

West Coast Councils



Buller District Council
6-8 Brougham Street, Westport 7825
PO Box 21, Westport 7866
T: (03) 788 9111
F: (03) 788 8041
66 Broadway, Reefton 7830
PO Box 75, Reefton 7851
T: (03) 732 8821
info@bdc.govt.nz
www.bullerdc.govt.nz



Grey District Council
105 Tainui Street, Greymouth 7805
PO Box 382, Greymouth 7840
T: (03) 769 8600
F: (03) 769 8603
info@greydc.govt.nz
www.greydc.govt.nz



Westland District Council
36 Weld Street, Hokitika 7810
Private Bag 704, Hokitika 7842
T: (03) 756 9010 or
0800 474 834
F: (03) 756 9045
council@westlanddc.govt.nz
www.westlanddc.govt.nz

Record No.:

Date lodged:

Debtor No.:

Application Fee:

Receipt:

Invoice:

Application for Off-Licence or Renewal of Off-Licence [Form 4]

Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

Council at which application is being made:

- To: The Secretary ☐ **Buller District Licensing Committee**
☐ **Grey District Licensing Committee**
☐ **Westland District Licensing Committee**

Application for ☐ Off-Licence or ☐ Renewal of Off-Licence is made in accordance with the particulars set out below.

Existing (current) Licence No: _____ Expiry Date: _____

Are any changes sought to the present conditions of the existing licence? ☐ Yes ☐ No

If yes, what changes are being sought: _____

1. Endorsements

(State by type every endorsement sought or sought to be renewed)

2. Details of Applicant

a. Status of Applicant (tick appropriate box):

If your organisation does not fit any of this criteria, it needs to be lodged by an individual (natural person) on behalf of your organisation)

- ☐ Natural Person (individual) ☐ Private Company ☐ Public Company
☐ Partnership ☐ Territorial/Local Authority ☐ Licensing or Community Trust
☐ Trustee ☐ Government department or other instrument of the Crown
☐ Manager under the Protection of Personal and Property Rights Act 1988
☐ Board, organisation, or other body to which section 28(1)(c) of the Act applies
☐ Body corporate (S 28(1)(b) of the Act). State authority of incorporation: _____

b. Company name (or full legal name (s) if applicant is an individual) to be displayed on licence:

c. Postal Address for service of documents: _____

d. Contact details:

Full legal name of contact person: Surname _____

Christian Name/s _____

Alias and/or Maiden Name (if applicable): _____

Usual residential address: _____

Daytime contact name: _____

Phone: _____

Mobile: _____

Fax: _____

Email: _____

Preferred mode of contact: _____

Website: _____

e. Date and Place of Birth: _____

f. Gender: ☐ Male ☐ Female

g. Occupation/Current employment: _____

h. Business details: (describe principal business and any other businesses operated by the applicant): _____

i. Criminal Convictions of Individuals, Company directors or partners: (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 |
|-------------------|--------------------|---------|
| | | |
| | | |

3. Police Approval

The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?

☐ Yes ☐ No I agree to the release of information obtained by the Police when compiling background checks.
(Note that failure to allow Police to disclose this information may result in your application being determined at a hearing.)

4. Further details where applicant is a company

a. Date and place of incorporation (attach Certificate of Incorporation): _____

b. Full legal names of each director:

Name: _____

Name: _____

c. If Applicant is a Private Company: State: Authorised capital _____ Paid up Capital: _____

1. Shareholder's name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Designation: _____

Face value of shares held: _____

2. Shareholder's name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Designation: _____

Face value of shares held: _____

d. If Applicant is a Public Company.

1. Shareholder's name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Designation: _____

Face value of shares held: _____

2. Shareholder's name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Designation: _____

Face value of shares held: _____

5. Further details where applicant is a legal partnership (Signature of each partner is required)

1. Full legal name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Signature: _____

2. Full legal name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Signature: _____

6. Details of all Managers appointed – continue on separate page if required

Full Legal Name: _____

Certificate No. _____ Expiry: _____

Full Legal Name: _____

Certificate No. _____ Expiry: _____

Full Legal Name: _____

Certificate No. _____ Expiry: _____

7. Details of Premises (if not a conveyance)

a. Address of proposed licensed premises: _____

b. Any name, trading name or name of building (if any): _____

- c. Does the applicant own the proposed licenced premises? ☐ Yes ☐ No If no, provide the following details:

