



WAIROA DISTRICT COUNCIL

REGULATORY DEPARTMENT

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 📮 PO Box 54, Wairoa 4160, Hawke's Bay
 🏠 Coronation Square, Queen Street, Wairoa

INFORMATION SHEET - NEW OR RENEWAL OF OFF-LICENCE

To complete the application you will need to answer all questions, supply all requested documentation and attach the prescribed fee(s). Please ensure you attach this information sheet when lodging your application.

What to include *(Please tick)*

- The original application.
- The correct annual fee. (new applications only)
- Building & Planning certificates for the purpose of s.100 (f) of the Act. *(new applications only)*
- If the applicant is not the owner of the premises or conveyance, written consent from the owner to the effect that the owner has no objection to a licence being granted. *(new applications only)*
- A copy of all menus, food and drinks. *(new applications only)*
- A copy of the Certificate of Incorporation *(new applications only, if applicable).*
- *A full list of other clubs with which club has reciprocal visiting rights for members.
- Good quality scale plans of the premises or conveyance that clearly demonstrate the following: *(new applications only)*
 - The design and layout of the premises
 - The principle entrance
 - Any designated areas - clearly highlighted
 - Any proposed permitted area for the display and promotion of alcohol, and any proposed sub-areas.
- A photo of the exterior of the premises showing the principal entrance. *(new applications only)*
- Where it must be determined whether the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 of the Sale and Supply of Alcohol Regulations 2013.
- If you are using an alcohol licensing consultant, a letter authorising your consultant to act on your behalf.

When you have all the required documentation, you can lodge your application. Failure to supply all required documents will result in the application being returned.

Your application must be accompanied by the correct application fee. This is not refundable.

Use the fee calculator overleaf to calculate your risk rating and then tick the appropriate box from the table below. All applications must be accompanied by the correct application fee. New applications must also be accompanied by the correct annual fee. Renewal applications do not require an annual fee, this will be invoiced on a date determined by the Wairoa District Licensing Committee.

Please ensure you have accurately assessed your fee. Any errors will incur a further application payment and your licence will not be issued until all outstanding monies are received.

%	Risk category (risk weighting)	Application/Renewal fee (incl. GST)	Annual Fee (incl. GST)
	Very low (0-2)	\$368.00	\$161.00
	Low (3-5)	\$609.50	\$391.00
	Medium (6-15)	\$816.50	\$632.50
	High (16-25)	\$1,023.50	\$1,035.00
	Very high (26+)	\$1,207.50	\$1,437.50

If you require assistance calculating your risk rating, contact the Wairoa District Council on 06 838 7309.

Office Use Only	Cashier	Comments
Receipt No.		
Receipt amount:		
Application name:		Off

FEE CALCULATOR - NEW OR RENEWAL OF OFF LICENCE

Step 1 - Identify your premises type weighting

<input type="checkbox"/> P	Premises type	Type of	Weighting
<input type="checkbox"/>	Your weighting	Supermarket, grocery store, bottle store	15
		Off-licence within a hotel or tavern	10
		Remote sale premises & premises not otherwise specified	2
		Winery cellar door	2

Step 2 - Identify your trading hours weighting

<input type="checkbox"/> H	Trading hours	Latest trading time authorised by licence	Weighting
<input type="checkbox"/>	Your weighting	10pm or earlier	0
		10.01pm or later	3
		Remote sale	0

Information - Trading hours

- For new applications, select the weighting that corresponds with the trading hours you are applying for.
- For renewals with no variation sought, select the weighting that corresponds with the trading hours currently described on your licence.
- For renewals with a variation sought, select the weighting that corresponds with the proposed trading hours that you are seeking through the variation.

Step 3 - Identify your enforcement/holdings weighting

<input type="checkbox"/> E	Enforcement	Number of holding in last 18 months	Weighting
<input type="checkbox"/>	Your weighting	None	0
		1	10
		2 or more	20

Information - Holdings

A holding is a conviction for any offence prescribed within Section 288 of the Sale and Supply of Alcohol Act 2012, or a conviction for any equivalent offence under the Sale of Liquor Act 1989.

