

# How to apply for a new off-licence

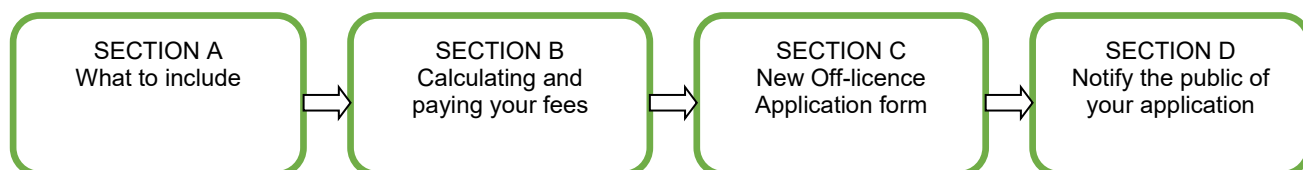
*(under Section 100 of the Sale and Supply of Alcohol Act 2012)*

Follow the instructions below to apply for a new off-licence to sell alcohol for consumption off the premises.

Where the words 'you' or 'yours' are used this refers to the person, company or entity that is to be licensed.

## What do you need to do?

To apply for a NEW Off-licence, you need to complete the following Sections:



## How do you submit your application?

Choose any of the following ways to submit your application:

- Submit your application at any of our council offices, visit [mpdc.govt.nz](http://mpdc.govt.nz) for our contact details.
- Submit your application online by emailing it to [info@mpdc.govt.nz](mailto:info@mpdc.govt.nz).

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## SECTION A – What to include (please tick)

You must supply all the documents listed below. We will not be able to process your application if any documents are missing and it will be sent back to you.

- This completed application form
- A Building Certificate for the purposes of the Sale and Supply of Alcohol Act (**Council will apply on your behalf**)
- A Planning Verification certificate for the purposes of the Sale and Supply of Alcohol Act (**Council will apply on your behalf**)
- A detailed A4 scale map of the interior of the premises showing:
  - The areas used for the sale of alcohol
  - The areas that are to be restricted or supervised
  - The principal entrance
  - The layout of the interior of the premises
  - CCTV placement and security lighting (if applicable)
  - For supermarkets and grocery stores only: the single area where alcohol will be displayed must be clearly shown
- A Host Responsibility Policy
- Copies of each current manager's certificate for those nominated to manage the premises
- Evidence (or proposal) of staff training in host responsibility practices
- Street map showing the location of the premises within the Matamata-Piako District
- A photo or artist's impression of the outside of the premises
- Written proof from the owner of the property/building consenting to the applicant selling alcohol on the premises. (**Note: this consent must be for the same party as detailed in the applicant section of the application form**)
- For grocery stores only: a statement of 12 months sales figures (verified by an accountant) establishing the range of goods sold (**as required by regulation 12/13 of the Sale and Supply of Alcohol Regulations 2013**)
- Copies of any proposed advertising or promotions (if available)
- A list of alcoholic and non-alcoholic refreshments you will be providing

You must also supply any of the documents below that apply to your application:

If you use an alcohol-licensing consultant:

- A letter of authorisation for the consultant

If you are applying in a company name or if the company is incorporated:

- A copy of the Certificate of Incorporation / Memorandum of Association

If you are applying as a partnership

- The partnership agreement

## SECTION B – Calculating and paying your fees

You must pay the correct application fee (including the building and planning fees) to receive your licence.

To calculate your application fee, follow the instructions below

### Step 1 – Find your licence and premises type and add your points into the box

Type of licensed premises - P	Points
Supermarket, grocery store, bottle store	15
Off-licence in a hotel or tavern	10
Remote only sale premises or premises not otherwise specified	5
Winery cellar doors	2
<b>Enter your premises points - P</b>	

### Step 2 – Find your type of premises and latest trading time and add your points into the box

Type of premises	Latest trading time allowed by licence (during 24-hour period from 6am to 6am) - T	Points
Premises for which an off-licence is held or sought (other than remote only sales premises)	10 pm or earlier	0
	Any time after 10 pm	3
Remote only sales	Not applicable	0
<b>Enter your premises points - T</b>		

### Step 3 – Number of Enforcement holdings in the last 18 months

The number of Enforcement holdings in the last 18 months - E	Points
None	0
1	10
2 or more	20
<b>Enter your enforcement holdings points - E</b>	
Enforcement – definition Enforcement has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.	

**Step 4 – Add your points together to get your total points**

P  + T  + E  = Total Points

**Step 5 – Tick the risk rating that matches your total points to find your associated application fee:**

A higher rating means a higher fee

Total Points	Risk rating	Tick	Application fee (including GST)
0-2	Very low	<input type="checkbox"/>	\$368.00
3-5	Low	<input type="checkbox"/>	\$609.50
6-15	Medium	<input type="checkbox"/>	\$816.50
16-25	High	<input type="checkbox"/>	\$1,023.50
26+	Very High	<input type="checkbox"/>	\$1,207.50

**Step 6 – Determine the additional Building and Planning fees:**

These are the fees for the Building Certificate and Planning Verification Certificate as indicated in Section A. Council will apply on your behalf.

