

FORM 3A APPLICATION FOR RENEWAL OF ON LICENCE CHECKLIST



FOR OFFICE USE ONLY

Checked By

Inspector

Date

YOU'LL NEED TO INCLUDE THE FOLLOWING WITH YOUR APPLICATION FOR US TO BE ABLE TO PROCESS IT:

- Completed, signed and dated application form
- Completed answers to the three questions - Object of the Act / Design and Layout / Amenity and Good Order
- Scale plans showing / Designation [if any], principal entrances and area where alcohol will be sold / supplied [only if any changes to the layout have been made since the licence was issued]
- Copy of letter from the Fire Service re: evacuation scheme / email fireinfomanawatu@fireandemergency.nz
- Public notice / Form 7 is to be completed and **two copies** attached for checking before you place it in a local newspaper and display it on the premises where it can be easily seen
- I understand that I must publicly advertise within ten working days after filing the application
- Copy of menu
- This checklist

Please contact a Licensing Inspector to arrange a pre-lodgement check of your application.

We won't accept your application without an appointment with an inspector.

Phone [06] 356 8199 or email eps@pncc.govt.nz



FORM 3A APPLICATION FOR RENEWAL OF ON LICENCE INFORMATION SHEET



The renewal of the licence is subject to the provisions of the Sale and Supply of Alcohol Act [SSAA] and conditions of the District Licensing Committee [DLC].

APPLICATION PROCESS

It takes about six weeks to process a renewal application.

You can help your application process smoothly by providing complete and accurate information.

The DLC forwards copies of your application to various reporting agencies before making its licensing decision. If there has been an objection to your application, it will be handled by the DLC. Objections will delay the decision on your application.

You must apply for a renewal at least 20 working days before the licence expires.

APPLICATION REQUIREMENTS

You will need to provide:

- Building Evacuation Scheme Declaration
- Building Evacuation Scheme / Email fireinfomanawatu@fireandemergency.nz and request the requirements for an evacuation scheme or procedure. When all Fire Service requirements have been met, you will be issued with a letter.
- A copy of this letter needs to be submitted with your application.
- Public Notice - you must place a notice in a local newspaper within 10 days, after you submit your application. You must also display a visible notice on the premises.
- Managers Certificate - at all times when alcohol is being sold or supplied to the public, a manager must be on duty and responsible for compliance with the Act and the conditions of the licence. The manager must hold a current manager's certificate.

APPLICATION FOR RENEWAL OF ON LICENCE SALE AND SUPPLY OF ALCOHOL ACT 2012



THE OBJECT OF THE ACT

All applications must be considered in light of the object of the new Act (section 4):

- The sale, supply, and consumption of alcohol should be undertaken safely and responsibly;
and
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm includes crime damage, death disease, disorderly behaviour, illness or injury, directly or indirectly caused or directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol. It also includes harm to society generally or the community directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol.

DESIGN AND LAYOUT

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Guidelines and examples on the types of concepts that design and layout could include are contained in Crime Prevention Through Environmental Design (CPTED). Guidelines on CPTED are available through the Health Promotion Agency at alcohol.org.nz

AMENITY AND GOOD ORDER

- What appropriate systems, staff, and training is in place or will be put in place to ensure compliance with the law
- Current and possible future noise levels [if relevant, what they intend to do to mitigate them]
- Current and possible future levels of nuisance and vandalism [if relevant, what they intend to do to mitigate them]
- The number of other licensed premises in the area. Will the granting of this licence increase negative effects in the area?
- The purposes for which land near the premises is being used for, and will that change if the licence is issued?

APPLICATION FOR RENEWAL OF ON LICENCE SALE AND SUPPLY OF ALCOHOL ACT 2012



Please explain how you are going to comply with the following requirements of the Act.

QUESTION 1

The renewal of this application will contribute to the **Object of the Act** by:

QUESTION 2

Describe how the **Design and Layout** of your premises will help to achieve the Object of the Act:

QUESTION 3

The renewal of this application will not decrease the **Amenity and Good Order** of the area by more than a minor extent because we:

FORM 3A
APPLICATION FOR
RENEWAL OF ON LICENCE

SECTION 127(2), SALE AND SUPPLY OF ALCOHOL ACT 2012



TO: The Secretary
District Licensing Committee
Palmerston North

Application for Renewal of On Licence is made in accordance with the details set out below.

ENDORSEMENTS

BYO

Catering

VARIATION OF CONDITIONS OF LICENCE

Are any changes sought to the present conditions of the licence?

Yes

No

If yes, what changes are sought?

DETAILS OF APPLICANT

Full legal name or names to be on licence

Postal Address / for service of documents

Contact Person

Phone

Email

DETAILS FOR PREMISES

Trading name

Physical address

Current licence number

Expiry date

Date

Month

Year

DETAILS OF MANAGER/S

Full legal name / including any middle names, aliases and/or maiden name that you may be known by

Manager's certificate number

Manager's certificate expiry date

Driver's licence number

Passport number

Full legal name / including any middle names, aliases and/or maiden name that you may be known by

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CONDITIONS

Food intended to be available for purchase / describe type and range

Non-alcoholic beverages intended to be available for purchase / describe type and range

Low-alcohol beverages intended to be available for purchase / describe type and range

To what extent, and where, drinking water is intended to be freely available to patrons / describe

If no access to mains water supply, potability of water intended to be available / describe

Steps intended to be taken to provide help with and information about transport options from the premises / describe

Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people / describe

Any other steps the applicant proposes to promote the responsible consumption of alcohol / describe

Other systems [including training systems] and staff in place [or to be in place] for compliance with the Act / describe

Dated at Palmerston North this

day of

20

Date

Month

Year

Applicant's Signature

PLEASE NOTE

1. This form must be accompanied by the prescribed fee.
2. Within 10 working days after filing this application with the District Licensing Committee, the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013, whichever applies to this application.
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates / unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so the applicant is employed. In all other cases, it should be filed with the District Licensing Committee for the district in which the applicant is residing.

FORM 7
PUBLIC NOTICE RENEWAL OF ON LICENCE
[AND VARIATION OF CONDITIONS OF ON LICENCE]



SECTION 101, SALE AND SUPPLY OF ALCOHOL ACT 2012

DETAILS

Full name on the licence / e.g. Company Name, Partnership, Natural Person

Postal address

has made application to the District Licensing Committee at Palmerston North

for the

renewal

variation of conditions

of an On Licence in respect of the premises situated at

Address

known as

The general nature of the business to be conducted under the licence is

type of business, for example, hotel, tavern, restaurant, entertainment / night club

The days on which and the hours during which alcohol is intended to be sold under the licence are / specify days and hours

The applicant seeks to vary the following condition/s

The application may be inspected during ordinary office hours at the office of the Palmerston North District Licensing Committee at the Customer Service Centre, Civic Administration Building, Ground Floor, The Square, Palmerston North.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after

DELETE ONE

the date of the publication of the first notice

the date of the publication of this notice

file a notice in writing of the objection with the Secretary of the District Licensing Committee at Palmerston North City Council / Private Bag 11034 / Palmerston North.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

In case of publication in newspaper/s. This is the

First

Second

Only

publication of this notice.

In case of second publication in newspaper/s. This notice was first published on / date.