Full name and address of owner: _____

Tenure of the premises: (eg leasehold, under tenancy agreement or licence) _____

- d. Is the licence sought conditional on the completion of building work? ☐ Yes ☐ No

If yes, please provide details: _____

- e. Are there security cameras and monitors on site? ☐ Yes ☐ No

If yes, how many of each are on site – also note location on floor plan. _____

8. Details of Conveyance - if not applicable proceed to 8.

- a. Kind: (Type, eg. bus, ship railway carriage etc): _____

- b. Tenure (ie owned by applicant, operated under charter/lease/licence): _____

- c. If not owned by applicant, please provide the following details:

Full name and address of owner: _____

- d. Registration number: _____

- e. Home base address: _____

- f. Any name or trading name of conveyance: _____

- g. Is the licence sought conditional on the completion of construction work? ☐ Yes ☐ No

If yes, please provide details: _____

9. Fire Safety – Evacuation Scheme Statement

I hereby state that: (tick one)

- ☐ The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975.
- ☐ Because of the building's current use, its owner is not required to provide and maintain such a scheme.
- ☐ Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

A registered Evacuation Scheme is required when: the building can hold more than 100 people; there are more than 10 employees in the entire building; or overnight accommodation is provided for more than 5 people.

If you are unsure whether you require an evacuation scheme, you can visit the Fire and Emergency NZ (FENZ) website www.fireandemergency.nz – go to Evacuation Advice and follow the link. Information on this site advises the criteria for requiring an evacuation scheme and has the tools and resources on how to develop one. If you still require assistance you can contact:

West Coast Fire Safety Officer, PO Box 222, Greymouth 7840, phone 03 768 0318, email evacmanagewestcoast@fireandemergency.nz

10. Details of Business

- a. Is the sale of alcohol intended to be the principal purpose of the business? ☐ Yes ☐ No

If no, what is intended to be the principal purpose of the business? _____

- b. Is the 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, what is the nature of those other goods or services? _____

- c. What are the days and hours proposed for the sale of alcohol? _____

- d. Do you intend to provide complimentary samples of alcohol on the premises? ☐ Yes ☐ No

If yes, detail availability of potable water to be provided? _____

11. Conditions

- a. What experience and training does the applicant have? _____

- b. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

- c. What other steps does the applicant propose to promote the responsible consumption of alcohol?

- d. What appropriate systems, staff and training does/will be in place to ensure compliance with the Act?

- e. What are the current and possible future noise/nuisance and vandalism levels and how does the applicant intend to mitigate them?

- f. What other off-licensed premises are there in the vicinity of the proposed premises?

- g. Will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

- h. What is the land near the proposed premises currently being used for? Will the granting of a licence for your premises impact on neighbouring land use? If so, in what way?

12. Attachments (whether a premises or a conveyance)

Attachments required as indicated on the check list provided are to be included with your application.

- ☐ Checklist provided indicating all relevant attachments required.

13. Signature: Please ensure this application is signed and dated 😊

Dated at _____ this _____ day of _____ 20____
 (Place ie. Westport, Greymouth, Hokitika) (day) (month) (Year)

 Applicant Signature

Notes

- 1 This form must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), 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).



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Application for Certificate of Compliance

In accordance with the Resource Management Act 1991 and Building Code

Sections 100(f) Sale and Supply of Alcohol Act 2012

**To be completed for any NEW On, Off or Club licence applications.
Not required for renewals.**

- To: The Secretary
- ☐ **Buller District Licensing Committee**
- ☐ **Grey District Licensing Committee**
- ☐ **Westland District Licensing Committee**

Applicant details

- Full legal name or names (to be on licence): _____
- Contact Name: _____
- Postal Address for service of documents: _____

- Contact phone: _____
- Email address: _____

Details of Premises

- Business / Trading Name _____
- Location address: _____
- Valuation Number: _____
- Legal Description: _____
- Computer Register Number (CT): _____

- Describe the type of business/activities proposed: _____

- Will the business be providing accommodation? ☐ Yes ☐ No
If yes, supply details of the number of units/rooms that will be used for accommodation. _____

