



Renewal of On/Off/Club Licence

Application

Sale of Liquor Act 1989 Section 18, 41 and 64

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 per licence (\$134.93 for BYO or Caterer's Off licence)
- Completed Evacuation Scheme Declaration Form
- Completed public notice forms -1 and 1A (to be checked and signed by GDLA)
- A copy of your Host Responsibility Policy
- Are any changes sought?
If yes - lodge an application for a Liquor Premises Compliance Certificate

For further information see "**Guide to Applying for a Liquor Licence**"

n-153161 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. This form should be used in respect of On licenses, Off licenses and Club licenses. Special licenses are not renewable.
4. This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
5. For the matters that are to accompany this application, see regulation 18(2) of the Sale of Liquor Regulations 1990.
6. Within 10 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.
7. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application, 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).
8. 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.



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

1. Details of licensee

(a) Full name: _____

(b) Postal address for service of documents: _____

(c) Daytime contact name and telephone number: _____

Email: _____

2. Details of manager(s)

Full names and addresses of all managers currently employed and certificate numbers of manager's certificates:

3. Details of licence

(a) Type of licence: (tick)

On-Licence Off-Licence Club Licence

(b) Number: _____

(c) Date of expiry: _____

4. Details of premises (To be included only where the licence applies to any premises)

(a) Address: _____

(b) Trading or other name (if any): _____

(c) If a club licence, does the club share the premises with any other club? Yes/ No

If yes,

(i) What is the name and address of the other club? _____

(ii) What months of the year do the respective clubs use the premises? _____

4. Details of Conveyance (To be included only where the licence applies to any conveyance)

(a) Type of conveyance: _____

(b) Address of home base (if any): _____

(c) Trading or other name (if any): _____

5. Conditions

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

If yes, _____

(a) What are the changes sought? _____

(b) What are the full reasons for the changes sought? _____

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

Applicant(s) signature: _____



Declaration of Evacuation Scheme

Sale of Liquor Act 1989 Section 18, 41 and 64

Application for the renewal of liquor licence for:

Premises name: _____

Located at: _____

I, (*applicant*) _____ state that:

(*Delete the statement that does **not** apply*)

(i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975;

OR

(ii) The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

For premises with an On or Club licence:

The maximum occupancy number for the premises is _____

(*Attach supporting information that confirms this number e.g. Fire Design report*)

Applicant(s) signature: _____

Date: _____

Please contact Derek Goodwin, New Zealand Fire Service, Gisborne on (06) 8679038 if you are unsure of any of the above details.



Public Notice

(Form 1 - for newspaper)

Sale of Liquor Act 1989
Sections 9(4), 16(2), 18(3), 31(3), 39(2), 41(3), 55(3), 62(2), 64(3), and 76(4)

**delete not applicable*

Surname: _____

First name: _____ Second name: _____

Address: _____

Occupation: _____

has made application to the District Licensing Agency at Gisborne for the grant/renewal* of a
On/On (BYO)/Off/Club* licence in respect of the premises situated at (*address*) _____

or the (*specify type of conveyance*) _____ known as _____

The general nature of the business conducted/to be conducted* under the licence is: (*State type of business e.g. hotel, tavern, restaurant, entertainment/nightclub, other*) _____

The days on which and the hours during which liquor is/is intended to be* sold under the licence
are: (*Specify days and hours*): _____

The application may be inspected during ordinary office hours at the office of the Gisborne District Licensing Agency at the Gisborne District Council Office, 15 Fitzherbert Street, Gisborne.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of notice of the application in the Gisborne Herald, file a notice in writing of the objection with the Secretary of the District Licensing Agency at Gisborne District Council, PO Box 747, Gisborne 4040.

This is the first/second* publication of this notice. *The first publication was made on (*date*) _____

Office use:

Checked by: _____ on behalf of GDLA

Date: _____



Public Notice

(Form 1A - display at premises)

Sale of Liquor Act 1989

Sections 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4), 62(2A), 64(4), and 76(4)

*delete not applicable

Surname: _____

First name: _____ Second name: _____

Address: _____

Occupation: _____

has made application to the District Licensing Agency at Gisborne for the grant/renewal* of a
On/On(BYO)/Off/Club* licence in respect of the premises situated at (address) _____

or the (specify type of conveyance) _____ known as _____

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