

# Application for off-licence or renewal of off-licence

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

To: The Secretary  
Tasman District Licensing Committee  
Private Bag 4  
Richmond 7050

**Application for:**     Off-licence     Renewal of off-licence     Renewal with Variation of Conditions

**Endorsements:**     Auctioneers     Remote sales

## Applicant details

Full legal name or names to be on licence:

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Postal Address for service of documents:

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Applicant status: *(Tick applicable, continued overleaf)*

**Natural Person**

Details of Applicant that is a Natural Person or Persons:

Name:

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Residential Address:

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Sex:     Male     Female

Occupation:

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D.O.B:    /    /    Place of Birth:

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Ph.(Bus):

Ph.(Pvt):

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Mobile:

Fax:

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Email:

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**Private Company**

For a private company incorporated under the Companies Act 1993, state:

Authorised capital:

Paid-up capital:

Company name:

Name of contact person:

Address:

Ph.(Bus):

Ph.(Pvt):

Mobile:

Fax:

Email:

Full legal names of all Directors (*list*):

*Note: Shareholders who hold 20% or more of the shares, or of any particular class of shares, issued by the company must fill in details on back page, see 'Further details where applicant is a company'.*

**Partnership**

Full legal details for each partner:

Name:

Address:

D.O.B: / /

Place of Birth:

Signature:

Name:

Address:

D.O.B: / /

Place of Birth:

Signature:

*Note: For additional partners fill in details on back page, see 'Further details where applicant is a partnership'.*

**Body Corporate**

Details of Applicant that is a Body Corporate, authority under which incorporated:

Other: (Tick one)

- Licensing Trust
- Trustee
- Manager under the Protection of Personal and Property Rights Act 1988
- Local Authority
- Government Department or other instrument of Crown

Details of contact person:

Name: \_\_\_\_\_

Ph.(Bus): \_\_\_\_\_ Ph.(Pvt): \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Criminal convictions

Has the applicant been convicted of any offence, diversion or any matter currently before the Court (including traffic offences)?  Yes  No

If "Yes", what are the details of each offence?

Nature of Offence	Date of Conviction	Penalty Suffered

### Details of premises

Address: \_\_\_\_\_

Any name, trading name, or name of building: \_\_\_\_\_

Is there a licence already held for premises concerned?:  Yes  No

If "Yes", state kind of licence

Does the applicant own the building?:  Yes  No

Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)

Full legal name and address of owner:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

If "Yes", state details

## Business details

General nature of the business to be conducted by applicant in the premises if licence granted (*tick one*):

Supermarket  Grocery store  Hotel or Tavern  Club  Bottle store  Winery  Other

If "**Other**", please describe:

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Is the sale of alcohol intended to be principal purpose of business?:  Yes  No

If "**No**", intended principal purpose of business:

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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**", nature of other goods or services:

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## Days and hours proposed for sale of alcohol:

Days alcohol proposed to be sold:

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Proposed hours each day:

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## Details of managers

For each manager or proposed manager, full legal name, number and expiry date of manager's certificate:

Name:	
Managers Certificate #:	Expiry Date of Managers Certificate:    /    /

Name:	
Managers Certificate #:	Expiry Date of Managers Certificate:    /    /

Name:	
Managers Certificate #:	Expiry Date of Managers Certificate:    /    /

## Supporting information *(All of the following information is required to be submitted with your application)*

1. Experience and training of applicant
2. To what extent, and where, drinking water is intended to be freely available to patrons *(describe)*
3. If private water supply, provide details of water treatment system
4. Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people *(describe)*
5. Any other steps the applicant proposes to promote the responsible consumption of alcohol *(describe)*
6. Other systems *(including training systems)*, and staff in place *(or to be in place)* for compliance with the Act *(describe)*

## Attachments

- Copy of Local Authority Certificate
- Where it must be determined whether the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013
- Floor plan showing:
  - each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and
  - the principal entrance
- For body corporate applicants, copy of certificate of incorporation *(or equivalent document)*
- Photograph of principal entrance of the premises

## Variation of conditions *(To be filled in for each condition to which the application relates)*

Are there any changes sought to the present conditions of the licence?  Yes  No

If **Yes**, what changes are sought?

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## Evacuation Statement

I Hereby State that: *(Please tick whichever is applicable.)*

**Either:**

- (i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21B of the Fire Service Act 1975.

**Or:**

- (ii) The building, by reason of its current use, does not require such a scheme.

