



Application Pack for an Off-licence

Checklist for a New Off-licence Application

The Sale and Supply of Alcohol Act 2012 requires that every application for a new off-licence shall be accompanied by the following:

- Application form
- Prescribed fee (Contact Licensing Inspector to calculate this for you)
The application fee varies according to the risk rating of the premises.
- A floor plan showing:
 - Those parts of the premises that are to be used for the sale or supply of alcohol; and
 - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
- A photograph of the exterior of the premises.
- A map, showing the location of the premises.
- Host Responsibility Policy.
- If the applicant is not the owner of the premises; A written statement from the owner to the effect that the owner has no objection to the granting of the licence.
- If the applicant is a company, a copy of the certificate of incorporation with Director /shareholder details.
- Complete the Police Disclosure Authority for each partner, director and shareholder.
- Any endorsements sought; (Pursuant to section 40 – remote sellers of alcohol or section 39 – Auctioneers).
- If the application is for a Grocery Store; Provide a statement of the predicted sales for the following 12 months, or if a change of Licensee, provide a breakdown of the financial statement for past 12 months; and
- A floor plan showing the single area where alcohol is to be displayed.
- Local Authority Compliance Certificate (Form enclosed in this Pack); this is the authority that confirms the proposed use of the premises meets planning and Building Act requirements.
This can be applied for prior to lodging your application.
- Public notice must be completed before being advertised. It can be advertised online or in the newspaper. Public notices can now be advertised on the CODC website for a fee of \$137.00.

Should you require any further information or assistance, please contact a Licensing Inspector at the Council's Alexandra office.

Application for an Off-licence



Section 100, Sale and Supply of Alcohol Act 2012

To: The Secretary
 Central Otago District Licensing Committee
 Central Otago District Council
 PO Box 122
 Alexandra 9340

1. DETAILS OF APPLICANT

Full Name: _____

Postal Address _____

_____ Post Code: _____

Contact Name: _____

Phone: _____ Cell: _____

Email: _____

Manager(s) to be employed

Name	Address	Certificate Number	Expiry Date

Status of applicant (tick appropriate box)

<input type="checkbox"/>	Natural Person	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Public Company
<input type="checkbox"/>	Licensing Trust	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Government Dept or other instrument of Crown
<input type="checkbox"/>	Local Authority	<input type="checkbox"/>	Trustee		
<input type="checkbox"/>	Body corporate to which section 28(1)(b) of the Act applies		<input type="checkbox"/>	Board, organisation, or other body to which section 28(1)(f) of the Act applies	

OFFICE USE ONLY	Date Sent	Deadline Date	Date Received	Application No.
Police Report				
Licensing Inspectors Report				
MOH report				
Advertisements				Debtor No.
Notes				Valuation No.

2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY

Date of Incorporation _____

Place of Incorporation _____

Full details of each Director, and the Secretary, as follows:

Name	Address	Date of Birth	Place of Birth	Designation

If private company

Authorised Capital Paid-up Capital

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

If public 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	Date of Birth	Place of Birth	Designation

3. FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP

Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth

Signature of each Partner

4. IF APPLICANT IS A NATURAL PERSON OR PERSONS

Occupation _____

Date of Birth _____ Place of Birth _____

5. PREMISES DETAILS

Address of proposed licensed premises _____

Type of premises (*tick appropriate box*):

<input type="checkbox"/>	Hotel or tavern	<input type="checkbox"/>	Grocery store	<input type="checkbox"/>	Super market
<input type="checkbox"/>	Premises on which principal business is manufacture or sale of alcohol		<input type="checkbox"/>	Other:	

Proposed trading name for premises (if any) _____

Is a licence sought conditional upon construction or completion of the premises? Yes No

Does the applicant own the premises: Yes No

If no what is the full name and address of the owner? _____

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

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

(i) A restricted area _____

(ii) A supervised area _____

or the whole of the premises to be undesignated

6. BUSINESS DETAILS

Does the applicant seek the licence to be endorsed for remote sales of alcohol? (sec 40)

Yes No

Does the applicant seek the licence to be endorsed for sales by an auctioneer? (sec 39)

Yes No

Is the sale of alcohol 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 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, what is the nature of those other goods or services?

On what days and during what hours do you intend to sell alcohol under the licence?

