

# Application for an Off Licence

(Section 31, Sale of Liquor Act 1989)



**Note: Your application can not be processed unless you have included all the required information.**

**Use the checklist below and the notes on pages 6-7 to assist you in completing your application:**

- Three copies of the application form
- Copy of Certificate of Incorporation (if applicable)
- Copy of Memorandum of Association (if applicable)
- Photograph of exterior or artist's impression
- Map showing location of premises
- Scale plan of premises
- Written statement from owner (if applicable)
- Menu (if applicable)
- Resource Management New Premises fee of \$306.70
- Resource Management Existing Premises fee of \$102.20
- Building Certificate fee of \$209.60
- Application fee of \$793.24

**Send the completed application form and attachments to:**

Matamata-Piako District Council  
PO Box 266  
Te Aroha, 3342

## Office Use Only

File No.: \_\_\_\_\_

Document No. : \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date Received

## 1. Details of applicant/s

- a. Full name of the entity the licence is for (*For example, the name of the company/trust etc.*):

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of applicant: \_\_\_\_\_

Occupation: \_\_\_\_\_

- b. Postal address: \_\_\_\_\_

\_\_\_\_\_

c. Name of daytime contact (If different from applicant): \_\_\_\_\_

- d. Telephone number: \_\_\_\_\_

- e. Name of Manager 1: \_\_\_\_\_ Manager's cert. No.: \_\_\_\_\_

Manager's address: \_\_\_\_\_

\_\_\_\_\_

- f. Name of Manager 2: \_\_\_\_\_ Manager's cert. No.: \_\_\_\_\_

Manager's address: \_\_\_\_\_

\_\_\_\_\_

- g. Status of applicant (*Please tick the relevant box*)

Note: See section 8 of the Sale of Liquor Act 1989

- Natural person
- Private company
- Public company
- Body corporate to which section 8 (1)(ba) of the Act applies
- Board, organisation, or other body to which section 8 (1)(bb) of the Act applies
- Licensing Trust
- Partnership
- Government Department of other instrument of The Crown
- Local Authority
- Club
- Manager under the Protection of Personal and Property Rights Act 1988

**2. Details to be filled out if applicant is a company**

a. Date and place of incorporation: \_\_\_\_\_

b. Full details of all directors and the secretary:

Name	Address	Date of Birth	Place of Birth	Designation

***If the applicant is a public company please skip to question 2e and continue, leaving questions 2c and 2d blank. If the applicant is a private company, please complete questions 2c and 2d and leave question 2e blank.***

c. If the applicant is a private company, please tick the appropriate box:

i. Authorised capital

ii. Paid-Up capital

d. If the applicant is a private company, please provide the details of all shareholders (attach another page if necessary):

Name	Address	Date of Birth	Place of Birth	Designation	Face Values of Shares held



- e. In the case only of a public company, provide the full details of each person who holds 20% or more of the shares, or any particular class of shares, issued by the company (attach another page if necessary):

Name	Address	Date of Birth	Place of Birth	Designation

**f. Details to be filled out if applicant is a partnership.**

- a. Provide the full details of all partners.

Name	Address	Date of Birth	Place of Birth

**b. Signature of each partner**

- i. Name \_\_\_\_\_ Signature \_\_\_\_\_
- ii. Name \_\_\_\_\_ Signature \_\_\_\_\_
- iii. Name \_\_\_\_\_ Signature \_\_\_\_\_

**3. Details of Premises**

a. Proposed address: \_\_\_\_\_  
 \_\_\_\_\_

b. Proposed trading name (if any): \_\_\_\_\_  
 \_\_\_\_\_

**c. Type of premises (Please tick the relevant box):**

- Hotel or tavern
- Club
- Supermarket
- Grocery store
- Premises on which principal business is manufacture or sale of liquor
- Other



d. Is this licence sought conditional upon the construction or completion of the premises?  Yes  No

e. Do you own the proposed licensed premises?  Yes  No

If no, please provide the following details:

i. What is the full name and address of the owner? \_\_\_\_\_  
\_\_\_\_\_

ii. What type of tenure/lease of the premises will you have (including the term of tenure/lease)? \_\_\_\_\_  
\_\_\_\_\_

f. What part (if any) of the premises do you intend to be designated as:

i. A restricted area? \_\_\_\_\_

ii. A supervised area? \_\_\_\_\_

#### 4. Details of Business

b. What is the general nature of the business you will conduct if the licence is granted? (For example a hotel, tavern, restaurant, nightclub) \_\_\_\_\_  
\_\_\_\_\_

c. Is the sale of liquor intended to be the primary purpose of the business?  Yes  No

