



**APPLICATION FOR ON LICENCE**  
(FOR PREMISES)

**SECTION 9, SALE OF LIQUOR ACT 1989**

Westland District Licensing Agency  
36 Weld Street  
Private Bag 704  
HOKITIKA

Application for an On licence is made in accordance with the details set out below:

**1. DETAILS OF APPLICANT:**

a) Full name, address and occupation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

c) Daytime contact name & telephone number: \_\_\_\_\_

d) Full name and address of manager or managers to be employed, and certificate numbers of managers certificates:

Name	Managers Cert. No
_____	_____
_____	_____
_____	_____
_____	_____

e) Status of applicant (tick appropriate box):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Natural Person  | <input type="checkbox"/> Private Company                                    | <input type="checkbox"/> Public Company  |
| <input type="checkbox"/> Licensing Trust | <input type="checkbox"/> Partnership  | <input type="checkbox"/> Local Authority   |
| <input type="checkbox"/> Trustee         | <input type="checkbox"/> Government Dept<br>or other instrument<br>of Crown | <input type="checkbox"/> Manager under the<br>protection of Personal<br>& Property Rights Act 1988 |

**2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY**

a) Date of incorporation: \_\_\_\_\_

b) Place of incorporation: \_\_\_\_\_

c) Full details of each director, and secretary, as follows:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

Date of Birth	Place of Birth	Designation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

d) (In the case only of a private company)  
 Authorised Capital     Paid up Capital

e) (In the case only of a private company) Full details of each person who holds shares issued by the company:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

Date of Birth	Place of Birth	Designation	Face Value of Shares
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

f) (In the case only of a public company) Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company:

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

Date of Birth	Place of Birth	Designation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP:**

a) Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

b) Signature of each partner:

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

**4. PREMISES DETAILS:**

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

b) Proposed trading or other name (if any): \_\_\_\_\_

c) Is a licence sought conditional upon construction or completion of premises? **YES/NO**

d) Does the applicant own the proposed licensed premises? **YES/NO** If No...

What is the name and address of the owner: \_\_\_\_\_

What form of tenure of the premises will the applicant have (including term of tenure)?

e) What part (if any) of the premises does the applicant intend should be designated as:

(i) A restricted area: \_\_\_\_\_

(ii) A supervised area: \_\_\_\_\_

**5. BUSINESS DETAILS:**

a) What is the general nature of the business to be conducted by the applicant if the licence is granted? (For example, hotel, tavern, restaurant, entertainment/nightclub) :

b) Is the sale of liquor intended to be the principal purposes of the business? **YES/NO**  
If No, what is intended to be the principal purpose of the business?

c) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food: **YES/NO**

If Yes, what is the nature of those other goods or services?

d) On which days and during which hours does the applicant intend to sell liquor under the licence?

e) (In the case only of BYO restaurant) Does the applicant wish to have the licence endorsed under Section 28 of the Act? **YES/NO**

**6. CONDITIONS:**

a) What provision does the applicant intent to make for the sale and supply of:

i) Food: \_\_\_\_\_

ii) Non alcoholic refreshments? \_\_\_\_\_

iii) Low alcohol beverages? \_\_\_\_\_

b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed:

c) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licenced premises?

d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

*Office Use Only*

Fee Received \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt No \_\_\_\_\_

**NOTES:**

1. In respect of the status of the applicant, see Section 8 of the Sale of Liquor Act 1989.
2. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the two dates of publication. Public notice format is available from the District Licensing Agency. Areas and papers are:  
Taramakau and along State Highway 73  
South of Kumara Junction – Fox Glacier  
South of Fox Glacier  
Grey Star **or** Hokitika Guardian  
Grey Star **or** Hokitika Guardian **or** The Messenger  
Hokitika Guardian **or** Otago Daily Times **or** The Messenger

3. This application **MUST** be accompanied by the following:

	Supplied	Council
a) Three copies of the application.	<input type="checkbox"/>	<input type="checkbox"/>
b) (Where the applicant is incorporated) A copy of the certificate of incorporation or other documentary evidence of its incorporation.	<input type="checkbox"/>	<input type="checkbox"/>
c) (Where the applicant is a company) A copy of the memorandum of association, or other documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor.	<input type="checkbox"/>	<input type="checkbox"/>
d) (Where the applicant is a local authority) A reference to the enactment by which the applicant is expressly authorised to hold an on licence under the Act.	<input type="checkbox"/>	<input type="checkbox"/>
e) (Where the applicant is a manager acting for any person pursuant to a property order under the Protection of Persons and Property Rights Act 1988). A copy of the property order.	<input type="checkbox"/>	<input type="checkbox"/>
f) A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished.	<input type="checkbox"/>	<input type="checkbox"/>
g) A map or a copy of a map or of a portion of a map, showing the location of the premises.	<input type="checkbox"/>	<input type="checkbox"/>
h) A scaled site plan showing:		
i) The premises including garden bars, bars for the sale and supply, restricted, supervised and undesignated areas, the position of kitchen and the toilets.	<input type="checkbox"/>	<input type="checkbox"/>
ii) Each entrance to the premises that the applicant intends should be designated as a principal entrance.	<input type="checkbox"/>	<input type="checkbox"/>

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- i) (Where the applicant is now the owner of the premises) A written statement from the owner to the effect that the owner has no objection to the grant of the licence.
  - j) A certificate by the local authority that the proposed use of the premises meets town planning requirements.
  - k) A full detailed menu of the food to be available.
  - l) A copy of the Host Responsibility plan that is to be displayed at the principal entrance and the premises.
  - m) The prescribed fee. (\$793.30)