input type="text"/>	<input type="text"/>
Pizza or similar to pizza, sub or pocket	<input type="text"/>	<input type="text"/>
Fish and chips	<input type="text"/>	<input type="text"/>
Hamburger, hot dog or similar food	<input type="text"/>	<input type="text"/>
Pie, sausage roll, pastie, samosa or similar food	<input type="text"/>	<input type="text"/>
<b>Food Declared to be Snack Food (cooked or prepared food eaten immediately is usually sold in small quantities or as small amounts)</b>		
Potato chips, crisp, sticks or straws, corn chips, pretzels, bacon crackling, pork crackling, prawn chips or similar food	<input type="text"/>	<input type="text"/>
Ice cream - sold in individual size volume less than 1 litre, ie, blocks, cakes	<input type="text"/>	<input type="text"/>
Ice blocks or similar	<input type="text"/>	<input type="text"/>
Food that is or consists mostly of bars, biscuits, cones, cookie, crackers, wafers, seeds, nuts or similar sold less than 60g or sold as individual items	<input type="text"/>	<input type="text"/>
Popcorn	<input type="text"/>	<input type="text"/>
Beverages sold under 1 litre (not alcohol)	<input type="text"/>	<input type="text"/>
Confectionary	<input type="text"/>	<input type="text"/>
<b>Sub Total Convenience Foods</b>	<input type="text"/>	<input type="text"/>
<b>Other Sources of Revenue</b>		
Bathroom products	<input type="text"/>	<input type="text"/>
Cleaning products	<input type="text"/>	<input type="text"/>
Flowers	<input type="text"/>	<input type="text"/>
Hardware goods - peelers, pins, string, etc	<input type="text"/>	<input type="text"/>
Personal hygiene products	<input type="text"/>	<input type="text"/>
Pet foods	<input type="text"/>	<input type="text"/>
Phone cards	<input type="text"/>	<input type="text"/>
Postage stamps	<input type="text"/>	<input type="text"/>
Stationery - cards, magazines, pencils, pens, newspapers, etc	<input type="text"/>	<input type="text"/>
Sundry items - gladwrap, rubbish bags	<input type="text"/>	<input type="text"/>
Other (state)	<input type="text"/>	<input type="text"/>
<b>Sub Total Other Revenue Items</b>	<input type="text"/>	<input type="text"/>
<b>Net Sales Excluding GST</b>	<input type="text"/>	<input type="text"/>
<b>Certified Breakdown of Percentage Turnover</b>		
Period Covered (From)	<input type="text"/>	To <input type="text"/>
Accountant's Name	<input type="text"/>	
Accountant's Signature	<input type="text"/>	Address <input type="text"/>
	Phone	<input type="text"/>
	Date	<input type="text"/>



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## Declaration

# Evacuation of Premises

Section 100, Sale and Supply of Alcohol Act 2012

**Note: This declaration is to be completed, signed and returned with your application, even if your premises does not require an evacuation scheme**

## Evacuation of Premises Declaration

Full Name of Licence Holder

Trade Name of Premises

Type of Licence Operated:

On Licence

Off Licence

Club Licence

I hereby state that (*tick whichever applies*)

The owner of the building in which the premises are situated provides and maintains an evacuation scheme, as required by Section 76 of the Fire and Emergency New Zealand Act 2017 and that a trial evacuation has been held within the last 180 days.

Because of the building's current use, its owner is not required to provide and maintain such a scheme.

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Print Name

Designation

Signature

Date



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Form 7

## Public Notice

Section 101, Sale and Supply of Alcohol Act 2012

**This notice is to be displayed on a conspicuous place on, or adjacent to, the site to which the application relates within ten days of filing your application.**

**You DO NOT need to publish this notice in the newspaper. This notice will be published on the Ruapehu District Council website: [www.ruapehudc.govt.nz/our-council/public-notices](http://www.ruapehudc.govt.nz/our-council/public-notices)  
There is a \$80 administration fee for this service, payable at the time of application.**

### Section 101, Sale and Supply of Alcohol Act 2012

(Full legal name, address and occupation of applicant)

has made application to the District Licensing Committee at Ruapehu District Council for the:

 Issue

Of a/an

On Licence

 Renewal

Off Licence

 Variation of Conditions

Club Licence

In respect of the premises situated at (address)

Known as (trade name)

The general nature of the business to be conducted under the licence is (eg, hotel, tavern, restaurant, entertainment/night club)

The days on which and the hours during which alcohol 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 Ruapehu District Licensing Committee at the Ruapehu District Council Office, 59-63 Huia Street, Taumarunui. Any person who is entitled and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Ruapehu District Council, Private Bag 1001, Taumarunui 3946.

Insert for New

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.

Insert for Renewal

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 and Supply of Alcohol Act 2012.

This is the **first/second** publication of this notice.  
This notice was first published on



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## Disclosure of Police Information

Sale and Supply of Alcohol Act 2012

**As applicant for this licence, you are required to sign the authority below. Failure to allow Police to disclose this information may result in your application not being determined.**

### Authorisation

The NZ Police is 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

Print Name

Signature

Date





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Application for

## Building Code Compliance Certificate

Section 100(f), Sale and Supply of Alcohol Act 2012

### Premises Details

Name of Premises

Street Address  
of Premises

Legal Description

Current Use of  
Property

Proposal

*(applying to operate)*

### Applicant/Contact Details

Applicant's Name

Owner's Name

*(if different from above)*

Mailing Address

Daytime Phone

Mobile

Fax

Email

#### The following are required to be provided with this application:

- Copy of the floor plans of the building drawn to scale, showing layout and detailing the area proposed to be used, including storage.
- Provisions available for disabled persons, ie, front entry, access to above ground floor, toilet facilities.
- Number of persons to be accommodated.
- Details of exits available, ie, clear opening widths and positions.
- Any other design features and systems, ie, emergency lighting, fire alarms, hose reels and smoke detectors. Fire extinguishers on wall and security cameras
- A copy of the current Warrant of Fitness for the building.
- The required Application Fee (refer Fees and Charges Manual).

### Applicant Signature

Signature

Date



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Application for Compliance Certificate Requirements

## to the Resource Management Act 1991

Section 100 (f), Sale and Supply of Alcohol Act 2012

### Premises Details

Name of Premises

Street Address of Premises

Legal Description

These premises are:  New Licence/Change of Licensee  Renewal with Changes  Renewal with no Changes

Gross Floor area of premises and number of carparks  Carpark - what sort of medium is used on the carpark, e.g. pavers

### Applicant/Contact Details

Applicant's Name

Contact Name   
*(if different from above)*

Mailing Address

Daytime Phone  Mobile  Fax

Email

### Application Details

Type of Application  **On-Licence for**  Restaurant  Tavern  Hotel  Tourist House

**Off-Licence for**  Bottle Store  Supermarket  Chartered Club

**Club Licence for**  Grocery Store  Tavern  Hotel

**Club Licence for**  Chartered Club  Club  Sports Club

#### The following are required to be provided with this application:

- Copy of the floor plans of the building drawn to scale, showing layout and detailing the area proposed to be used, including storage and car parking.
- The required Application Fee (refer Fees and Charges Manual).

### Applicant Signature

Signature  Date