

Checklist

Off-Licence or Renewal of Off-Licence

Sale and Supply of Alcohol Act 2012



The following must be included in your application before it can be processed.

Please tick when completed:

- Completed application
 - Prescribed fee
 - Copy of the Host Responsibility Policy
 - Copies of Managers' Certificates
 - Completed Building Evacuation Declaration (*attached*)
 - Public Notices (*attached - to be checked before you can place it in the newspaper and display it on the premises*)
 - If a grocery store, a verified statement of annual sales revenue or a statement of projected gross sales revenue (see *Sale and Supply of Alcohol Regulations 2013*)
 - A4 or A3 to scale plan, clearly labeled, showing all of the following (*for new application; renewal only if changes made to area*):
 - The parts of the premises to be used for the sale of alcohol
 - The parts of the premises (*if any*) intended to be restricted, supervised or undesignated areas
 - The principal entrance
 - If a supermarket or grocery, include any separate areas for foodstuffs (*fresh meat, fruit & vegetables, delicatessen items*)
 - Certificate of Incorporation (*new application*)
 - Map showing location of premises (*new application*)
 - Copies of Planning and Building certificates (*new application*)
 - Written statement from the owner that they have no objection to the licence being granted (*new application, attached*)
 - Covering letter including any additional information relevant to this application (*new application*)
 - Photo or artist's impression of the premises (*new application*)
 - Where the application is made under section 34 of the Act, evidence that the sale of alcohol in a premise described in section 32 of the Act would not be economic
 - Where the application relates to the business of an auctioneer, a copy of the auctioneer's licence under the Auctioneers Act 1928
- IF REQUIRED:**
- Copy of staff training plan/systems
 - Security plan
 - CPTED (Crime Prevention Through Environmental Design) site assessment

Notes:

- The applicant must be the person or entity that will take any money from the sale of alcohol.
- Additional information may be requested during the processing period.
- Applications take a minimum of 6-8 weeks to process.

Fees

Application and Annual fees are set by a cost/risk framework under the Sale and Supply of Alcohol (Fees) Regulations 2013. Information about the fee framework is available on your local council's website. Fees include GST and are non-refundable.

If it is determined that your fee category should be changed, any additional fee must be paid before the licence is issued.

For new applications, the application fee must be paid when the form is submitted, and the annual fee must be paid any time **before** the licence is issued. For all other applications, fees must be paid when the application is submitted.

Fee category	Application fee	Annual fee
Very low	\$368	\$161
Low	\$609.50	\$391
Medium	\$816.50	\$632.50
High	\$1023.50	\$1035
Very High	\$1207.50	\$1437.50

Office Use Only:

Risk category: Fee: Payment received: / /

Public notices checked: / / Initial:

Application

Off-Licence or Renewal of Off-Licence

Sale and Supply of Alcohol Act 2012



To: The Secretary

District Licensing Committee

(Please tick one)

- Carterton
- Masterton
- South Wairarapa

NCS No. _____

I Application Details

a) Application type (choose **one**):

- New Off-Licence (section 100)
- Renewal of Off-Licence (section 127(2))
- Renewal of Off-Licence with Variation (sections 120 and 127(2))

b) Variations to current licence conditions (if any):

(i) Which condition(s) do you want to vary (attach a separate page if necessary):

(ii) Full reasons why variation is sought (attach a separate page if necessary):

2 Endorsements

Select the endorsement(s) sought / to be renewed:

- Auctioneer (section 39)
- Remote sale (section 40)

3 Applicant Details

a) Full name(s) to be on licence (Exact company name as shown on certificate of incorporation, or your full legal name):

b) Status of Applicant:

- | | |
|---|---|
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Natural Person (over 20 years old) |
| <input type="checkbox"/> Registered Limited Partnership | <input type="checkbox"/> Board, Organisation or other Body |
| <input type="checkbox"/> Body Corporate | <input type="checkbox"/> Licensing Trust or Community Trust |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Department of State (or other instrument of the Crown Manager under the Protection of Personal and Property Rights Act 1988) |
| <input type="checkbox"/> Territorial Authority | |

c) Postal address for service of documents:

d) Contact Details:

Name

Telephone Mobile

Email

Website

Preferred means of formal contact Mail Email

e) Description of the principal business, and any other businesses:

f) State all criminal convictions (other than convictions for offences against provision of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies):

No criminal convictions

Convictions - list here:

4 Further Details where the Applicant is a Natural Person

Full Legal Name

Any Aliases (e.g. maiden name)

Male Female

Residential Address

Date of Birth

Place of Birth

Occupation

5 Further Details where the Applicant is a Body Corporate (e.g. company)

a) Act under which the Body Corporate is incorporated:

b) If a **company**, the full legal names of directors (attach a separate sheet if necessary):

Full Legal Name

Residential Address

Date of Birth

Full Legal Name

Residential Address

Date of Birth

c) Where the applicant is a **private company** under the Companies Act 1993, select one of the following:

