

**OFF-LICENCE,  
OFF-LICENCE RENEWAL**  
Sections 100 and 127(2),  
Sale and Supply of Alcohol Act 2012

Receipt Number:

Renewal applications **must** be submitted **at least 20 working days before** the date of expiry of the current licence. Please note working days **do not include** weekends, public holidays or the period between 20 December to 15 January inclusive. Applications made less than 20 working days prior to the expiry of the current licence **may be refused** by the District Licensing Committee.

New	Renewal	<b>USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:</b>	
✓	✓	1. The Application and ALL documentation	<input type="checkbox"/>
✓	✓	2. Fee. The application fee is determined by the premises risk category. Information on licence application fees can be found at the back of the application form or by contacting the Licensing Administrator on 03 539 5521. <b>IN ACCORDANCE WITH THE SALE AND SUPPLY OF ALCOHOL 2012, THIS APPLICATION MUST BE ACCOMPANIED BY THE PRESCRIBED FEE AND WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED</b>	<input type="checkbox"/>
✓		3. Certificate of Compliance. – <b>MUST BE SUBMITTED PRIOR TO OR ALONGSIDE THIS APPLICATION</b>	<input type="checkbox"/>
✓		4. Certificate of Incorporation (if applicable)	<input type="checkbox"/>
✓		5. Partnership Agreement (if applicable)	<input type="checkbox"/>
✓		6. A photograph or image of the exterior of the premises	<input type="checkbox"/>
✓		7. A street map showing the location of the premises within Nelson	<input type="checkbox"/>
✓	✓	8. Detailed A4 scale floor plan of the interior of the premises showing the area to be licensed, area/s to be used for the display and promotion of alcohol, areas to be designated as restricted or supervised areas, and the principal entrance and other entrances to the premises	<input type="checkbox"/>
✓	✓	9. Written permission from the owner of the building	<input type="checkbox"/>
✓	✓	10. Host or Social Responsibility Policy	<input type="checkbox"/>
✓	✓	11. Information on the control of sale to minors and intoxicated persons	<input type="checkbox"/>
✓	✓	12. A copy of each manager's certificate and details of the manager's experience for those nominated to manage the premises	<input type="checkbox"/>
✓	✓	13. Details of staff training/staff training plan	<input type="checkbox"/>
	✓	14. An example page from your duty manager register	<input type="checkbox"/>
✓	✓	15. If the application is a grocery store, a statement of 12 months sales figures verified by an accountant establishing the range of goods sold as required by regulation 12 or 13 of the Sale and Supply of Alcohol Regulations 2013	<input type="checkbox"/>
✓	✓	16. Information that the issue or renewal of the licence will not reduce the amenity and good order of the locality to more than a minor extent (sections 105 and 106 of the Sale and Supply of Alcohol Act 2012)	<input type="checkbox"/>

## 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		Total Weighting	Cost/Risk Rating	Application Fee for all new licences, renewals and variations incl GST (\$)	Annual Licence Fee incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	<b>15</b>		On-licences and clubs 2.00am or earlier Off-licence 10.00pm or earlier	<b>0</b>		None	<b>0</b>		<b>0 – 2</b>	Very low	368.00	161.00
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	<b>10</b>		On-licences and clubs between 2.01am and 3.00am Off-licences any time after 10.00pm	<b>3</b>		1	<b>10</b>		<b>3 – 5</b>	Low	609.50	391.00
Class 3 restaurant, other premises, Class 2 Club, Club off licence, remote sale off-licence, other off-licence premises	<b>5</b>		On-licences and clubs any time after 3.00am	<b>5</b>		2 or more	<b>20</b>		<b>6 – 15</b>	Medium	816.50	632.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	<b>2</b>								<b>16 – 25</b>	High	1,023.50	1,035.00
									<b>26 plus</b>	Very High	1,207.50	1,437.50

### Definitions:

- **Class 1 restaurant** – restaurants with a significant separate bar area which, in the opinion of the relevant TA, operates that bar at least one night a week in the manner of a tavern.
- **Class 2 restaurant** – 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 restaurant** – restaurants that only serve alcohol to the table and do not have a separate bar area.

- **Class 1 club** – clubs which have at least 1,000 members 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 club** – clubs that have fewer than 250 members of purchase age and operate 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.

