



APPLICATION FOR RENEWAL OF LICENCE

(FOR ON LICENCE, OFF LICENCE, OR CLUB LICENCE)

SECTIONS 18, 41 & 64, SALE OF LIQUOR ACT 1989

Westland District Licensing Agency
36 Weld Street
Private Bag 704
HOKITIKA

Application for the renewal of a licence is made in accordance with the details set out below:

1. DETAILS OF LICENSEE:

a) Full name: _____

b) Postal address for service of documents: _____

c) Daytime contact name & telephone number: _____

2. DETAILS OF MANAGER:

Full names and addresses of all managers currently employed, and certificate numbers of manager's certificates:

Name	Certificate Number
_____	_____
_____	_____
_____	_____
_____	_____

3. DETAILS OF LICENCE:

a) Type of licence: On Off Club

b) Number: _____

c) Date of expiry: _____

4. PREMISES DETAILS: (To be included only where the licence applies to any premises)

a) Address: _____

b) Trading or other name (if any): _____

c) (If a club licence) does the club share the premises with any other club? YES/NO

i) what is the name of the other club? _____

ii) what months of the year do the respective clubs use the premises? _____

4.1 DETAILS OF CONVEYANCE: (To be included only where the licence applies to any conveyance)

a) Type of conveyance: _____

b) Address of home base (if any); _____

c) Trading or other name: _____

5. CONDITIONS:

Are any changes sought to the present conditions of the licence? **YES/NO**

If yes, what changes are sought: _____

Dated at _____ this _____ day of _____ year _____

Applicants Signature

NOTES:

1. This form should be used in respect of on-licences, off licences and club licences. Special licences are not renewable.
2. This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. Within 10 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. A public notice format is available from the District Licensing Agency.
4. This application shall be accompanied by:
 - a) Two copies of the application.
 - b) The prescribed fee of \$793.30
5. Completed statement verifying that premises has a current evacuation scheme for public use as required by Section 21A of the Fire Service Act 1975 or premises are exempted from requiring an evacuation scheme.

Office Use Only

Fee Received \$ _____ Date _____ Receipt No _____