



District Office
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Private Bag 544
Ngaruawahia 3742

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www.waikatodistrict.govt.nz

Application for Off-Licence or Renewal of Off-Licence

Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Waikato District Council
Private Bag 544
NGARUAWAHIA 3742

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

Details of Application		
Type of application (tick box that applies):		
<input type="checkbox"/> New Off-Licence	<input type="checkbox"/> Renewal of Off-Licence	<input type="checkbox"/> Variation of Off-Licence
Is a licence already held for the premises or conveyance concerned?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, state kind of licence and licence number:		

Endorsements	
Type of endorsement sought or sought to be renewed (tick all appropriate boxes):	
<input type="checkbox"/> Auctioneer	<input type="checkbox"/> Remote sales

Details of Applicant	
Full legal name or names to be on licence:	
Contact person:	Daytime phone:
Email:	
Postal Address for service of documents:	
Town:	Post Code:
Status of applicant:	
<input type="checkbox"/> Natural person	<input type="checkbox"/> Private company
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited partnership
	<input type="checkbox"/> Public company
	<input type="checkbox"/> Trustee
Other (state) Body corporate, board, organisation or other body; Licensing Trust; Government department or other instrument of the Crown; Local Authority; Trustee; Manager under the Protection of Personal and Property Rights Act 1988	

For an applicant that is a natural person or persons (complete for each applicant):

Full legal name: Male Female
Also known as:
Residential address:
Town:..... Post Code:.....
Occupation:
Date of Birth: Place of Birth:
Phone: Email:.....
Fax:..... Preferred mode of contact:.....

Full legal name: Male Female
Also known as:
Residential address:
Town:..... Post Code:.....
Occupation:
Date of Birth: Place of Birth:
Phone: Email:.....
Fax:..... Preferred mode of contact:.....

Full legal name: Male Female
Also known as:
Residential address:
Town:..... Post Code:.....
Occupation:
Date of Birth: Place of Birth:
Phone: Email:.....
Fax:..... Preferred mode of contact:.....

Business details: *(describe principal business and any other businesses)*
.....
.....
.....
.....

Criminal convictions *(state all 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):*
.....
.....
.....
.....

For a body corporate, authority under which incorporated:

Further Details Where Applicant is a Company

Date and place of incorporation:

Give full details of each director: *(Use an additional sheet of paper if necessary)*

Name	Address	Date of Birth	Place of Birth	Designation
.....
.....
.....
.....
.....
.....

Public Company Only: Give full details of each person who holds 20 percent or more of the shares issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation
.....
.....
.....
.....

Private Company Only: Authorised Capital \$..... Paid-up Capital \$.....

Give full details of each person who holds any shares issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation	Face value of shares held
.....
.....
.....
.....
.....

Details of Premises

Address of premises:

Proposed trading name:

Does the applicant own the proposed licensed premises? Yes No

If No, what is the full name and address of the owner:

Full Name:

Address:

Town:..... Post Code:.....

Tenure: (freehold, unit title, leasehold or under licence, including term)

Is the licence conditional on completion of building work? Yes No

If Yes, please state details:

Details of Managers

If more than four bar managers are to be employed, give details on a separate sheet of paper

Full name and address:

Manager's certificate number: Expiry date:.....

Full name and address:

Manager's certificate number: Expiry date:.....

Full name and address:

Manager's certificate number: Expiry date:.....

Full name and address:

Manager's certificate number: Expiry date:.....

Business Details

What is the general nature of the business to be conducted by the applicant if the licence is granted? (eg hotel, tavern, supermarket, grocery store, retail shop (other than grocery or supermarket), internet sales:

.....

.....

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?

.....

.....

.....

.....

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 alcohol and food?

Yes No

If Yes, what are those other goods and services?

.....

.....

.....

On which days and during which hours does the applicant intend to sell alcohol under the licence?

.....

.....

.....

.....

What part (if any) of the premises does the applicant intend should be designated as:

(i) A supervised area

.....

(ii) A restricted area

.....

Conditions

What is the experience and training of the applicant?

