



District Office
15 Galileo Street
Private Bag 544
Ngaruawahia 3742

Telephone (all hours) 07 824 8633
Call Free 0800 492 452
Fax 07 824 8091

Huntly Area Office 142 Main Street 0800 492 452
Raglan Area Office 7 Bow Street 07 825 8129
Tuakau Area Office 2 Dominion Road 0800 492 452

Email: info@waidc.govt.nz
www.waikatodistrict.govt.nz

Application for Variation or Cancellation of Conditions of Licence

Sections 280 and 283, Sale and Supply of Alcohol Act 2012

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

Application for the variation or cancellation of the conditions of a licence is made in accordance with the details set out below:

Details of Licensee

Full legal name:

Daytime contact name: Daytime phone:

Postal Address for service of documents:

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

Details of Licence

Type of application (tick box that applies):

On-Licence Off-Licence Club Licene

Licence number:

Details of Premises (where the licence applies to any premises)

Address of premises:

Trading name:

Details of Conveyance (where the licence applies to any conveyance)

Type of conveyance (bus, ship, railway carriage etc):

Registration number (if any):

Address of home base:

Trading or other name

Conditions (complete for each condition to which the application relates)

Terms of condition at present:

Action sought: Variation Cancellation

If variation, in what respects does the applicant seek to vary the condition?

Full reasons for variation or cancellation:

Terms of condition at present:

Action sought: Variation Cancellation

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Full reasons for variation or cancellation:

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 as if this application for variation were an application for the renewal of a licence.*
- 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. If not complete, your application may be returned to you.

Attachments required to accompany applications for variation or cancellation of conditions

- Public Notice – the notice must be completed and attached for checking before being placed in the newspaper. The appropriate newspaper(s) to place the advertisement will be advised. The date of the first publication **MUST** be advised prior to placing the advertisement

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 (on licences)	Weighting
Night clubs, Taverns, Adult premises, “Class 1” restaurants	15
Hotels, Function centres, “Class 2” restaurants, Universities and Polytechnics	10
“Class 3” restaurants, other premises not specified elsewhere	5
Theatres/cinemas, BYO restaurants	2
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
Type of premises (club licences)	Weighting
“Class 1” clubs	10
“Class 2” clubs	5
“Class 3” clubs	2

Note:

“Class 1” restaurant is defined as a restaurant having a significant separate bar operated at least once a week in the manner of a tavern (in the opinion of council).

“Class 2” restaurant is defined as a restaurant having a separate bar area that is not operated in the manner of a tavern at any time (in the opinion of council).

“Class 3” restaurant is a restaurant that only serves alcohol to the table and does not have a bar area.

“Class 1” clubs are defined as clubs which in the opinion of the council are large clubs with over 1000 members over the age of 18 (eg large workingmen’s clubs)

“Class 2” clubs are defined as clubs which do not fit the definition of a class 1 or class 3 club (eg large sports clubs, medium size RSAs)

“Class 3” clubs are defined as clubs which in the opinion of the council are small clubs with up to 250 members over the age of 18 and which operate a bar for 40 hours or less a week (eg small sports clubs, small RSAs).

Latest trading time allowed by on or club licence	Weighting
2am or earlier	0
Between 2.01am and 3.00am	3
All other closing times	5
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.

PUBLIC NOTICE

of application for variation or cancellation of conditions of 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 variation or cancellation of conditions of a(n) *(state licence type)* 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, restaurant, 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 – state licence type and select appropriate text for the first or second advertisement

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This notice was first published in the
(name of newspaper)

on