Step 4 - Calculate you risk rating

$$\boxed{P} + \boxed{H} + \boxed{E} = \text{Risk rating}$$
$$\boxed{} + \boxed{} + \boxed{} =$$

Return to the fees table on page 1 and tick the box that corresponds with your risk rating.

Lodgment & Payment Options

Post your completed application form with cheque to: Wairoa District Council, PO Box 54, Wairoa 4160.

Lodge your application in person with cash, cheque or Eftpos at Wairoa District Council, 97-103 Queen Street, Wairoa.

Section One | The Application

To the secretary, Wairoa District Licensing Committee: Application for:

- A new off-licence is made in accordance with the details below, or
- Renewal of an off-licence under the same conditions is made in accordance with the details below, or
- Renewal of an off- licence with changes sought to the existing conditions is made in accordance with the details below. If any changes are sought to the existing conditions of an off-licence, describe every change sought:

Section Two | Endorsements

Tick the endorsement, if any, that is sought, or sought to be renewed:

- Section 39, Auctioneer
- Section 40, Remote sales only

Section Three | The Applicant

Company name or full legal name(s) of person(s) to be on licence:

Existing licence(s)

Is a licence of any type already held for the premises or conveyance concerned?

- Yes No *If "Yes", provide details of the licence(s) below:*

Status of the applicant (tick appropriate option)

- Natural person
- Partnership
- Public Company
- Trustee
- Board, organisation or other body to which section 28(1)(c) of the Act applies
- Manager under the Protection of Personal and Property Rights Act 1988
- Government department or other instrument of the Crown
- Private
- Local Authority
- Licensing Trust

Applicant details *(natural persons only)*

For an applicant that is a natural person or persons, provide the following details for each applicant.

Full legal name: _____

Any aliases used by the applicant: _____

Full Residential address: _____

Postcode: _____

Email address: _____

Gender: Male Female Other

Occupation: _____

Date of birth: _____ Place of birth: _____

Daytime contact name & phone number: _____

Preferred mode of contact: _____

If any additional applicants exist, provide their details as a separate attachment.

Tick this box if further applicant details have been supplied as separate attachment.

Applicant details *(applicants other than natural persons)*

For all applicants other than natural persons, provide the following details:

Name of contact person: _____

Daytime phone number: _____ Mobile phone number: _____

Fax number: _____ Email address: _____

Preferred mode of contact: _____

Postal address for service documents

Building name: *(if any)* _____

Street number: _____ Street name: _____

Suburb: _____ City: _____

Business Details

Describe the principle business, or any other business conducted by the applicant:

Criminal convictions

Has the applicant been convicted of any criminal convictions?

Yes

No

If "Yes", provide details including dates of convictions & penalties imposed:

* 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)

Section Four | Further details where the applicant is a body corporate

For an applicant that is a body corporate, under which authority is the body incorporated?

Section Five | Further details where the applicant is a company

Section Six | Further details where the applicant is a partnership

For an applicant that is a partnership, provide the following details:

Partner 1

Full legal name: _____
Address: _____ Postcode: _____
Date of birth: _____ Place of birth: _____

Signature: _____

Partner 2

Full legal name: _____
Address: _____ Postcode: _____
Date of birth: _____ Place of birth: _____

Signature: _____

If any additional partners exist, provide their details as a separate attachment.

Tick this box if further partner details have been supplied as a separate attachment.

Section Seven | Further details where the applicant is a public company

For an applicant that is a public company, provide the full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.

Full legal name: *(of shareholder)* _____
Address: *(shareholder)* _____ Postcode: _____
Date of birth: _____ Place of birth: _____
Designation: _____

Full legal name: *(of shareholder)* _____
Address: *(shareholder)* _____ Postcode: _____
Date of birth: _____ Place of birth: _____
Designation: _____

Full legal name: *(of shareholder)* _____
Address: *(shareholder)* _____ Postcode: _____
Date of birth: _____ Place of birth: _____
Designation: _____

If any additional public shareholders exist, provide their details as a separate attachment.

Tick this box if further public shareholder details have been supplied as a separate attachment.