.....

.....

.....

.....

What steps are proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

.....

.....

Describe any other steps proposed to promote the responsible consumption of alcohol:

.....

.....

What other systems (including training systems) and staff are in place (or are to be in place) for compliance with the Act?

.....

.....

Signature

Dated at: Date:

Signature of applicant

Notes

- 1 This application must be accompanied by the prescribed fee (see information below).
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 Except in the case of a conveyance, within 10 working 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 the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

Office Use Only

Date application received: Application number:

Assigned Fee Category: Fee: Receipt number:

USE THIS PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION.

NOTE: IF NOT COMPLETE, YOUR APPLICATION MAY BE RETURNED TO YOU.

Attachments required to accompany applications

- For a body corporate – a copy of the certificate of incorporation (or equivalent documentation) and full details in the company details section of the application form
- For a partnership – a copy of the partnership agreement and full details of each partner in the partnership details section of the application form
- A map showing the location of the premises within Waikato District
- Photo or artist’s impression of outside of the premises
- Detailed A4 scale floor plan of the interior of the premises showing:
 - those parts of the premises that are to be used for the sale and supply of alcohol.
 - if a grocery store or supermarket the single area (including any sub-areas) required in section 113 of the Act is to be clearly identified.
 - each area to be designated as a supervised or restricted area, and indicating whether supervised or restricted area;
 - the principal entrance or principal entrances
- A written statement from the owner of the building consenting to the applicant selling alcohol from the premises
- Certificates from Waikato District Council that the proposed use of the premises meets requirements of the Resource Management Act and of the Building Code (**forms attached for NEW applications only, fees apply**)
- Statement from the building owner that the premises provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017, or that because of the building’s current use or nature the owner is not required or is exempt from the requirement to provide and maintain such a scheme (**see attached form to complete**)
- A copy of each manager’s certificate and details of the manager’s experience
- Details of staff training/staff training plan
- Security plan (including a copy of your incident log and, where appropriate, details of any security company used)
- A completed CPTED (Crime Prevention Through Environmental Design) site assessment (**see form attached**)
- A locality assessment of amenity and good order including identification of potential sensitive sites issues including vandalism, noise, disorder and the impact of the proposed licensed premises on these with any proposed mitigation measures – use separate sheet
- Public Notice - the template for the public notice (newspaper) must be completed and forwarded to the appropriate newspaper by the applicant. Please contact the Council if unsure of which publication to use. Copies of this advertisement/s from the newspaper (whole page of newspaper) must be forwarded to Council as soon as possible after their publication. New applications require two publications.
- Address the section/s of the Local Alcohol Policy that are relevant to your application (**NEW AND VARIATIONS ONLY**)
<https://www.waikatodistrict.govt.nz/your-council/plans-policies-and-bylaws/policies>

Grocery Stores

- A verified statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013. The statement is to detail gross sales revenue, excluding GST, of food products, household items, alcohol, tobacco, convenience foods and other revenue (excluding revenue from NZ Lotteries). *Note: Food product is defined in Section 33(1) of the Act and convenience food is defined in regulation 3 of the Sale and Supply of Alcohol Regulations 2013.*

And attachments required to accompany renewal applications

- Copies of existing building and planning certificates (if there have been any changes under the Resource Management Act or Building Code new certificate applications may be required)
- An assessment of the amenity and good order in the locality, any issues caused from the operation of the licensed premises and mitigation measures taken to address these

CPTED checklist for off-licensed premises

Windows

There is at least 50% transparency in the front of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
There is good visibility to and from the premises and the street	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Lighting

Internal lighting inside the premises is suitable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows customers to be seen as they enter the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows staff to check IDs etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting outside the premises is suitable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting outside the premises discourages loitering	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Car parks and loading bays are well lit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Street lighting is outside the premises and is working properly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Internal Layout

The cash register is positioned near the main entrance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The cash register area is raised to improve visibility	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safe is out of public view	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
No stock displays are greater than 1.3 metres	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The entire premises can be seen by the cashier	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
There is good visibility into cold stores	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Where there may be blind spots, mirrors or CCTV are installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Security

