



# Variation or Cancellation of Conditions of Licence

## Application Form

Sale of Liquor Act 1989 Sections 16, 39 and 62

### 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 licence)
- A map showing the location of the premises
- 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 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
- A copy of any menu
- Host Responsibility Policy
- Public notice forms completed
- Covering Letter detailing -
  - Justification for seeking licence, hours sought and concept details.
  - If applicable, 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.

Please address your application and supporting information to:  
The Secretary, Gisborne District Licensing Agency, PO Box 747, Gisborne 4040

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### Office use

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \$793.24 (\$134.93 for BYO licence)

EH – n-156878 – Updated October 2010

## Notes:

1. This application may be made only by the holder of the licence.
2. 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.
3. For the matters that are to accompany this application, see regulation 17(2) of the Sale of Liquor Regulations 1990.
4. 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.
5. 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).
6. The issue of a licence will take approximately 40 working days if no objections 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.



# Variation or Cancellation of Conditions of Licence

## Application form

Sale of Liquor Act 1989 Sections 16, 39 and 62

Application for the variation or cancellation of the conditions 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 Licence (tick appropriate box)

(a) Type of licence:

On-Licence

Off-Licence

Club Licence

(b) Number: \_\_\_\_\_

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

(a) Address: \_\_\_\_\_  
\_\_\_\_\_

(b) Trading or other name (if any): \_\_\_\_\_

### 3. 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): \_\_\_\_\_

**4. Conditions** (To be filled in for each condition to which the application relates)

(a) Terms of condition at present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Action sought (tick appropriate box):

Variation  Cancellation

(c) If variation, in what respect does the applicant seek to vary the condition?

\_\_\_\_\_  
\_\_\_\_\_

(d) Full Reasons for variation or cancellation:

\_\_\_\_\_  
\_\_\_\_\_

Dated at (place) \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Applicant(s) signature: \_\_\_\_\_



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*) \_\_\_\_\_

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**Office use:**

Checked by: \_\_\_\_\_ on behalf of GDLA

Date: \_\_\_\_\_



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  
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are: (Specify days and hours): \_\_\_\_\_

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