**Or:**

- (iii) The building is exempt from having to meet the requirements for such a scheme

### IMPORTANT – PLEASE ENSURE THE APPLICATION FORM IS SIGNED

Signed at

this

day of

20

*(location)*

*(date)*

*(month)*

*(year)*

Signature of applicant:

## Cost/Risk Rating

Using the attached table, what have you assessed your cost/risk rating to be?:

Assessed Rating <i>(please tick assessed rating)</i>	Cost/Risk Rating	Application Fee for all renewals, new licences and variations incl GST (\$)
<input type="radio"/>	Very low	368.00
<input type="radio"/>	Low	609.50
<input type="radio"/>	Medium	816.50
<input type="radio"/>	High	1023.50
<input type="radio"/>	Very High	1207.50

## Notes

1. This form must be accompanied by the prescribed fee, see attached form for details. Renewal application fees are as detailed in invoice.

## What next?

1. Your application will be assessed to make sure you have provided all of the required information.
2. Your application must be publicly advertised within 20 working days (10 working days for renewal applications). You will be provided with the wording of the public notice and further instructions.

## Further details where applicant is a company

Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

Name:	
Address:	
D.O.B:     /     /	Place of Birth:
Designation:	Face value of shares held:

Name:	
Address:	
D.O.B:     /     /	Place of Birth:
Designation:	Face value of shares held:

Name:	
Address:	
D.O.B:     /     /	Place of Birth:
Designation:	Face value of shares held:

## Further details where applicant is a partnership

Full legal details for each partner:

Name:	
Address:	
D.O.B:     /     /	Place of Birth:
Signature:	

Name:	
Address:	
D.O.B:     /     /	Place of Birth:
Signature:	

Feel free to contact us:



Tasman District Council  
Email [info@tasman.govt.nz](mailto:info@tasman.govt.nz)  
Website [www.tasman.govt.nz](http://www.tasman.govt.nz)  
24 hour assistance

Richmond  
189 Queen Street  
Private Bag 4  
Richmond 7050  
New Zealand  
Phone 03 543 8400  
Fax 03 543 9524

Murchison  
92 Fairfax Street  
Murchison 7007  
New Zealand  
Phone 03 523 1013  
Fax 03 523 1012

Motueka  
7 Hickmott Place  
PO Box 123  
Motueka 7143  
New Zealand  
Phone 03 528 2022  
Fax 03 528 9751

Takaka  
14 Junction Street  
PO Box 74  
Takaka 7142  
New Zealand  
Phone 03 525 0020  
Fax 03 525 9972

# How to calculate your cost / risk rating and fees

<b>A</b>		+	<b>B</b>		+	<b>C</b>		=	<b>TOTAL WEIGHTING</b>			
Types of premises	Weighting	Latest time allowed by licence	Weighting	Number of enforcement holdings in last 18 months	Weighting	Cost/Risk Rating	Application Fee for all renewals, variations incl GST (\$)	Annual Licence Fee incl GST (\$)	Total Weighting	Cost/Risk Rating	Application Fee for all renewals, variations incl GST (\$)	Annual Licence Fee incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	15	On-licences and clubs 2.00 am or earlier Off-licences 10.00 pm or earlier	0	None	0	Very low	368.00	161.00	0 – 2	Very low	368.00	161.00
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	10	On-licences and clubs between 2.01 am and 3.00 am Off-licences any time after 10.00 pm	3	1	10	Low	609.50	391.00	3 – 5	Low	609.50	391.00
Class 3 restaurant, other premises, Class 2 Club, Club off-licence, remote sale off-licence, other off licence premises	5	On-licences and clubs any time after 3.00 am	5	2 or more	20	Medium	816.50	632.50	6 – 15	Medium	816.50	632.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	2					High	1023.50	1035.00	16 – 25	High	1023.50	1035.00
						Very High	1207.50	1437.50	26 plus	Very High	1207.50	1437.50

## Definitions

- **Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the relevant TA, operate that bar at least one night a week in the manner of a tavern.
- **Class 2 restaurants** – restaurants that have a separate bar but which, in the opinion of the relevant TA, do not operate that area in the nature of 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 clubs** – clubs which has at least 1,000 of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern at any time.
- **Class 2 clubs** – clubs which are not class 1 or class 3 clubs.
- **Class 3 clubs** – clubs has fewer than 250 members of purchase age and operates a bar for no more than 40 hours each week.
- **Enforcement Holding** – 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.



## Section 1: Applicant to complete and submit with application

### Personal Information

Full name :

Gender:

(M)  (F)  (Other)

Date of birth:  
(dd/mm/yyyy)

NZ Driver Licence number:  
Or Passport number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

### Consent to release information

- The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet
- NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
- If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
- The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police has ascertained that the purpose of the Police vet still exists.
- Information provided in this consent form may be used to update New Zealand Police records.
- I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
- I may withdraw this consent, prior to Police's disclosure of the vetting result.

### Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Electronic Signature