Tick the fees applicable to you

	Tick	Building and Planning fees (including GST)
Resource Management (New Premises) fee	<input type="checkbox"/>	\$400.00
Resource Management (Existing Premises) fee	<input type="checkbox"/>	\$155.00
Building certificate fee	<input type="checkbox"/>	\$265.00
Premises – definition <b>New Premises</b> – during the last twelve months the business operating did not hold an off-licence <b>Existing premises</b> – during the last twelve months the business operating did hold an off-licence		

## Step 7 – Determine the Annual fees:

### You will be charged an annual fee if your application is approved

If your licence application is approved, you must also pay an annual fee before we can issue your licence.

The table below shows the annual fee for each risk rating.

#### Please take note:

The annual fee is due **every year** on the licence anniversary date. You will receive a reminder that your annual fee is due prior to the due date.

Total Points	Risk rating	Annual fee (including GST)
0-2	Very low	\$161.00
3-5	Low	\$391.00
6-15	Medium	\$632.50
16-25	High	\$1,035.00
26+	Very High	\$1,437.50

## Step 8 - Paying your fee

The fees payable will be the total of the following:

	Total of Fees (including GST)
<b>Step 5</b> - Application fee as per calculations	\$
<b>Step 6</b> - Building and Planning fees	\$
<b>Step 7</b> - Annual fees <i>(It is recommended that the Annual fee is paid when lodging your application to prevent a delay in issuing your licence)</i>	\$
<b>TOTAL</b>	\$

## How to pay?

- **Pay at one of our three offices:**

35 Kenrick Street, Te Aroha  
56-62 Canada Street, Morrinsville  
Cnr Tainui and Tui Streets, Matamata

- **Online via Internet Banking:**

Please use the following details:

Account Name: Matamata-Piako District Council

Bank: Bank of New Zealand

Branch: Te Aroha

Bank Account No: 02 0436 0021611 00

Payee Name: < your name >

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**SECTION C - New Off-licence application form**  
*(Under Section 100 of the Sale and Supply of Alcohol Act 2012)*

To the Secretary of the District Licensing Committee, this application for a new off-licence is made in accordance with the details set out below.

Please tick the location of the premises

- Te Aroha
- Morrinsville
- Matamata

**Applicant details**

Full legal name to appear on licence:  
*(the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to):*

\_\_\_\_\_

Date of birth (if the applicant is an individual): \_\_\_\_\_

Occupation (if the applicant is an individual): \_\_\_\_\_

Status of applicant:

- |  |  |
|--|--|
| <input type="checkbox"/> Individual person   | <input type="checkbox"/> Partnership     |
| <input type="checkbox"/> Trustee   | <input type="checkbox"/> Private company |
| <input type="checkbox"/> Licensing trust or community trust                              | <input type="checkbox"/> Public company  |
| <input type="checkbox"/> Club  | <input type="checkbox"/> Local authority |
| <input type="checkbox"/> Other _____<br>(advise what authority under which incorporated) |  |

Postal address (for service of documents): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Daytime contact details *(if different from above)*:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Does the applicant (or any company directors) have any criminal convictions?

Yes       No

*(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)*

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

What experience and training does the applicant have relative to operating licensed premises?

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**Further details where applicant is a company:**

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

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State the full details of each director:

Name	Address	Date of birth	Place of birth	Designation

If applicant is a private company, state the full details of each person who holds any shares issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

If applicant is a public company, state the full details of each person who holds 20% or more of the shares, or of any class of shares, issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

**Further details where applicant is a partnership**

State the full details of each partner:

	Partner 1	Partner 2	Partner 3	Partner 4
Name				
Address				
Date of birth				
Place of birth				

**Premises details**

Address of proposed licensed premises:

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Proposed trading name:

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Previous trading name *(if different from above)*:

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Is this application for premises that already hold a licence?  Yes  No  
If YES, what type(s) of licence are currently held and what is the licence number?

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Is a licence sought conditional upon construction or completion of the premises?  
 Yes  No

Does the applicant own the proposed licensed premises?  Yes  No  
If NO, what is the full name and address of the owner?

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What form of tenure and term of tenure will the applicant have?

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**Business Details**

What is the general nature of the business to be conducted by the applicant if the licence is granted? (e.g. hotel, tavern, supermarket, grocery store, wholesaler, alcohol retailer)

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Is the sale of alcohol intended to be the principal purpose of the business at any time you are open?

Yes  No

If NO, what is intended to be the principal purpose of the business and describe what other goods or services are provided if applicable?

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On which days and during what hours is alcohol intended to be sold under the licence?

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Is any endorsement sought?