Days: _____

Hours: _____

Does the applicant intend to provide complimentary samples of alcohol on the premises?

Yes No

6. CONDITIONS

What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited persons?

Any other steps the applicant proposes to promote the responsible consumption of alcohol?

Experience and Qualification of applicant _____

Please provide a copy of your Host Responsibility Policy.

(Applicant)

Date

Notes:

1. This application should be filed with the District Licensing Committee with the prescribed fees.
2. Both the application fee and annual inspection fee can be paid with this application. Please contact a licensing inspector to discuss the fees which apply to your business.
3. Within 20 working days after filing this application with the District Licensing Committee the applicant must give public notice of it. 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).
4. Except in the place of conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application is attached in a conspicuous place on or adjacent to the site to which the application related (unless the Secretary of the District Licensing Committee agrees that it is impractical to unreasonable to do so).
5. Before the Public Notice is made please ensure that you have lodged the renewed application with Council.

Public notice can be advertised in the newspaper or on the CODC website for a fee of \$137.00.

I wish to advertise on the CODC website.

EVACUATION SCHEME STATEMENT

To accompany all new and renewal applications for On, Off and Club Licences

Section 100 (d) of the Sale and Supply of Alcohol Act 2012 which relates to new and renewal applications for On, Off and Club Licences requires one of the statements below to be signed by the applicant.

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

Signed by the applicant: _____

OR

The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency Act 2017.

Signed by the applicant: _____

Evacuation Scheme

An evacuation scheme is required for buildings where:

- The gathering together, for any purpose, of 100 persons or more.
- Providing employment facilities for 10 or more persons.
- Providing accommodation for more than 5 persons (other than in 3 or fewer household units).
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site. www.fireandemergency.nz

Please direct enquiries to:

Risk Reduction Department
Fire & Emergency NZ
PO Box 2360
Wakatipu
Phone: (03) 441 4550

Notice for Online or Newspaper

	Section 101, Sale and Supply of Alcohol Act 2012
Full name and address of applicant	
	has applied to the Central Otago District Licensing Committee for the issue of conditions of an off-licence for the premises situated at
Physical address of premises	
	and known as
State trading name of business	
	The general nature of the business to be conducted under the licence is
Eg hotel, tavern, bottle store	
	The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are
Days and hours the business intends to operate	
	<p>The application may be inspected during office hours at the District Licensing Committee, Central Otago District Council, PO Box 122, Alexandra 9340.</p> <p>Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the date of the first publication of notice of the application in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 122, Alexandra, 9340.</p> <p>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.</p>
	This is the first / second / only* publication of this notice. The first publication was made on (date).....

* Please contact the Licensing Inspector for how many publications are required.

This notice must be completed and attached for checking by the Secretary of the District Licensing Committee before being published. If you choose public notification in a newspaper it is your responsibility to arrange this.

Notice to be put up on the premises

	Section 101, Sale and Supply of Alcohol Act 2012
Full name and address of applicant	
	has applied to the Central Otago District Licensing Committee for the issue an off-licence for the premises situated at
Full address of premises	
	and known as
State trading name of business	
	The general nature of the business to be conducted under the licence is
Eg hotel, tavern, bottle store	
	The days on which and the hours during which alcohol is intended to be sold under the licence are
Days and hours the business intends to operate	
	<p>The application may be inspected during office hours at the Alexandra District Licensing Committee, Central Otago District Council, PO Box 122, Alexandra 9340.</p> <p>Any person who is entitled to object to the issue of the licence may, not later than 25 working days after the date of the first publication of notice of the application in a newspaper or online in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 122, Alexandra, 9340.</p>

Applicant (if a natural person) to complete and submit with application

- **All directors of the applicant company**
- **Secretary of applicant club**
- **For a special licence the duty manager and applicant for the event**

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

1. 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
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. 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.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. 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

Information Sheet

Processing of the Application

- The completed application form and supporting documents should be submitted to the Central Otago District Council along with payment.
- The District Licensing Committee secretary will send a copy of the application to the statutory reporting agencies ie Police, Medical Officer of Health, and the Alcohol Licensing Inspector. The applicant will receive a copy of any reports and any objections.
- When report(s) and objections, if any, have been received the application will be processed by the District Licensing Committee as soon as possible. If there are objections to the application a District Licensing Committee hearing will be held.
- Unopposed applications normally take up to 8 weeks to issue.