If no, what is intended to be the primary purpose of the business? \_\_\_\_\_  
\_\_\_\_\_

d. Do you intend to engage in the supply of any goods other than liquor or food? Or, engage in the provision of any other service not directly related to the sale and supply of liquor or food?  Yes  No

If yes, what are the other goods or services? \_\_\_\_\_  
\_\_\_\_\_

e. On which days and during which hours do you intend to sell liquor under the license? \_\_\_\_\_

f. If your premises is a restaurant, do you want to be licenced for BYO? (See Section 28 of the Act for more details)  Yes  No

#### 5. Conditions

- a. What steps do you propose to take to ensure that the requirements of the Act, in relation to the sale of liquor to prohibited persons, are observed?

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- b. If the primary business is not manufacturing or selling liquor, what type of liquor do you intend to sell or deliver under the licence?

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**6. Declaration**

*This application for an on licence is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Notes to assist you in completing this application.

1. For information on the status of the applicant see Section 30 of the Sale of Liquor Act 1989.
2. For information on the documents that are to accompany this application, see regulation 5(2) of the Sale of Liquor Regulations 1990.
3. You must give public notice of the application in Form 1 **within 20 working days** of filing this application with the District Licensing Agency. The notice must be published twice in a district newspaper or newspapers that have been nominated by the District Licensing Agency Secretary. The notices are to be published within 10 days of each other but not less than 5 days between each other.
4. **Within 10 working days** after filing this application with the District Licensing Agency, you must ensure that the notice of application in Form 1A is displayed in a noticeable 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).

Every application must be accompanied by the following:

- a. Three copies of the application (including accompanying papers).
- b. Where the applicant is incorporated – a copy of the Certificate of Incorporation or other evidence of Incorporation.
- c. Where the applicant is a company – a copy of the Memorandum of Association or documentary evidence of its authority to sell liquor or hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor.
- d. Where the applicant is a local authority – a reference to the enactment by which the applicant is expressly authorised to hold an OFF Licence under the Act.
- e. Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988 – a copy of the property order.
- f. Where the applicant is a club – evidence that the Club:
  - i. Held a charter under section 164 of the Sale of Liquor Act 1962 immediately before the 1<sup>st</sup> of April 1990, or;
  - ii. Holds a club licence under the Sale of Liquor Act 1989 – and is not a sports club.
- g. Where the application relates to a hotel or tavern – a reference to the number of the on-licence held by the applicant in respect to the hotel or tavern.

- h. Where the application relates to a premises with the primary business of manufacturing or selling liquor – particulars of the principal business conducted
- i. On the premises, and (where the principal business is wine making) the number of the licence held under the Wine Makers Act 1981.
- j. Where the application relates to a supermarket – particulars of the floor area of the supermarket including any separate departments set aside for each foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items.
- k. Where the application relates to a grocery store – particulars of the principal business of the store.
- l. Where the application is made in reliance of section 36(2)(a) of the Act – evidence to show that the Sale of Liquor in premises of a kind described in paragraph (c) or paragraph (d) of Section 36(1) of the Act would not be economic.
- m. Where the application is made in reliance of section 36 (2)(b) of the Act – particulars of the kinds of goods sold in the premises which is claimed the sale of liquor would be complimentary.
- n. Where the application is made by the holders of an auctioneers licence – the number of the licence held under the Auctioneers Act 1928.
- o. A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as it will look when it's finished.
- p. A map or copy of a map showing the location of the premises.
- q. A scale plan showing:
  - i. Those parts of the premises that are to be used for the sale or supply of liquor; and
  - ii. Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or supervised areas; and
  - iii. Except where the applicant is a club - each entrance to the premises that the applicant intends should be designated as a principal entrance.
- r. Where the applicant is not the owner of the premises – a written statement from the owner to the effect that the owner has no objection to the licence being granted.
- s. A certificate by the local authority as evidence that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Code.
- t. The prescribed application fee of \$793.24 (including GST)  
The Certificate (required in Section 31(1) (e) of the Act) fee of \$516.30 (New Premises) or \$311.18 (Existing Premises).