To: The Secretary  
Nelson City Council District Licensing Committee  
PO Box 645, Nelson 7040

**Application for:**  Off-Licence  Renewal of Off-Licence  Renewal with Variation of Conditions

**Endorsements:**  Auctioneers  Remote Sales

### 1. Cost/Risk Rating

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

Assessed Rating (please tick assessed rating)	Cost/Risk Rating	Application Fee for all new licences, renewals and variations Incl GST (\$)
<input type="checkbox"/>	Very low	368.00
<input type="checkbox"/>	Low	609.50
<input type="checkbox"/>	Medium	816.50
<input type="checkbox"/>	High	1,023.50
<input type="checkbox"/>	Very High	1,207.50

### 2. Applicant Status

- Natural Person  Private Company  Partnership  
 Body Corporate  Trustee  Licensing Trust  
 Local Authority  Public Company  Board, organisation or other body  
 Manager under the Protection of Personal and Property Rights Act 1998  Government Department or other instrument of the Crown

### 3. 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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**Residential Address:**

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**Contact name:**

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**Sex:**  Male  Female

**Date of Birth:** / / **Place of Birth:**

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**Ph (Bus)** **Ph (Pvt)**

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**Mobile:** **Email:**

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**Further details where applicant is a company**

Date and place of incorporation:

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State the full details of each **director**:

	<b>Director 1</b>	<b>Director 2</b>	<b>Director 3</b>	<b>Director 4</b>
Name				
Address				
Date of Birth				
Place of Birth				
Designation				

If applicant is a **private company**, state the full details of each person who holds any shares issued by the company:

	<b>Shareholder 1</b>	<b>Shareholder 2</b>	<b>Shareholder 3</b>	<b>Shareholder 4</b>
Name				
Address				
Date of Birth				
Place of Birth				
Designation				
Number of shares				

If applicant is a **public company**, state 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:

	<b>Shareholder 1</b>	<b>Shareholder 2</b>	<b>Shareholder 3</b>	<b>Shareholder 4</b>
Name				
Address				
Date of Birth				
Place of Birth				
Designation				
Number of shares				

**Further details where applicant is a partnership**

State the full details of each partner:

	<b>Partner 1</b>	<b>Partner 2</b>	<b>Partner 3</b>	<b>Partner 4</b>
Name				
Address				
Date of Birth				
Place of Birth				

**For renewal applications only** – Has there been any changes since the issue of the licence or last renewal? If so, what are the changes?

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**4. Criminal History**

Has the Applicant (or any of the directors if the Applicant is a company)\*:  
*\*including traffic offences*

- (a) Been convicted of **any** offence;  Yes  No
- (b) Been given diversion;  Yes  No
- (c) Received any warnings;  Yes  No
- (d) Have any matter(s) currently before the Courts;  Yes  No

If **Yes**, what are the details of each matter?

Details of offence, diversion, warning or matter before the Courts	Date of conviction, diversion, warning	Penalty Imposed

**5. Matters before the Alcohol Regulatory & Licensing Authority**

Does the Applicant (or any of the directors or other related businesses of the directors if the Applicant is a company), have any matters before, or had any matters determined by, the Alcohol Regulatory & Licensing Authority (or previous Liquor Licensing Authority) for any reason?

- Yes  No

If **Yes**, what are the details?

Reason for appearance	Date of ARLA decision	ARLA decision

**6. Details of Premises**

Address:

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Trading name of the premises:

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Is this application for premises that already hold a licence?  Yes  No

If **"Yes"**, state type of licence:

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

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Legal name and address of owner of premises:

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

**7. Business Details**

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

- |  |                                 |  |
|--|---------------------------------|--|
| <input type="checkbox"/> Supermarket   | <input type="checkbox"/> Hotel  | <input type="checkbox"/> Winery            |
| <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Tavern | <input type="checkbox"/> Other cellar door |
| <input type="checkbox"/> Bottle Store  | <input type="checkbox"/> Club   | <input type="checkbox"/> Other             |

If other, please describe:

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

If "No", what is the intended principal purpose of the business:

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**8. Days and hours proposed for sale of alcohol**

What are your normal or proposed opening days and hours? (e.g. Monday to Sunday 9.00am to 5.00pm):

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What days and hours would you like to sell alcohol (the licence hours)?