Section Eight | Further details where the applicant is a private company

For an applicant that is a company incorporated under the Companies Act 1993, provide the following details:

Authorised capital: _____

Paid up capital: _____

Shareholder details

Full legal name: *(of shareholder)* _____

Address: *(shareholder)* _____ Postcode: _____

Date of birth: _____ Place of birth: _____

Designation: _____ Face value of shares held: _____

Full legal name: *(of shareholder)* _____

Address: *(shareholder)* _____ Postcode: _____

Date of birth: _____ Place of birth: _____

Designation: _____ Face value of shares held: _____

If any additional private shareholders exist, provide their details as a separate attachment.

Tick this box if further private shareholder details have been supplied as a separate attachment.

Section Nine | Details of premises

Full legal address of premises

Building name: *(if any)* _____

Street number: _____ Street name: _____

Suburb: _____ City & Postcode: _____

Does the applicant own the premises?

Yes

No

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

What form of tenure will the applicant have *(including term of tenure)*?

Is a licence conditional upon construction or completion of building work?

Yes

No

If "Yes", provide details:

Fire safety declaration

For an application that is made in respect of premises, the applicant must confirm that:

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by s.21B of the Fire Service Act 1975; or
- Because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Section Ten | Management

Provide the following details in respect of each manager or proposed manager:

Full legal name: _____

Certification number: _____ Certificate expiry date: _____

Full legal name: _____

Certification number: _____ Certificate expiry date: _____

Full legal name: _____

Certification number: _____ Certificate expiry date: _____

Full legal name: _____

Certification number: _____ Certificate expiry date: _____

If any additional managers are to be employed, provide their details as a separate attachment.

Tick this box if further manager's details have been supplied as separate attachment.

Section Eleven | Business details

Is the sale of alcohol intended to be principal purpose of the business?

Yes

No

If "No", intended principal purpose or object of club:

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol 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", state the nature of those other goods or services:

Proposed trading hours

Describe the trading hours proposed for the sale of alcohol:

Type of licence sought

State the type of licence sought: *(grocery, hotel, supermarket etc.)*

Section Twelve | Conditions

Prohibited persons

What steps does the club propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

Other steps to be taken

What other steps does the club propose to take aimed at promoting the responsible consumption of alcohol?

Other systems in place

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

Applicants experience

Describe any relevant experience or training of the applicant:

Section Thirteen | Amenity & good order

Nuisance & vandalism

Are there any current levels of nuisance or vandalism affecting the locality, and could granting the application exacerbate or introduce the level of nuisance or vandalism? If so, what plan does the applicant have to reduce the level of nuisance or vandalism?

Other licensed premises

What other licensed premises are there in the vicinity of the premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

Neighboring land use

What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighboring land use? If so, in what way

PUBLIC NOTICES - NEW OR RENEWAL OF OFF-LICENCE

Within 10 working days of lodging a renewal application or 20 working days for new applications, a notice of the application (Form 7) must be placed in the Wairoa Star. The renewal of very-low and low risk premises requires the placement of only one notice. For all other applications, notices must be placed twice in the same paper, not more than 10 working days apart. This is known as the “news-paper notice”.

Within 20 working days of lodging any application, a notice of the application (Form 7) must be attached in a conspicuous place on or adjacent to the site to which this application relates for a period of not less than 10 days. This is known as the - site notice.

Public Notice - Site Notice

The correct form of the notice to be displayed on or adjacent to the premises is as follows:

Form 7 - Public notice of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence) *Section 101, Sale and Supply of Alcohol Act 2012*

Full name of the licence holder: _____

Address: _____

Occupation: _____

Has made application to the District Licensing Committee at Wairoa for the *(issue or renewal or variation of conditions)* of a:

_____ *(state kind of licence)*

In respect of premises situated at: *(or the [specify kind of conveyance] known as)*

The general nature of the business conducted (or to be conducted) under the licence is: *(type of business, e.g. hotel, tavern, restaurant, entertainment/night club)*

The days on which and the hours during which alcohol *(is or 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 Wairoa District Licensing Committee at: 97-103 Queen Street, Wairoa

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 publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at: PO Box 54, Wairoa, 4160

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.

