

FORM 4 APPLICATION FOR OFF 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:

<input type="checkbox"/>	Completed, signed and dated application form		
<input type="checkbox"/>	Completed answers to the three questions - Object of the Act / Design and Layout / Amenity and Good Order		
<input type="checkbox"/>	Certificate of Incorporation / Memorandum of Association [only if the applicant is a company or an incorporated society]		
<input type="checkbox"/>	Copy of Sale and Purchase Agreement		
<input type="checkbox"/>	Letter of consent from the owner of the building or a signed Lease Agreement		
<input type="checkbox"/>	Town Planning Certificate		
<input type="checkbox"/>	Building Certificate of Compliance fee	<input type="checkbox"/>	Fee \$105 deposit
<input type="checkbox"/>	The premises is still under construction. Building consent number:		
<input type="checkbox"/>	Map showing location of the premises		
<input type="checkbox"/>	Photo / artist impression of the premises		
<input type="checkbox"/>	Scale plans showing. Designation [if any], principal entrances and area where alcohol will be sold / supplied		
<input type="checkbox"/>	Copy of letter from the Fire Service re: evacuation scheme, email fireinfomanawatu@fireandemergency.nz [see information sheet]		
<input type="checkbox"/>	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		
<input type="checkbox"/>	I understand that I must publicly advertise within 10 working days after filing the application		
<input type="checkbox"/>	Host responsibility policy [one pager to be displayed in your premises]		
<input type="checkbox"/>	Host responsibility plan [if applicable]		
<input type="checkbox"/>	Grocery stores only - 12 months projected gross sales revenue		
<input type="checkbox"/>	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 4 APPLICATION FOR OFF LICENCE INFORMATION SHEET



An off licence authorises the sale or supply of alcohol for consumption on a premises such as:

- Premises - tavern, club, hotel, bottle store, supermarket, grocery store.
- Endorsed - Auctioneers, Remote Sellers of Alcohol.

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

Contact Palmerston North City Council's Planning team to discuss your proposed business activity. This will help you determine in advance whether your proposed activity / premises complies with the relevant District Plan requirements and any additional costs or applications that may be involved in achieving compliance.

APPLICATION PROCESS

It takes about six weeks to process an on licence 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.

If you are granted an off licence, you must apply for a renewal at least 20 working days before the licence expires.

APPLICATION REQUIREMENTS

You will need to provide:

- Town Planning Certificate - before you apply for an off-licence you will need to obtain a Town Planning Certificate.
- Proof of Business - a Certificate of Incorporation, company constitution or Memorandum of Association and / or a partnership agreement. Grocery stores must also provide evidence showing the principal business is derived from foodstuffs.
- Proof of Consent - you will need a written statement from the building owner consenting to alcohol sales.
- Building Documentation - a photo or drawing of the exterior of the premises, a map showing the location, an A4 scale plan of the interior showing areas used for sale of liquor, areas restricted or supervised and all principal entrances.
- 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.
- Host Responsibility Policy [one pager] see enclosed sample.
- Host Responsibility Plan - an implementation plan specific to your premises using the enclosed guide.
- Public Notice - You must place a notice in a local newspaper within 20 days after you submit your application. The notice must be published twice [not more than 10 days and not less than five days apart]. You must also display a visible notice on the site of the proposed premises.
- Managers Certificate - at all times when liquor 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.

FORM 4 APPLICATION FOR OFF 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 www.alcohol.org.nz

AMENITY AND GOOD ORDER

- What appropriate systems, staff, and training are 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?

FORM 4
APPLICATION FOR OFF 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 granting 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 granting of this application will not decrease the **Amenity and Good Order** of the area by more than a minor extent because we:

FORM 4 APPLICATION FOR OFF LICENCE

SECTIONS 100 AND 127[2], SALE AND SUPPLY OF ALCOHOL ACT 2012



TO: The Secretary
District Licensing Committee
Palmerston North

Application for Off Licence is made in accordance with the details set out below.