Autioneer (Section 30)  Yes  No

Remote sales (Section 40)  Yes  No

## Duty Managers Details

State the full details of each manager or proposed manager:

Name	Date of birth	Certificate number	Expiry date

## Conditions

What part (if any) of the premises is intended to be designated as (select at least one):

A restricted area (no one under 18 allowed on site)?

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A supervised area (minors allowed only with parent or legal guardian)?

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Undesignated (any age allowed)?

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To what extent, and where, will drinking water be freely available to patrons?

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What steps are proposed to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

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What steps are aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by the excessive or inappropriate consumption of alcohol?

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State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a map would assist):

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State the number of residential neighbours within a 50m radius of the premises:

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What security systems will be in place (e.g. lighting, indoor/outdoor CCTV) and where?

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Can the entire premises be seen by the cashier/bar?  Yes  No

If NO, where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable and is there good visibility to the outdoor areas? Please describe:

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Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs etc?

Please describe:

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Will security staff be employed?  Yes  No

If YES, when will the security staff be used?

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What formal registration or qualification (such as Certificate of Approval) will security staff have?

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Will you be involved in any mystery shopper/pseudo controlled purchase operation programmes?

Yes  No

IF YES, please state details:

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Will there be till prompt systems regarding age checks?  Yes  No

What staff training will be provided regarding compliance with the Act and host responsibility practices? Provide a plan of What, Who and When.

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Fully explain your intentions regarding advertising and promotions. This should include information such as the number of promotions, where, size, relative to what products and the proposed % discounts.

Shop windows or on the building:

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Street and or footpath signage:

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Social media:

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Newspapers and magazines:

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Other:

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Will there be any single sales of any alcoholic products in containers less than 750mls?

Yes                       No

Have you or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?

Yes                       No

If YES, please provide details?

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## Fire evacuation statement

Which of the following fire evacuation statements applies to you?

If you are not sure, check with Fire and Emergency New Zealand at

<https://fireandemergency.nz/businesses-and-landlords/online-services/evacuation-schemes/>

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 75-78 of the Fire and Emergency New Zealand Act 2017
- Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme
- Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation scheme

## Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant.

Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the fees (application, building and planning) are paid
- I understand that my application will not be lodged with Council until all required documents are supplied. Incomplete applications will be returned.
- I understand that my licence will not be issued if the annual fee has not been paid

Applicant name: \_\_\_\_\_ Designation: \_\_\_\_\_

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

### Contact us:

Phone: (07) 884 0060

E-mail: [info@mpdc.govt.nz](mailto:info@mpdc.govt.nz)

Website: [www.mpdc.govt.nz](http://www.mpdc.govt.nz)

Location: 35 Kenrick Street, Te Aroha

## SECTION D – Public notice of an application for an on-licence

### How to place your public notice?

After you lodge your application, you need to notify the public. To do this, you must place your public notice in the following places:

- On the premises or conveyance
- In a local newspaper

### Placing your public notice on the premises

**Within 10 working days** of lodging your application, you must place a notice where a person outside the premises can easily read it. The notice must be at least A3 paper size.

Use the Public notice template on the next page of this application form

### Placing your public notice in a newspaper

**Within 10 working days** of lodging your application, you must also publish your public notice **twice** in the local newspapers.

The first advertisement should be within **10 working days** of lodging your application. The second advertisement should be published in the same paper at least **5 days** after the first publication, but no more than 10 days.

Please indicate (tick) in which paper you intend to advertise in:

#### Matamata Area:

- The Matamata Chronicle
- The Scene

#### Te Aroha & Morrinsville Area:

- Morrinsville News

#### Te Aroha (Only if low or very low):

- The Te Aroha News

Please indicate the intended date or dates of advertising:

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Your notice must:

- Be published with the correct name of the applicant (e.g. the correct name for the individual or organisation)
- Use the same wording as in the template provided on the next page

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## Public notice of Application for an off-licence Template *Under Section 101, Sale and Supply of Alcohol Act 2012*

Full name of the licence holder (e.g. name of individual or organisation):

\_\_\_\_\_

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

Postcode: \_\_\_\_\_

Occupation of applicant: \_\_\_\_\_

has made an application to the District Licensing Committee at Te Aroha for the issue of an off-licence in respect of the premises situated at [address] \_\_\_\_\_

known as [trading name] \_\_\_\_\_.

The general nature of business conducted (or to be conducted) under the licence is [type of business, for example, hotel, tavern, bottle store, grocery store] \_\_\_\_\_

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are [specify days and hours] \_\_\_\_\_

The application may be inspected during ordinary office hours at the Te Aroha Office of the Matamata-Piako District Licensing Committee at 35 Kenrick Street, Te Aroha.

Any person who is entitled to object and wishes to object to the issue may, not later than 25 working days after 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:

District Licensing Committee  
PO Box 266  
Te Aroha 3342

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 102(4) of the Sale and Supply of Alcohol Act 2012.

In case of publication in newspaper(s), this is the publication dates:

First publication \_\_\_\_\_

Second publication \_\_\_\_\_