



Application form

The following must be attached before the application will be accepted for processing

(✓ tick when done)

- 3 copies of completed application form
- Fee of \$793.24 (\$134.93 for Caterer's Off licence)
- A photograph of the exterior of the premises and principal entrance (or an artist's impression of the exterior of the proposed premises as they will look when they are finished)
- A map showing the location of the premises
- A scale plan of the proposed premises with a broad black line showing –
 - Those parts of the premises that are to be used for the sale or supply of liquor
 - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas
 - Each entrance to the premises that the applicant intends should be designated as a principal entrance
- A written statement from the owner to the effect that the owner has no objection to the grant of the licence (where the applicant is not the owner of the premises).
- Partnership/Company/Incorporation details including legal documentation and percentage interests of all partners
- Host Responsibility Policy
- Completed public notice forms -1 and 1A (to be checked and signed by GDLA)
- Liquor Premises Compliance Certificate
- Covering letter detailing -
 - Justification for seeking licence, hours sought and concept details
 - How the premises will be run, by whom and their experience/training details etc
 - Proposed certificated Manager's and ongoing staff training
 - Host Responsibility programme undertaken, how the applicant will deal with minors and intoxicated people etc

For further information see "**Guide to Applying for an Off Licence**"

Office use:

Checked by: _____ Date: _____

Amount \$793.24 (Caterer's Off licence - \$134.93) – GST inclusive

Code LIQL

Notes

1. Application fees are not refundable. Please make cheques payable to the Gisborne District Council. If paid by cash, the fee will be rounded down to the nearest 10 cents.
2. The applicant must be the person or entity that receives the revenue from the business e.g. the name on the bank account.
3. In respect of the status of the applicant, see section 30 of the Sale of Liquor Act 1989.
4. For the matters that are to accompany this application, see regulation 8(2) of the Sale of Liquor Regulations 1990.
5. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in Form 1. The notice must be published twice in the Gisborne Herald with not less than 5 days and not more than 10 days between the two dates of publication.
6. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in Form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).
7. The issue of a licence will take approximately 40 working days if no objections, oppositions or other issues arise.

NB. A *working day* as defined in the Act, does not include a Saturday, a Sunday, Good Friday, Easter Monday, Anzac Day, Labour day, the Sovereign's Birthday and Waitangi Day, and any day in the period from 20 December to 15 January inclusive.

8. Section 36 of the Act specifically states that Off licenses can only be held by certain types of premises. If you intend on making an application for an Off licence you **must** apply for a Liquor Premises Compliance Certificate before lodging this application.

Summary of Section 36:

(1) Those premises that may be granted an Off licence include:

- hotels or taverns that already hold an On licence - (1)(a)
- only some types of club - (1)(b)
- premises that primarily sell or manufacture liquor - (1)(c)
- supermarkets of at least 1000m² - (1)(d)(i)
- grocery stores that primarily sell "main order household foodstuffs" - (1)(d)(ii)

(2)(a) In the area where the premise is located, premises described in (c) or (d) above may not be economic.

(2)(b) Premises where the sale of liquor would be an appropriate complement to the kinds of goods sold in the premises.

Those premises that cannot hold an Off licence include:

- service stations
- dairies
- premises where the principal business is the sale of food (e.g. takeaways, restaurants, delicatessens etc).

See Section 36 of the Act for full details



Application Form

Application for an Off licence is made in accordance with the details set out below.

1. Details of Applicant(s)

(a) Full name: _____

Address: _____

Occupation: _____

(b) Postal address for service of documents: _____

(c) Daytime contact name and telephone number: _____

Email: _____

(d) Full name and address of all manager(s) to be employed, and certificate numbers of manager's certificate(s):

(e) Status of applicant (*tick appropriate box*):

Natural Person Public Company Private Company

Partnership Trustee Licensing Trust

Local Authority

Government Department or other instrument of Crown

Body Corporate to which section 8(1) (ba) of the Act applies

Manager under the Protection of Personal and Property Rights Act 1988

Board, organisation, or other body to which section 8(1) (bb) of the Act applies

2. Further details where the applicant is a company

(a) Date of Incorporation: _____

(b) Place of Incorporation: _____

(c) Full details of each director, and the secretary, as follows:

Name	Address	Date of Birth	Place of Birth	Designation

(d) In the case only of a private company: Authorised Capital Paid-up Capital

(e) In the case only of a private company, full details of each person who holds any shares issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation	Face value of shares held

(f) In the case only of a public company, full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation

3. Further details where applicant is a partnership

(a) Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth

(b) Signature of each partner:

(i) _____ (ii) _____
(iii) _____ (iv) _____

4. Premises Details

- (a) Address of proposed licensed premises: _____

- (b) Type of Premises (tick appropriate box)
Hotel or Tavern Club Supermarket Grocery Store
Premises in which the principal business is the manufacture or sale of liquor
Other (specify) _____
- (c) Proposed trading name for premises (if any): _____
- (d) Is a licence sought conditional upon construction or completion of the premises? Yes/No
- (e) Does the applicant own the proposed licensed premises? Yes/No
If no:
(i) What is the full name and address of the owner? _____

(ii) What form of tenure of the premise will the applicant have (including term of tenure)? _____

- (f) What part (if any) of the premise does the applicant intend should be designated as:
(i) a restricted area? _____
(ii) a supervised area? _____
- (f) Proposed opening date _____

5. Business Details

- (a) Does the applicant seek the licence in connection with the business of a caterer? Yes/No
- (b) Does the applicant seek the licence in connection with the business of an auctioneer? Yes/No
- (c) Is the sale of liquor intended to be the principal purpose of the business? Yes/No
If no:
(i) What is intended to be the principal purpose of the business? _____
(ii) What part of section 36 of the Act is applicable to this application (see notes)? _____
- (d) Is the applicant engaged, or intending to be engaged, in the sale or supply of any other goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food? Yes/No
If yes, what is the nature of those other goods or services? _____

(e) On which days and during which hours does the applicant intend to sell liquor under the licence?

(f) Does the applicant intend to provide complimentary samples of liquor on the premises?
Yes/No

6. Conditions

(a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

(b) Where the principal business is other than the manufacture or sale of liquor, what kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

Dated at (place) _____ this _____ day of _____ 20 _____

Applicant(s) signature: _____