

ON LICENCE, OFF LICENCE OR CLUB LICENCE VARIATION

Section 120, Sale and Supply of Alcohol Act 2012

USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:	
1. This Application form with all sections completed, signed and dated	☐
2. Fee. Information on fees can be found on page 2 of this application	☐
3. If the variation relates to the area of the premises to be licensed – a detailed A4 scale floor plan of the premises showing: • The areas to be covered by the licence • Areas that are to be designated as restricted or supervised • The principal entrance to the premises and other entrances/exits • Location of kitchen • Location of existing toilet facilities including number and type (e.g. unisex) • Seating plan detailing existing number of maximum number of people for the premises and the proposed number if this is changing • Outdoor seating areas (if any)	☐
4. If the variation relates to the area of the premises to be licensed, or a change in the purpose (e.g. restaurant to tavern), a new Certificate of Compliance may be required – please discuss your plans with the Licensing Inspector on 03 546 0200	☐
5. The reasons for the variation/s sought and supporting documentation relevant to the condition/s to be varied	☐

Applications can be delivered to Nelson City Council, 110 Trafalgar Street, Nelson or posted to PO Box 645, Nelson 7010.

For enquiries, please contact 546 0200 or email enquiries@ncc.govt.nz

How to calculate your cost / risk rating and fees

A		+	B		+	C		=	Total Weighting		
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 variations incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	15		On-licenses and clubs 2.00am or earlier Off-licence 10.00pm or earlier	0		None	0		0 – 2	Very low	368.00
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	10		On-licenses and clubs between 2.01am and 3.00am Off-licenses any time after 10.00pm	3		1	10		3 – 5	Low	609.50
Class 3 restaurant, other premises, Class 2 Club, Club off licence, remote sale off-licence, other off-licence premises	5		On-licenses and clubs any time after 3.00am	5		2 or more	20		6 – 15	Medium	816.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	2								16 – 25	High	1,023.50
									26 plus	Very High	1,207.50

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 club** – clubs which are not class 1 or class 3 clubs.
- **Class 3 club** – clubs that have 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.

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:

Any name, trading name, or name of building:

If not the owner, what form of tenure and term of tenure does the applicant have for the premises? (e.g. lease):

Legal name and address of premises owner:

7. **Details of Conveyance (to be completed only where licence applies to a conveyance)**

Type of conveyance:

Registration number of conveyance:

Home base address:

Trading or another name (if any):

8. **Variation of Conditions**

What changes are being sought to the present conditions of the licence?

What are the reasons for the changes sought?

9. **Signature**

Location signed at:

Date:

(e.g. Nelson)

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 will 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 will be assessed to make sure you have provided all the required information. You will be sent a letter of acknowledgement once your application has been assessed as complete.
- The Applicant must, within 20 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.

The information on this form, including your personal information, is being collected by Nelson City Council in order to assess eligibility for certification under the Sale and Supply of Alcohol Act 2012. All information will be provided to Regulatory staff of Council as well as relevant agencies, to ensure this process is completed lawfully. Information related to the premises only may be made public via Council's website.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact the Regulatory Team or for any further enquiries, please contact 546 0200 or email enquiries@ncc.govt.nz