



Application form

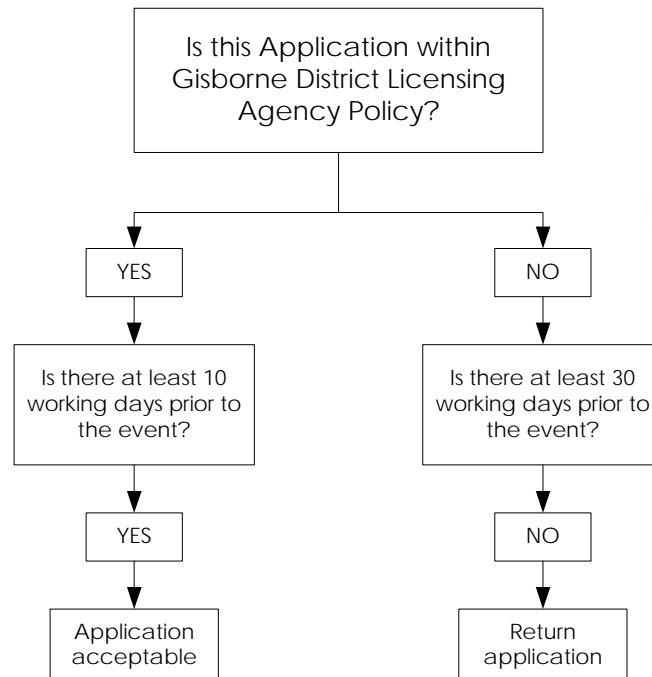
The following must be attached before the application will be accepted for processing

(✓ tick when done)

- 3 copies of completed application form
- Fee of \$64.40 per licence.
- Lodged at least 10 working days prior to the event (if compliant with District Licensing Agency, Sale of Liquor Policy)

OR

- Lodged at least 30 working days prior to the event if not compliant with the above policy



Office Use:

Checked by: _____

Date: _____

Amount \$64.40 (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 who sells or supplies the liquor, and/or the entity that receives the revenue from the sale of liquor.
3. In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989.
4. For the matters that are to accompany this application, see regulation 14(3) of the Sale of Liquor Regulations 1990.
5. The issue of a licence will take approximately 10 working days (if compliant with policy) and 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.

6. Definitions

The following definitions are provided to assist you in completing this form:

- Supervised areas: licensed areas where people under the age of 18 may be present only if accompanied by their parent(s) or legal guardian(s).
- Restricted areas: those licensed areas where people under the age of 18 are not permitted at any time.
- Food: in terms of the Sale of Liquor Act a range of substantive food must be provided for the entire time that liquor is available (unless otherwise stated). Substantive food means items such as pies, savouries, sandwiches, platters and the like. And does not include items such as nuts, chocolate bars and packets of crisps etc.



Application form

1. Details of applicant(s)

(a) Full name(s): _____

(b) Postal address for service of documents: _____

(c) Daytime contact name and telephone number: _____

Email: _____

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

(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. Premises details

(a) Address of proposed licensed premises: _____

(b) Proposed trading name for premises (if any): _____

(c) Is a licence sought conditional upon construction or completion of the premises? Yes/No

(d) 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 premises will the applicant have (including term of tenure)?

(e) What part (if any) of the premises does the applicant intend should be designated as:

(i) A restricted area? _____

(ii) A supervised area? _____

(see Note 6)

Is the event for more than one day? Yes/No

If yes, complete section 5 If no, complete section 3 or section 4

3. Purposes

(To be included only where the application is made for a licence under section 73 of the Act)

(a) What is the occasion or event, or series of occasions or events, in respect of which the licence is sought? _____

(b) When is this occasion or event, or series of occasions or events, to occur?

(c) On which days and during which hours does the applicant intend to sell liquor under the licence: _____

(d) Expected maximum number of attendees: _____

4. Purposes

(To be included only where the application is made for a licence under section 74 of the Act –

For holders of an On or Club licence)

(a) Address and trading name (if any) of premises: _____

(b) In respect of what kind or kinds of social gatherings is the licence sought? _____

(c) On which days and during which hours will the social gathering be held? _____

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

(e) Expected maximum number of attendees: _____

5. Series of Events or Occasions

Purpose of each occasion	Dates of each occasion	Hours of the occasion	Hours for the liquor licence

How do the above events constitute a series of related events?

Expected maximum number of attendees: _____

6. Host responsibility

(a) Do you already have a Host Responsibility Policy? Yes/No

If yes, please attach a copy of your policy to this application including any changes specific for this event.

If no, please complete the details below:

(b) What provision does the applicant intend to make for the sale and supply of?

(i) Food: (see note 6)

List finger food and snack food that is intended to be available for the entire duration of the occasion: _____

List other food that will be made available for the event (e.g. meals) and state the times that this food will be available: _____

We intend to promote this food at all times that liquor is sold by: (tick which applies)

Using sign boards and/or posters throughout the premises	
Clearly stating what time the food is available	
Providing menus	
Other (specify):	

(ii) Low and non-alcoholic refreshments:

List the refreshments to be made available for the entire duration of the event(s):

We intend to promote low and non-alcoholic refreshments by: (tick which applies)

Using sign boards and/or posters throughout the premises	
Advertising and promoting free non-alcoholic drinks to designated drivers	
Ensuring low and non-alcoholic refreshments are highly visible	
Other: (specify)	

(iii) Prohibited persons

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?

Minors will be identified and either excluded from the premises or from drinking alcohol by: (tick which applies)

Request identification i.e. driver's licence, passport, HANZ 18+ card	
Refuse entry if persons age is in doubt	
Display signs	
Hiring and training appropriate door staff	
Other: (specify)	

We will ensure that intoxicated persons are not served or allowed entry or permitted to remain on the premises by: (tick which applies)

Train staff to identify intoxication levels	
Monitor alcohol consumption	
Slow or stop service as required	
Request those who become intoxicated to leave ensuring appropriate transport home	
Refuse entry to those already intoxicated	
Other (specify):	

(vi) Responsible consumption

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

A pleasant and safe environment will be provided by: (tick which applies)

No bottles to be taken outside the venue	
Sufficient bar staff to cater for numbers attending to avoid stock piling	
Sufficient lighting	
Sufficient space for the number attending	
Providing outside patrols	
Alternative transport will be available and promoted (specify):	
Other (specify):	

7. Hygiene and Sanitation checklist

(a) Sanitary facilities available:

	Male	Female
Toilets		
Basins		
Urinals (note 600mm urinal = one urinal stall)		

(b) Glassware number: _____

Disposable Own Hire

(c) Food:

Provided by organisers? Yes/No

For sale by organisers? Yes/No

If yes, food supply and food safety conditions may apply – contact an Environmental Health Officer to discuss.

Provided by caterers? Yes/No

Name of caterers: _____

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

Applicant(s) signature: _____