Criteria for Off-licence

Section 105 criteria for issue of licences

- (1) *In deciding whether to issue a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:*
 - (a) *the object of this Act:*
 - (b) *the suitability of the applicant:*
 - (c) *any relevant local alcohol policy:*
 - (d) *the days on which and the hours during which the applicant proposes to sell alcohol*
 - (e) *the design and layout of any proposed premises:*
 - (f) *whether the applicant is engaged in, or proposes on the premises to engage in, the sale of goods other than alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which goods:*
 - (g) *whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services:*
 - (h) *whether (in its opinion) the amenity and good order of the locality would be likely to be reduced, to more than a minor extent, by the effects of the issue of the licence:*
 - (i) *whether (in its opinion) the amenity and good order of the locality are already so badly affected by the effects of the issue of existing licences that—*
 - (i) *they would be unlikely to be reduced further (or would be likely to be reduced further to only a minor extent) by the effects of the issue of the licence; but*
 - (ii) *it is nevertheless desirable not to issue any further licences:*
 - (j) *whether the applicant has appropriate systems, staff, and training to comply with the law:*
 - (k) *any matters dealt with in any report from the Police, an Inspector, or a Medical Officer of Health made under section 103.*
- (2) *The authority or committee must not take into account any prejudicial effect that the issue of the licence may have on the business conducted pursuant to any other licence.*

Application for Certificate of Compliance



Section 100(f), Sale and Supply of Alcohol Act 2012 (Compliance with Resource Management Act 1991 and Building Code)

1. DETAILS OF APPLICANT

Full Name: _____

Postal address for service of documents: _____

Contact details: Contact person: _____

Phone: _____

Cell phone: _____

Email: _____

Reason for Application:

- New Licence/change of licensee New Licence/ premises not previously licensed
 Change of Conditions (e.g. Licensed Hours) Re-definition of Premises (Change of layout)

Type(s) of Alcohol Licence: On BYO Off Club

Principal business type: (i.e. Restaurant, Hotel, Tavern, Grocery store) _____

Hours of operation

Licensed days: _____

Licensed hours: _____

2. DETAILS OF PROPERTY

Name of Building: _____

Building Address: _____

Legal Description (if known) _____

Owners Name: _____

Postal Address: _____

Contact Name: _____ Telephone: _____

3. DETAILS OF BUILDING USE

- New Operation Yes No
Change of Building Use Yes No Previous Use _____
Alterations requiring Building Consent Yes No Building Consent number _____
New Building Yes No Building Consent number _____

4. BUILDING LAYOUT

- a) A to scale floor plan of the entire building.
- b) The floor plan must show male, female and/or unisex toilet facilities if available.
- c) The floor plan should also show any designated wheelchair accessible parking, the wheelchair accessible route into the building, and wheelchair accessible toilet facilities if available.
- d) The floor plan needs to show all doors, door opening width and direction of opening
- e) A table/seating layout, so as occupancy numbers can be determined.
- f) Numbered photos location referenced on the floor plan to identify the location of wheelchair accessible route/facilities, exterior final exit doors showing the Exit signage over, door latch from the inside showing the door can be unlocked from the interior without having to use a key (no sliding bolt type fixtures)
- g) Photos of any internal doors in exit paths including Exit signage.
- h) Location of designated Exit signage shown on the floor plan.
- i) Maximum staff numbers at any given time for the building.

Please note:

- If there is no fire alarm system the maximum occupancy of the building, including customers and staff, cannot exceed 50.
- Exit path doors opening against the direction of exit travel will limit the maximum occupancy to 50.
- If Exit signs need to be provided, recommend photoluminescent (glow in the dark type) signs are installed.



If the building has a Compliance Schedule:

Warrant of Fitness: Expiry Date _____ Maximum number of occupants, including staff _____

Applicant's signature: _____ Date: _____

Application fee for both certificates, \$330.00 incl GST.

Forward the completed application to:

Central Otago District Council
PO Box 122
Alexandra 9340
Telephone 03 440 0056.

These certificates are required before a licence can be issued:

Application can be made at the same time the Alcohol Licence Application.