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.

Public Notice - Newspaper Notice

The correct form of the notice to be displayed within the Wairoa Star is as follows:

Form 7 - Public notice of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence) *Section 101, Sale and Supply of Alcohol Act 2012*

Full name of the licence holder: _____

Address: _____

Occupation: _____

Has made application to the District Licensing Committee at Wairoa for the *(issue or renewal or variation of conditions)* of a:

_____ *(state kind of licence)*

In respect of premises situated at: *(or the [specify kind of conveyance] known as)*

The general nature of the business conducted (or to be conducted) under the licence is: *(type of business, e.g. hotel, tavern, restaurant, entertainment/night club)*

The days on which and the hours during which alcohol *(is or 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 Wairoa District Licensing Committee at: 97-103 Queen Street, Wairoa

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 publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at: PO Box 54, Wairoa, 4160

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.

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 *(state whether first, second or only)* _____ publication of this notice.

This notice was first published on: _____
(state date)

DECLARATION OF EVACUATION SCHEME

To be used for new/renewal of on, off and club alcohol licences (Sale and Supply of Alcohol Act 2012 sections 100 &127)

Licence number: _____

For premises known as: _____

Located at: _____

I, (applicant) _____ *(please print)*

herewith state that: *(please delete whichever does not apply)*

- i. The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21(b) of the Fire Service Act 1975.
OR
- ii. Because of the buildings current use, the owner is not required to provide and maintain such a scheme.
OR
- iii. Because of the nature of the building, its owner is exempt from the requirement to provide such a scheme.

Signature: *(Applicant)* _____

Date: _____

Must be confirmed by authorised Fire Safety Officer

Contact Details - Authorised Fire Safety Officer

Signature: _____

Name: *(please print)* _____

Date: _____

Contact: bob.palmer@fire.org.nz | 027 499 73 43

SAMPLE HOST RESPONSIBILITY POLICY

Host Responsibility Policy

Our Commitment to You, Our Patrons/Members

As a responsible supplier of alcohol, we have a social and legal obligation to create a safe environment, where you may drink in moderation and enjoy good food and entertainment. We want to see you back again so we will also assist you to get home safely.

The Management and Staff of *[insert name of premises]* have a responsibility to provide an environment that is not only comfortable and welcoming but also where alcohol and other products are served responsibly in a smokefree environment. We have therefore implemented the following Host Responsibility Policy.

- We provide, and actively promote, a range of non-alcoholic drinks *[specify here the types of non-alcoholic drinks eg, fruit juices, soft drinks, tea and coffee]*.
- Water is available free of charge at all times.
- Low alcohol drink options are available and include *[enter names here]* beer.
- We encourage our guests/members to choose from our varied selection of food, ranging from snack foods to meals. Please see the menus and signage located throughout the premises.
- It is against the law to sell or supply alcohol and tobacco products to minors (under the age of 18 years). If we believe our guests are under the age of 25, we will ask for identification. Acceptable forms of proof of age are a NZ photo driver's licence, the Hospitality NZ 18+ card, and an original, valid passport.
- It is against the law to allow smoking within an internal area of a licensed premise. We take all practical steps to ensure our guests do not smoke within our indoor premises. We encourage our guests to use the designated outdoor areas provided.
- Our staff have your safety and enjoyment in mind. They are trained to deal with anyone who may become intoxicated and will politely intervene to prevent them from becoming a danger or nuisance. Guests/members who are visibly intoxicated will not be served alcohol, and will be asked to leave the premises and encouraged to take advantage of safe transport options.
- We promote transport options to get you safely home. Please ask us for further information.
- We encourage people to have a lifesaver (designated driver). We will make the lifesaver's job more attractive by providing an interesting range of low alcohol and non-alcoholic drinks.
- We make sure all of our services are well promoted – you won't have to go looking for them.
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

Please be our guest/responsible club member and take advantage of the services we offer.

Host responsibility makes sure that everyone has a good time, and leaves in safe shape for the trip home. It could save our licence, and it could save your life.

**Thank you for visiting our premises/club.
We hope you have an enjoyable time and look forward to seeing you again soon.**