

# Application for

# Renewal of Off-Licence

Section 127, Sale and Supply of Alcohol Act 2012

## General information:

- An application for renewal of club licence must be filed at least 20 working days before the licence is due to expire.

Office  
Use  
Only

## Application Checklist:

### Supporting documents you need to provide with your application:

- Application fee + public notice fee**  
This is an application fee and is non-refundable after the application is received by the Hamilton City Council. (Please see information sheet on the last two pages of this application or contact us for assistance).
  - Detailed A4 scale map of the interior of the premises showing:
    - i. the areas used for sale of alcohol
    - ii. areas that are to be restricted or supervised
    - iii. the principal entrance
    - iv. the layout of the interior of the premises
    - v. CCTV placement and security lighting (if applicable)
    - vi. **For supermarkets and grocery stores only:** the single area where alcohol will be displayed must be clearly shown.
  - A Host Responsibility Policy.
  - Copies of each current manager's certificate for those nominated to manage the premises.
  - Evidence of staff training in host responsibility practices.
  - For grocery stores only:** A statement of 12 months sales figures (verified by an accountant) establishing the range of good sold (as required by regulations 12/13 of the sale and Supply of Alcohol Regulations 2013)
  - Copies of any proposed advertising or promotions (if applicable).
- If you are applying for the renewal of off-licence on behalf of someone else:**
- A copy of the authority to act as an agent of the applicant, signed by the applicant.

Applications can be delivered to the Customer Service Centre in Garden Place  
or posted to Hamilton City Council, Private Bag 3010, Hamilton 3240.

FEE DUE:

<b>Office Use Only:</b>	<u>App Fee \$453.00</u>	T310 – 350.75	T311 – 17.25	T414– 85.00
Accepted by: _____	<u>App Fee \$694.50</u>	T310 – 575.00	T311 – 34.50	T414– 85.00
Receipt number: _____	<u>App Fee \$901.50</u>	T310 – 764.75	T311 – 51.75	T414– 85.00
Receipt date: _____	<u>App Fee \$1108.50</u>	T310 – 937.25	T311 – 86.25	T414– 85.00
	<u>App Fee \$1292.50</u>	T310 – 1035.00	T311 – 172.50	T414– 85.00

## Application for

# Renewal of Off-Licence

Section 127, Sale and Supply of Alcohol Act 2012

To the Secretary

District Licensing Committee, Hamilton City Council

Application for renewal of off-licence is made in accordance with the details set out below.

## Applicant details

1. Full legal name to appear on licence:

*(the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to):*

2. Date of birth (if the applicant is an individual):

3. Occupation (if the applicant is an individual):

4. Status of applicant:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Individual person   | <input type="checkbox"/> Partnership    | <input type="checkbox"/> Local authority                    |
| <input type="checkbox"/> Trustee   | <input type="checkbox"/> Club           | <input type="checkbox"/> Licensing trust or community trust |
| <input type="checkbox"/> Private company   | <input type="checkbox"/> Public company |   |
| <input type="checkbox"/> Other - advise what authority under which incorporated..... |   |   |

5. Postal address (for service of documents):

Postcode:

6. Home phone:

Work phone:

Mobile phone:

7. E-mail address:

8. **Daytime contact details** (if different from above)

Name:

Phone number:

Mobile number:

E-mail address:

9. Does the applicant (or any company directors) have any criminal convictions?

*(other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)*

Yes

No

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

## Further details where applicant is a company

10. Date and place of incorporation:

11. State the full details of each director:

Name	Address	Date of birth	Place of birth	Designation

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

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

13. If applicant is a public company, state the full details of each person who holds 20% or more of the shares, or of any class of shares, issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

## Further details where applicant is a partnership

14. State the full details of each partner:

	Partner 1	Partner 2	Partner 3	Partner 4
Name				
Address				
Date of birth				
Place of birth				

15. Regarding the above company/partnership details, have there been any changes since the issue of the licence or last renewal? If so, what are those changes?

## Premises details

16. Address of licensed premises:

17. Trading name:

18. Does the applicant own the proposed licensed premises?  Yes  No  
If NO, what is the full name and address of the owner?

What form of tenure and term of tenure will the applicant have?

## Business details

19. What is the general nature of the business conducted by the applicant under the licence?  
(e.g. hotel, tavern, supermarket, grocery store, wholesaler, alcohol retailer, other)

20. Is the sale of alcohol the principal purpose of the business?

Yes  No

If NO, what is the principal purpose of the business?

21. On which days and during what hours is alcohol sold under the licence?

22. Is any endorsement sought, or sought to be renewed?

- Auctioneer (Section 39)                       Yes                       No
- Remote sales (Section 40)                       Yes                       No

## Duty managers details

23. State the full details of each manager or proposed manager:

Name	Date of birth	Certificate number	Expiry date

## Conditions

24. What part (if any) of the premises is intended to be designated as (select at least one):

A restricted area (no one under 18 allowed on site)?

A supervised area (minors allowed only with parent or legal guardian)?

Undesignated (any age allowed)?

25. To what extent, and where, is drinking water freely available to patrons for tastings?

26. What steps are taken to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

27. What steps are in place aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by the excessive or inappropriate consumption of alcohol?

28. State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a site plan would assist):

29. State the number of residential neighbours within a 50m radius of the premises:

30. What security systems are in place (e.g. lighting, indoor/outdoor CCTV) and where?

31. Can the entire premises be seen from the service counter?  Yes  No

If NO, where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable and is there good visibility to the outdoor areas?

32. Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs etc?

33. Will security staff be employed?  Yes  No

If YES, When are the security staff be used?