Doors and windows are reinforced	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Nothing encourages loitering outside the premises (eg notice boards etc)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
There are no recessed entrances to the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Intruder alarm is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Alarm is monitored by monitoring centre	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Panic buttons are linked to intruder alarm	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

CCTV

CCTV is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
CCTV is positioned to monitor vulnerable areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers are aware of the CCTV system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff understand its operation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Staff Security

There are sufficient numbers of staff to ensure control of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Two or more workers are on duty after dark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff are visible to customers upon entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff greet/acknowledge customers entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
A door buzzer notifies staff of customers entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Fees

Fees are based on a “cost/risk rating” of each premises and take into account the type of premises, hours of operation and any enforcement actions in the previous 18 months. A weighting for each of these will produce the rating for the premises as shown below.

Type of premises (off licences)	Weighting
Supermarket, grocery store, bottle store	15
Hotel or tavern with off licence	10
Remote sale premises, other premises not specified elsewhere	5
Winery cellar doors	2

Latest trading time allowed by off licence	Weighting
10pm or earlier	0
Any time after 10pm	3

Number of enforcements in last 18 months	Weighting
None	0
1	10
2 or more	20

The “cost/risk rating” is the combined total of the weightings for each of the three parameters. To determine the cost/risk rating for your premises add the three weightings applicable to your premises.

There are 5 fee categories depending on the total rating:

Cost/Risk rating	Fee Category	Application fee		Annual fee	
		GST Excl	GST Incl	GST Excl	GST Incl
0-2	Very low	\$320	\$368	\$140	\$161
3-5	Low	\$530	\$609.50	\$340	\$391
6-15	Medium	\$710	\$816.50	\$550	\$632.50
16-25	High	\$890	\$1023.50	\$900	\$1035.00
26+	Very high	\$1050	\$1207.50	\$1250	\$1437.50

Note: The application fee must be paid at the time of application. For a new licence application, if the application is granted, the annual fee must be paid before the licence will be issued. An invoice will be issued once the decision is made. For a renewal application the annual fee is invoiced at the same time as the application and is payable by the anniversary date of the licence. The final determination of the fee category for the premises is made by the Council.

PUBLIC NOTICE

of application for off-licence

Section 101, Sale and Supply of Alcohol Act 2012

.....
.....
(Print clearly the full name, address and occupation of applicant)

has made application to the District Licensing Committee at Ngaruawahia for the issue of an off-licence in respect of the premises situated at

.....
and known as

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

.....
(eg hotel, tavern, bottle store, grocery store, supermarket, internet sales)

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

.....
.....
The application may be inspected during ordinary office hours at the office of the Waikato District Council, District Licensing Committee, 15 Galileo Street, Ngaruawahia.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Waikato District Council, Private Bag 544, Ngaruawahia 3742.

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.

This is the first publication of this notice.

OR

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

Notes (Not for publication):

Shaded text – select appropriate text for the first or second advertisement

DO NOT use this notice for an application for renewal of a licence. The appropriate notice is forwarded to the applicant with the application for renewal.

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This notice was first published in the

(name of newspaper)

on

**APPLICATION FOR LICENCE ISSUED
UNDER THE PROVISIONS OF
THE SALE AND SUPPLY OF ALCOHOL ACT 2012**

IMPORTANT

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR LICENCE
APPLICATION**

To enable the District Licensing Committee to process your licence application it must be accompanied by a statement that either:

- 1 The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of the Fire and Emergency New Zealand Act 2017; or
- 2 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.

STATEMENT TO BE COMPLETED BY APPLICANT

Premises:

Applicant:

Statement (either):

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of the Fire and Emergency New Zealand Act 2017; or

The building, by reason of its current use, does not require such a scheme, or the building is exempt from having to meet the requirements for such a scheme.

(Cross out option that does not apply)

Signed: **Date:**

Position:

Alternatively the applicant may attach a statement or letter from the New Zealand Fire Service.