



Application form

Sale of Liquor Act 1989 Section 9

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 BYO).
- A current Safe Ship Management Certificate (if a ship, ferry or hovercraft) or a current certificate of airworthiness (if an aircraft).
- A map showing the location of the home base of the conveyance.
- A photograph of the exterior of the conveyance and principal entrance (or an artist's impression of the exterior of the proposed conveyance as it will look when finished).
- A scale plan of the proposed conveyance with a broad black line showing –
 - Those parts of the conveyance that are to be used for the sale or supply of liquor
 - Those parts of the conveyance (if any) that the applicant intends should be designated as restricted areas or as supervised area
 - Each entrance to the conveyance 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 conveyance).
- Partnership/Company/Incorporation details including legal documentation and percentage interests of all partners.
- A copy of the menu.
- 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
 - Details of food, what food is available when the kitchen is closed and how it is or will be promoted
 - Proposed certificated Manager's and staff training
 - Host Responsibility programme undertaken, how applicant will deal with minors and intoxicated people etc.

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

EH - n-118652 – Updated September 2010

Office use:

Checked by: _____ Date: _____

Amount \$793.24 (BYO/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 8 of the Sale of Liquor Act 1989.
4. For the matters that are to accompany this application, see regulation 5(3) 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.



Application form

Sale of Liquor Act 1989 Section 9

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(s) 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. Conveyance Details

- (a) Type of conveyance: _____
- (b) Address of home base (if any): _____
- (c) Proposed trading name for conveyance (if any): _____
- (d) Is a licence sought conditional upon construction or completion of the premises? Yes/No
- (e) Does the applicant own the conveyance? Yes/No
- If no:
- (i) What is the full name and address of the owner? _____
- (ii) What form of tenure of the conveyance will the applicant have (including term of tenure)?

- (f) What part (if any) of the conveyance does the applicant intend should be designated as:
- (i) A restricted area? _____
- (ii) A supervised area? _____
- (g) Is a current Safe Ship Management Certificate (if a ship, ferry or hovercraft) or a current certificate of airworthiness (if an aircraft) in effect for this conveyance? Yes/No
- (h) Proposed opening date: _____

5 Business Details

- (a) What is the general nature of the business to be conducted by the applicant if the licence is granted (for example, transportation of passengers by ship, aircraft, rail, or coach, scenic trips)?

- (b) Is the sale of liquor intended to be the principal purpose of the business? Yes/No
If no, what is intended to be the principal purpose of the business? _____

- (c) Is the applicant engaged, or intending to be engaged, in the sale or supply of any 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? _____

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

6. Conditions

(a) What provision does the applicant intend to make for the sale and supply of:

(i) Food? _____

(ii) Non-alcoholic refreshments? _____

(iii) Low-alcohol beverages? _____

(b) 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?

(c) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

(d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

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

Applicant(s) signature: _____