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

34. Are you involved in any mystery shopper/pseudo controlled purchase operation programmes?

Yes  No

IF YES, please state details:

35. Is there a till prompt system regarding age checks?  Yes  No

36. What staff training will be provided regarding compliance with the Act and host responsibility practices? Explain what was taught regarding the sale and supply of alcohol, what staff and how often. Please provide written records.

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

Shop windows or on the building:

Street and or footpath signage:

Social media:



Newspapers and magazines:

Other:

38. What is the policy regarding pricing and promotions of alcohol?

39. Will there be any single sales of any alcoholic products in containers less than 750mls?

Yes  No

If YES, provide details:

40. Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

41. Has your business been subject to police controlled purchase operations and if so, what were the results?

42. Have you or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?

Yes  No

If YES, please provide details:

## Licence details

43. Are there any changes sought to the present conditions of the licence?  Yes  No

If YES what are the changes?

44. Licence number:

45. Expiry date:

## Declaration

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

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

[Signature]

[Date]

[Name]

[Designation]

### Contact us:

**Phone:** (07) 838 6633

**E-mail:** [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz)

**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Service Centre - Ground Floor, Garden Place, Hamilton

# EVACUATION OF PREMISES DECLARATION

Sections 100 and 127, Sale and Supply of Alcohol Act 2012

**NOTE: This declaration is to be completed, signed and returned with your application, even if an evacuation scheme is not required.**

I,

[full name]

licence holder (or secretary) of the premises known as

[trade name]

situated at

[premises address]

and which operates under a

**on / off / club** licence

[select one]

state that:

[select one]

- the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975; or
- because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

[Signature]

[Date]

[Name and designation/position]

**Note:**

A registered evacuation scheme is required when:

- The building can hold more than 100 people;
- There are more than 10 employees in the entire building; or
- Overnight accommodation is provided for more than 5 people

Please contact the NZ Fire Service for more information about evacuation schemes and fire safety requirements.

## **FORM 7**

# **PUBLIC NOTICE**

Section 127(3), Sale and Supply of Alcohol Act 2012

### **Public notice of application for renewal of off-licence**

**[PLEASE NOTE WE NOW HAVE A NEW PROCESS FOR PUBLIC NOTICES.](#)**

This notice is to be displayed in a conspicuous place to be seen from the outside of the premises on or adjacent to the site to which the application relates from the day of filing the application. Please ensure the applicant name matches that stated on the application form.

**It must remain up for 3 weeks and until inspection.**

**You DO NOT need to publish this notice in the newspaper.**

This notice will be published on the Hamilton City Council website: [www.hamilton.govt.nz/publicnotices](http://www.hamilton.govt.nz/publicnotices) There is a \$85.00 administration fee for this service, payable at the time of application.

### **Section 127(3), Sale and Supply of Alcohol Act 2012**

[Full name, address, and occupation of applicant]

has made application to the District Licensing Committee at Hamilton City Council for the renewal of an off-licence in respect of the premises situated at

[address]

known as

[trade name]

The general nature to be conducted under the licence is

[type of business - for example, hotel, tavern, restaurant, entertainment/night club].

The days on which and the hours during which alcohol is sold under the licence are

[specify days and hours]

The applicant seeks the following variation to the licence conditions:

[proposed changes to licence conditions (if any)]

**Date of Publication:**

The application may be inspected during ordinary office hours at the office of the Hamilton District Licensing Committee at Hamilton City Council Municipal Building, Garden Place, Hamilton.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Hamilton City Council, Private Bag 3010, Hamilton.

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.

# Alcohol Licensing Fees off-licence

The Sale and Supply of Alcohol Act 2012 has introduced national risk based fees for all alcohol licences. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of alcohol licensing.

The licence fee category is determined using the below criteria. You can use the tables below to estimate the fee you need to pay when lodging your application

Type of Premises	Weighting
Supermarket, grocery store, bottle store	15
Hotel, tavern	10
Club, remote sale premises, other	5
Winery cellar doors	2

+

Latest trading hour allowed by licence	Weighting
10:00pm or earlier	0
Any time after 10:00pm	3
Remote sales premises	0

+

Number of enforcement holdings in last 18 months	Weighting
None	0
1	10
2 or more	20

=

Your weighting:

## Definitions

**Enforcement** – 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.

## Application Fee

The licensing system has five fee categories, which reflect the range of cost/risk ratings. A premises' fee category determines the application fee that the licensee has to pay.

Total weighting	Fee category
0-2	Very Low
3-5	Low
6-15	Medium
16-25	High
26+	Very High

In addition to the application fee, applicants are required to pay an \$85.00 administration fee to cover public notification of the application. Applicants were previously required to place the public notice in the newspaper at their own cost. In many cases, this is up to 75 per cent less than you would otherwise pay through the newspaper.

All fees below are GST inclusive.

Fee category	Total application fee
Very Low	\$453.00
Low	\$694.50
Medium	\$901.50
High	\$1108.50
Very High	\$1292.50

## Annual Fee

The new Act also introduces an annual fee for all licences. The annual fee is due before the licence is issued (for new licences) and then every year on the licence anniversary date. The amount of the annual fee you pay will be determined on the fee category and risk rating at the day the annual fee is due. You will receive a reminder that your annual fee is due in the mail prior to the due date. All fees below are GST inclusive.

Fee Category	Annual Fee
Very Low	\$161.00
Low	\$391.00
Medium	\$632.50
High	\$1,035.00
Very High	\$1,437.50

Please note that it is Hamilton City Council that determines the final application and annual fees so you may be charged further fees before your licence is granted.

All fees are set by the Ministry of Justice. For more information, see [www.justice.govt.nz](http://www.justice.govt.nz). If you need assistance calculating your fees, please contact us on the details below.

### Contact us:

**Phone:** (07) 838 6633

**E-mail:** [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz)

**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Service Centre - Ground Floor, Garden Place, Hamilton