

## Checklist

# On-Licence or Renewal of On-Licence

Sale and Supply of Alcohol Act 2012



### The following must be included in your application or it will be returned

Please tick when completed:

- Completed application form
- Prescribed fee
- A menu with food descriptions and prices (or any other indication of the standard and style of food)
- A beverage list showing beverage range and prices (alcoholic, low alcohol and non-alcoholic)
- Copy of the Host Responsibility Policy
- Copies of Managers' Certificates
- Completed Building Evacuation Declaration (attached)
- Public Notices (attached - to be checked before you place it in the newspaper and display it on the premises)
- A4 or A3 to scale plan of the premises, 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 or consumption of alcohol
  - The parts of the premises (if any) intended to be restricted, supervised or undesignated areas
  - The principal entrance
- Certificate of Incorporation (new application)
- Map showing location of premises (new application), or a route map for conveyances
- Photo or artist's impression of the premises or conveyance (new application)
- Completed Building Owner's Approval (new application only, attached)
- Copies of Planning and Building certificates (new application only; contact the relevant council for a copy)
- Covering letter including any additional information relevant to this application (new application)

#### IF REQUIRED:

- Copy of staff training plan/systems
- Security plan
- Noise Management Plan (details noise sources and how they will be managed; may include an acoustic report)
- CPTED (Crime Prevention Through Environmental Design) site assessment (attached)

#### 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

# On-Licence or Renewal of On-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 On-Licence (section 100)
- Renewal of On-Licence (section 127(2))
- Renewal of On-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:

- BYO Restaurant (section 37)
- Caterer (section 38)

## 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  Phone  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 or company 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*):

<b>Full Legal Name</b>	<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"/>
<b>Full Legal Name</b>	<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"/>
<b>Full Legal Name</b>	<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*):

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

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Signature	<input type="text"/>		
<b>Full Legal Name</b>	<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 9 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 Conveyance Details

- a) Type (car, bus, etc.)
- b) Trading name for conveyance
- c) Home base address (if any)
- d) Is a current Warrant of Fitness and Registration (if car or bus), Safe Ship Management Certificate (if ship, ferry or hovercraft), Certificate of Airworthiness (if aircraft) or Rail Service Licence (if a train) in effect for this conveyance?  
 Yes  No Registration number
- e) Principal route travelled
- f) Is the licence sought conditional on completing construction work?  Yes  No  
 If **yes**, please provide details:
- g) Does the applicant own the proposed licensed conveyance?  Yes  No

If **no**:

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

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

## 9 Managers' Details

Full Name	Date of Birth	Certificate Number	Expiry Date

## 10 Business Details

- a) What is the general nature of the business to be conducted in the premises if the license is granted? (*hotel, tavern, restaurant, cellar door, cinema, 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) Which days and hours do you propose to sell or supply alcohol under the licence?

## 11 Conditions

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

**b)** Attach a menu and beverage list that describes food and beverage types, ranges and prices.

**c)** Describe to what extent and where drinking water will be freely available to patrons:

**d)** If there is no access to mains water supply, please comment on the potability of the water that will be available:

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

**f)** Describe what steps will be taken and what information will be provided to help with transport options from the licensed premises:

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

**h)** 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. Except in the case of a conveyance, 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:**

**District Licensing Committee  
Masterton District Council**  
PO Box 444  
Masterton 5840  
T 06 370 6300  
E alcohol@mstn.govt.nz  
www.mstn.govt.nz

**District Licensing Committee  
Carterton District Council**  
PO Box 9  
Carterton 5743  
T 06 379 4030  
E health@cdc.govt.nz  
www.cdc.govt.nz

**District Licensing Committee  
South Wairarapa District Council**  
PO Box 6  
Martinborough 5741  
T 06 306 9611  
E health@swdc.govt.nz  
www.swdc.govt.nz





On-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](mailto: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.

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 Building Owner's Signature

---

 Licensee Signature

---

 Building Owner's Name (print)

---

 Licensee Name (print)

---

 Date

---

 Date


On-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 On-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**



## On-Licence

**CPTED Checklist for On-licensed Premises**

<b>BAR AREA</b>			
Bar staff have good visibility of entire premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Area behind the bar is raised to improve visibility	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Bar area is open with no obstructions affecting monitoring of premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Cash registers are front facing	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
If cash registers are not front facing, mirrors are installed to monitor customers	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Safe is out of public view	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>INTERNAL LAYOUT</b>			
Premises is laid out so staff can monitor patrons at all times	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There are no obstructions within the bar causing blind spots	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"/>
Bar is easily approached by customers	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Customers can easily move around the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Sufficient seating is provided	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Customers cannot climb on structures or fittings	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>CROWDING</b>			
There premises are not overcrowded	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The maximum number of patrons for the premises is displayed and complied with	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>LIGHTING</b>			
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 staff to monitor patrons within the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
No areas are too dark inside the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Internal lighting can be raised in an emergency/incident or at closing time	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 security lighting is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>VENTILATION</b>			
A ventilation system is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The premises are maintained at a suitable temperature	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

## CPTED Checklist continued

<b>OUTDOOR DRINKING AREAS</b>			
Outdoor drinking areas are monitored by bar and/or security staff	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Lighting allows staff to monitor patrons	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Customers can move around easily in outdoor drinking areas	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Outdoor drinking areas are well defined from surrounding environment	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Pavement creep is not evident	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Outdoor drinking areas are not overcrowded	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
A current street trading licence or equivalent is held	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>CCTV</b>			
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"/>

<b>ENTRANCES AND EXITS</b>			
Entrances and exits are visible from behind the bar area	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
CCTV is installed to monitor blind entrances and exits	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Door staff monitor entrances and exits	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There is sufficient space for queuing outside the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>TOILETS</b>			
Toilet facility entrances are visible from the bar area	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Toilets are inspected regularly	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>STAFF</b>			
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"/>
Staff are visible to patrons	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff monitor the premises for conflict and crime	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Security staff are properly trained and certified	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

**Public Notice : On-Licence**

Section 101 Sale and Supply of Alcohol Act 2012

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 variationof an On-Licence in respect to the premises situated at (*address*):**Or** in respect to a conveyance (*e.g. bus, train*):Known as (*business name*):The general nature of the business conducted / to be conducted under the licence is (*e.g. hotel, tavern, restaurant, nightclub*):

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:

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

 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 On-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 : On-Licence**

Section 101 Sale and Supply of Alcohol Act 2012

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 variationof an On-Licence in respect to the premises situated at (*address*):**Or** in respect to a conveyance (*signify type*):Known as (*business name*):The general nature of the business conducted / to be conducted under the licence is (*e.g. hotel, tavern, restaurant, nightclub*):

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

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

 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 On-Licence application so a Licensing Inspector can check it before it is displayed on the premises.**