Authorised Capital Paid-up Capital

d) If a **private company**, the full details of each person who holds any shares issued by the company (*attach a separate sheet if necessary*):

Full Legal Name	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Face Value of Shares	<input type="text"/>	Occupation	<input type="text"/>
Full Legal Name	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Face Value of Shares	<input type="text"/>	Occupation	<input type="text"/>
Full Legal Name	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Face Value of Shares	<input type="text"/>	Occupation	<input type="text"/>

e) If a **public company**, the full details of each person who holds 20 percent or more of the shares, or any particular class of shares, issued by the company (*attach a separate sheet if necessary*):

Full Legal Name	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Designation	<input type="text"/>		
Full Legal Name	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Designation	<input type="text"/>		
Full Legal Name	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Designation	<input type="text"/>		

6 Further Details where the Applicant is a Partnership

Full details of each partner:

Full Legal Name	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Signature	<input type="text"/>		
Full Legal Name	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Signature	<input type="text"/>		

7 Premises Details

a) Address

b) Trading name for premises

c) Is the licence sought conditional on completing building work? Yes No

d) Does the applicant own the proposed licensed premises? Yes No

If **no** attach a completed building owner's approval form (page 8 of this form)

(i) What is the full name of the owner?

(ii) What form of tenure, and term of tenure, will the applicant have? (e.g. leasehold, tenancy)

8 Managers' Details

Full Name	Date of Birth	Certificate Number	Expiry Date

9 Business Details

a) What is the general nature of the business to be conducted in the premises if the license is granted? (*bottle store, tavern, winery cellar door, remote sales, supermarket, grocery, etc.*)

b) Will the sale of alcohol be the principal purpose of the business?

Yes No

If **no**, indicate what will be principal purpose of the business:

c) Is the applicant engaged, or intending to be engaged, in the sale or supply of 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**, describe the other goods or services:

d) If you intend to do remote sales, will they be by:

- Phone
- Internet sales
- Order form

e) Which days and hours do you propose to sell or supply alcohol under the licence?

f) Is the premises a grocery store? Yes No

If **yes**, attach a statement of annual sales revenue detailing gross sales revenue (excluding GST) of food products, household items, alcohol tobacco and convenience foods (confectionary, ready-to-eat prepared food, snack food, or a drink (other than milk) sold in a container with a capacity of one litre or less) and other revenue. The Statement of sales must exclude revenue sales from New Zealand lotteries (e.g. Keno, LOTTO and Instant Kiwi).

This statement of annual sales revenue must be for a 12-month period ending no more than 90 days before the application is made. The statement of annual sales revenue is to be verified as correct, according to prepared accounts, by a chartered accountant.

If the application is for a new business (operating less than 12 months) or a business that has changed materially in the last 12 months, the statement of projected gross sales revenue is to be for the following 12 months.

10 Conditions

a) Describe your experience and training in the sale and supply of alcohol:

b) Describe the steps that will be taken to prevent the sale and supply of alcohol to minors and intoxicated people:

c) Describe what other steps will be taken to promote the responsible consumption of alcohol:

d) Describe any other systems (including training) and staff that are, or will be, in place to comply with the Act. Attach a copy of your staff training plan/systems if applicable:

NOTES:

1. 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 the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.
2. This application, including personal information, will be available to the public and media as part of the District Licensing Committee's decision-making process.
3. This form must be accompanied by the prescribed fee.
4. The applicant must give public notice of this application (in Form 7) within 20 working days of filing with the District Licensing Committee (10 days for a renewal). The notice must comply with regulation 36, 37 or 38 (whichever applies) of the Sale and Supply of Alcohol Regulations 2013.
5. The applicant must ensure that notice of this application (in Form 7) is attached in a conspicuous place on or adjacent to the site to which this application relates, within 10 working days of filing with the District Licensing Committee. The Secretary of the District Licensing Committee may waive this requirement if it is deemed impracticable or unreasonable to display the notice.

Dated this _____ day of _____ 20_____

Signature of Applicant _____

Applications must be submitted to the local council where the premises is located:

<p>District Licensing Committee Masterton District Council PO Box 444 Masterton 5840</p> <p>T 06 370 6300 E alcohol@mstn.govt.nz www.mstn.govt.nz</p>	<p>District Licensing Committee Carterton District Council PO Box 9 Carterton 5743</p> <p>T 06 379 4030 E health@cdc.govt.nz www.cdc.govt.nz</p>	<p>District Licensing Committee South Wairarapa District Council PO Box 6 Martinborough 5741</p> <p>T 06 306 9611 E health@swdc.govt.nz www.swdc.govt.nz</p>
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Off-Licence

Building Evacuation Declaration

Before completing this declaration, check with the Fire Service to ensure the building your premises are in has a Building Evacuation Scheme. Contact the Fire Safety Officer at the NZ Fire Service on 0800 347 346 or email evacmanagehutt-wairarapa@fire.org.nz.