ENDORSEMENTS

Auctioneers

Remote sellers of alcohol

DETAILS OF APPLICANT

Full legal name or names to be on licence

Postal address / for service of documents

Contact person

Phone

Email

WHETHER LICENCE ALREADY HELD FOR PREMISES OR CONVEYANCE CONCERNED

Yes

No

Type of licence / If Yes, e.g. bottle, grocery store

APPLICANT STATUS / by reference to section 28 of Sale and Supply of Alcohol Act 2012

Natural Person/s

Private Company

Body Corporate / to which Section 75[1][ba] of the Act applies

Club

Licensing Trust

Board, organisation, or other body to which section 75 [1][bb] of the Act applies

Public Company

Partnership

Government Department or other instrument of the Crown

Local Authority

Trustee

Managers under the Protection of Personal and Property Rights Act 1988

DETAILS FOR PRIVATE COMPANY

For a private company incorporated under the Companies Act 1993

Companies Office Business Number [NZBN] / as on the Companies Office website

Date of incorporation

Place of incorporation

Authorised capital

Paid-up capital

DIRECTOR/S DETAILS

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

SHAREHOLDER/S DETAILS / Full details of each person who holds 20% or more of the shares

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

Face value of shares held

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

Face value of shares held

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

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Postal address

Date of birth

Place of birth

Face value of shares held

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

Face value of shares held

DETAILS OF NATURAL PERSON/S

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Occupation

Date of birth

Place of birth

Criminal convictions: State all criminal convictions [other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies]

Nature of offence	Date of conviction	Penalty suffered

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Occupation

Date of birth

Place of birth

Criminal convictions: State all criminal convictions [other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies]

Nature of offence	Date of conviction	Penalty suffered

DETAILS FOR PARTNERSHIP

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

Signature of partner

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

Signature of partner

DETAILS OF PUBLIC COMPANY

Companies Office Business Number [NZBN] / as on the Companies Office website

Date of incorporation

Place of incorporation

DIRECTOR/S DETAILS

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Occupation

Date of birth

Place of birth

Day contact

Mobile

Email

DIRECTOR/S DETAILS

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Occupation

Date of birth

Place of birth

Day contact

Mobile

Email

SHAREHOLDER/S DETAILS / Full details of each person who holds 20% or more of the shares

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

Face value of shares held

SHAREHOLDER/S DETAILS / Full details of each person who holds 20% or more of the shares

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Date of birth

Place of birth

Face value of shares held

DETAILS OF BODY CORPORATE

Authority under which incorporated

DETAILS OF APPLICANT IF NOT A NATURAL PERSON/S

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

Gender Male Female Prefer to self-describe: Prefer not to say

Postal address

Occupation

Date of birth

Place of birth

Day contact

Mobile

Email

Business details / describe principal business, any other businesses

Criminal convictions: State all criminal convictions [other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies]

Nature of offence	Date of conviction	Penalty suffered

DETAILS OF PREMISES

Trading name

Type of Licence Grocery store Hotel Tavern Supermarket Bottle store

Other

Physical address

Tenure / owned by applicant or to be held as leasehold, or under tenancy agreement or licence

Owned by applicant Leasee Tenancy agreement Licence

Continued over the page

Name of owner

Postal address

Is the licence conditional on completion of building work

Yes

No

If yes, state details

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

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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Driver's licence number

Passport number

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

BUSINESS DETAILS

Is the sale of alcohol intended to be the principal purpose of business

Yes

No

If no, intended principal purpose of business

Whether applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food

Yes

No

If yes, nature of other goods or services

Days and hours proposed for sale of alcohol

The premises will be designated as

Undesignated

Supervised

Restricted

Undesignated / Anyone of any age may be present on the premises.

Supervised / Minors must not be admitted unless accompanied by a parent or legal guardian.

Restricted / An area to which minors must not be admitted.

CONDITIONS

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

Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people / 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 20 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.

FORM 7 PUBLIC NOTICE OFF LICENCE

SECTIONS 100 AND 127[2], 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 issue of an Off 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, bottle store, supermarket, grocery store

The days on which and the hours during which alcohol 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 Palmerston North District Licensing Committee at the Customer Service Centre / Civic Administration Building / Ground Floor / Te Marae O Hine / 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 the date of the publication of the first 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 issue of a licence may be made in relation to a matter other than a matter specified in section 105 of the Sale and Supply of Alcohol Act 2012.

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

First

Second

publication of this notice.

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