Days of the week:

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Hours:

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If the licence hours sought are more than the normal trading hours please explain why:

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**9. Details of Managers**

State the full details for each manager or proposed manager:

Name	Date of Birth	Certificate number	Certificate expiry

## 10. Conditions

### The following question relates to designated areas

What part (if any) of the premises is intended to be designated as:  
(e.g. bar area, whole premises)

- (a) A restricted area (no one under 18 years of age allowed on the premises)

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- (b) A supervised area (people under the age of 18 must be with a parent or legal guardian while on the premises)

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- (c) Undesignated (any age allowed on the premises)

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### The following questions relate to Host Responsibility, systems, staff and training. In conjunction with completing the questions, you are required to produce your Host or Social Responsibility Policy

- (a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

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- (b) Is signage stating alcohol will not be sold to minors or intoxicated patrons displayed and clearly visible and if so where?

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- (c) What systems and staff training does or will the applicant have in place to ensure compliance with the law (attach staff training information, manager's register or any other tools you use)?

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- (d) Please provide details of the training and experience of the applicant and/or the person who will be responsible for managing the sale of alcohol (or attach CV).

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- (e) Does/will the applicant use mystery shopper programmes? If Yes, please state details.

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- (f) Does/will the applicant use till prompt systems regarding age checks? If Yes, please state details.

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- (g) What other steps does the applicant have in place aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by excessive or inappropriate consumption of alcohol?

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- (h) **Renewal applications only** – Have the premises been subject to police controlled purchase operations and if so, what were the results?

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**The following questions relate to amenity and good order**

- (a) Please list and note the proximity of all sensitive sites (e.g. childcare centres, schools, churches) within a 500 metre radius of the premises (include a site plan to assist).

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- (b) Are the premises located within 100 metres of residential housing? If so, how close is the nearest residential property to the premises?

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- (c) Please list the name(s) of any other licensed premises that are within a 100 metre radius of the premises.

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- (d) What security systems will be in place (e.g. indoor/outdoor lighting, CCTV) and where? (Include location on site plan if appropriate).

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- (e) Will security staff be employed? If Yes, when will they be used?

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- (f) What formal registration or qualification (such as Certificate of Approval) do/will security staff have?

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- (g) **Renewal applications only** – Have you had any complaints from neighbours (including confirmed noise complaints) that you are aware of?

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**The following questions relate to advertising and promotions**

Please explain fully your intentions or practice regarding advertising and promotions. This should include information such as the number of promotions, where, size, relative to what products and the proposed % discounts.

- (a) Shop windows or on the outside of the building

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- (b) Street and/or footpath signs

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(c) Newspapers and magazines

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(d) Websites

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(e) Social media

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(f) Other

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(g) What is/will be the policy regarding pricing and promotions of alcohol?

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(h) Are/will there be any single sales of alcohol products in containers less than 750ml? If Yes, provide details.

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**11. Evacuation Requirements**

- (a) Do ten or more people work on the premises?  Yes  No
- (b) State maximum number of customers the premises can accommodate **inside\***: \_\_\_\_\_  
*\*This information is contained in the Certificate of Compliance for the premises.*
- (c) State maximum number of customers the premises can accommodate **outside\***: \_\_\_\_\_  N/A  
*\*Information only required if the premises has an outdoor area*
- (d) Does anyone reside, lodge or sleep on the premises?  Yes  No
- (e) If **yes**, state how many people reside, lodge or sleep on the premises: \_\_\_\_\_

**12. 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 Services 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 of such a scheme.

**13. Variation of Conditions**

**For renewal applications only**

Are there any changes sought to the present conditions of the licence?:

Yes

No

If "Yes", what changes are sought?

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What are the reasons for the changes sought?

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**14. Renewal Applications submitted less than 20 working days before expiry**

Please provide an explanation as to why the renewal application **has not been submitted at least 20 working days\*** prior to the expiry of the current licence.

*\* Working days do not include weekends, public holidays and the days 20 December to 15 January inclusive*

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**15. Signature**

**Location signed at:**

**Date:**

*(e.g. Nelson)*

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**Applicant's Name**

**Signature**

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This may involve informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

The Medical Officer of Health is also required to enquire into the application. Any concerns will be forwarded to the applicant. By signing this form, you consent to the release of this information

**What next?**

- Your application must be accompanied by the prescribed fee. It will be assessed to make sure you have provided all of the required information. You will be sent a letter of acknowledgement once your application has been assessed as complete.
- The Applicant must, within 10 working days of making the application, display public notice of the application in a conspicuous place on or adjacent to the site to which the application relates. The public notice will be sent to you with your acknowledgement. Otherwise a template for the notice is available from the Council website (search phrase = alcohol licensing) or Council offices.

For enquiries please contact 546 0200 or email [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)