Premises name

Premises address

I HEREBY STATE THAT

- The building in which the premises are situated has an evacuation scheme for public safety that meets the requirements of Section 21a of the Fire Services Act 1975.

OR

- The building in which the premises are situated, by reason of its current use, does not require an evacuation scheme, or the building is exempt from having to meet the requirements for such a scheme, **HOWEVER**, the building *does* have an evacuation procedure.

 Building Owner's Signature

 Licensee Signature

 Building Owner's Name (print)

 Licensee Name (print)

 Date

 Date


Off-Licence

Building Owner's Approval

If the applicant is not the owner of the building, the owner must complete this form. **Required for new applications.**

Premises name

Premises address

I HEREBY STATE THAT I have no objection to the Off-Licence being granted to allow the sale and supply of alcohol from the above premises.

Building Owner's Signature

Building Owner's Name (print)

Date



Off-Licence

CPTED Checklist for Off-licensed Premises

WINDOWS			
There is at least 50% transparency in the front of the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There is good visibility to and from the premises and the street	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

INTERNAL LAYOUT			
The cash register is positioned near the main entrance	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The cash register area is raised to improve visibility	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Where there may be blind spots, mirrors or CCTV are installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The safe is out of public view	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
No stock displays are greater than 1.3 metres	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The entire premises can be seen by the cashier	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There is good visibility into cold stores	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

LIGHTING			
Internal lighting is suitable	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Lighting allows for door staff to check ID and similar	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Lighting allows customers to be seen as they enter the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
External lighting is suitable	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
External lighting discourages loitering	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Car parks and loading bays are well lit	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Street lighting is outside the premises and is working properly	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

CCTV			
CCTV is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
CCTV is positioned to monitor vulnerable areas	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Patrons are aware of the CCTV system	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff know how to operate the CCTV system	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

continued

CPTED Checklist continued

SECURITY			
Doors and windows are reinforced	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Nothing encourages loitering outside the premises (e.g. notice boards etc.)	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There are no recessed entrances to the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Intruder alarm is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Alarm is monitored by a monitoring centre	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Panic buttons are linked to intruder alarm	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
A door buzzer notifies staff of customers entering the store	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There are sufficient numbers of staff to ensure control of the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Two or more workers are on duty after dark	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff are visible to customers upon entering the store	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff greet/acknowledge customers entering the store	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

Public Notice : Off-Licence

Section 101 Sale and Supply of Alcohol Act 2012

Licensee Name

Address

has made an application to the District Licensing Committee at:

- Carterton District Council**
 Masterton District Council
 South Wairarapa District Council

for the Grant Renewal Renewal with variation

of an Off-Licence in respect to the premises situated at (address):

Known as (business name):

The general nature of the business conducted / to be conducted under the licence is (e.g. supermarket, bottle store, tavern, etc.):

The days and hours during which alcohol is / is intended to be sold under the licence are:

The following variation(s) to the conditions of licence are sought (if applicable):

The application may be inspected during ordinary office hours of the relevant District Licensing Committee where the premises is located. Any person who is entitled to object, and who wishes to object to the grant of the application, may, no later than 15 working days after the date of the first publication of this notice, file their objection in writing with the Secretary of the relevant District Licensing Committee:

<p>Masterton District Council 161 Queen Street, Masterton PO Box 444 Masterton 5840</p>	<p>Carterton District Council Holloway Street, Carterton PO Box 9 Carterton 5743</p>	<p>South Wairarapa District Council 19 Kitchener Street, Martinborough PO Box 6 Martinborough 5741</p>
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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,

OR

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 **First** **Second** **Only** publication of this notice (date) _____

The first publication was on (date) _____

This notice must be completed and attached to the Off-Licence application so a Licensing Inspector can check it before it is placed in a newspaper. It is the applicant's responsibility to advertise this notice in either the Wairarapa Times-Age or the Wairarapa News.

Public Notice : Off-Licence

Section 101 Sale and Supply of Alcohol Act 2012

Licensee Name

Address

has made an application to the District Licensing Committee at:

Carterton District Council **Masterton District Council** **South Wairarapa District Council**

for the Grant Renewal Renewal with variation

of an Off-Licence in respect to the premises situated at (*address*):

Known as (*business name*):

The general nature of the business conducted / to be conducted under the licence is (*e.g. supermarket, bottle store, tavern, etc.*):

The days and hours during which alcohol is intended to be sold under the licence are:

The following variation(s) to the conditions of licence are sought (*if applicable*):

The application may be inspected during ordinary office hours of the relevant District Licensing Committee where the premises is located. Any person who is entitled to object, and who wishes to object to the grant of the application, may, no later than 15 working days after the date of the first publication of this notice, file their objection in writing with the Secretary of the relevant District Licensing Committee:

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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,

OR

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 notice must be completed and attached to the Off-Licence application so a Licensing Inspector can check it before it is displayed on the premises.