- What is the maximum occupancy of the building? _____

4. What are the intended hours of operation? _____
5. How many off street car parks are on site? _____
6. Are there any existing resource consents? ☐ Yes ☐ No
If yes, list consent numbers (if known). _____
7. Are you intending on changing the scope of the operation? ☐ Yes ☐ No
If yes, please describe: _____
8. Are there any existing building consents? ☐ Yes ☐ No
If yes, list consent numbers (if known). _____
9. Is there a Building Warrant of Fitness for the building? ☐ Yes ☐ No
If yes, what is the compliance schedule number and expiry date: _____

Signature of Applicant

Dated at _____ this _____ day of _____ 20_____
(Place ie. Westport, Greymouth, Hokitika) (day) (month) (Year)

- Required Attachments:** ☐ Plan of the site identifying buildings, parking and vehicle access.
☐ Compliance Certificate Application fee
(current fees can be found at <http://bullerdc.govt.nz/property/building-services/fees-charges/>)

Office Use Only

PLANNING TEAM ☐ Approved ☐ Declined

Comments: _____

Signature

Name

Designation

Date

BUILDING ☐ Approved ☐ Declined

Comments: _____

Signature

Name

Designation

Date

LICENSING INSPECTOR ☐ Approved ☐ Declined

Comments: _____

Signature

Name

Date

Public notice of application for on-licence, off-licence, or club-licence (or application for variation of conditions of on-licence, off-licence, or club-licence)

Section 101 Sale and Supply of Alcohol Act 2012

Form 7

(Full name of applicant, address and occupation)

.....
.....
.....

has made application to the District Licensing Committee at Hokitika for the *issue / renewal / variation of conditions (delete one)* of a *(State kind of licence)* in respect of the premises situated at
.....*(Location address or the kind of conveyance)*
known as *(Trading name of premises)*.

The general nature of the business conducted *(or to be conducted)* under the licence is
..... *(type of business eg hotel, tavern, restaurant etc)*.

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 office of the Westland District Licensing Committee at 36 Weld Street, Hokitika.

Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 704, Hokitika, 7842.

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 renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

Office Use only (to be included on website publication)

Published on website: [Date]

15 day objection period ends: [Date]

.....

Declaration Form

Display of Public Notice

To: The Secretary

- ☐ Buller District Licensing Committee
☐ Grey District Licensing Committee
☐ Westland District Licensing Committee

Application Type: (Tick as appropriate)

- ☐ NEW
☐ RENEWAL or
☐ VARIATION

Of

- ☐ ON LICENCE
☐ OFF LICENCE or
☐ CLUB LICENCE

I hereby declare that I have affixed a copy of the Public Notice Form (Form 7) in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises as required by the Sale and Supply of Alcohol Act 2012.

SIGNED by the licence holder or licence applicant

NAME of signatory

Date

Licence Number/s (if applicable)



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FEES AND CHARGES

Sale and Supply of Alcohol (Fees) Regulations 2013

On, Off and Club Licences and other Licence fees

Application fees must be paid at the time of application - no application will be accepted without the relevant fee. The fee payable for a new or renewal of an On, Off or Club Licence is assessed using a cost/risk rating system based on the type of premises, type of licence, hours of operation and any enforcement holdings in the last 18 months. The fee category is based on the sum the ratings which determine the applicable application and annual fees. A Territorial Authority may, in its discretion and in response to particular circumstances, assign a fee category to premises that is one level lower but no premises may be assigned a category lower than very low.

If, when an application is determined, it is found that a higher application fee should have been paid, the licence must not and will not be issued or renewed (or variation granted) until the applicant pays the difference between the amount paid and the amount that should have been paid.

In addition, an annual fee is payable for all licences. For new licences this fee must be paid prior to the licence being issued, for all existing licences it must be paid on the anniversary date of the licence. . If this fee is not paid within 30 days after the day on which it is due the licence is suspended from the next day and until the fee and any penalties in respect of late payment are fully paid.

Calculation of Fees – Refer to Definitions

| | | | |
|---------------------------|-------|------------|-------|
| Type of Premises: | _____ | Weighting: | _____ |
| Latest Alcohol Sale Time: | _____ | Weighting: | _____ |
| Enforcements: | _____ | Weighting: | _____ |
| | | Total: | _____ |

| Cost/risk rating | Fees category | Application fee \$ inc GST | Annual fee \$ inc GST |
|------------------|---------------|----------------------------|-----------------------|
| 0-2 | Very low | \$368.00 | \$161.00 |
| 3-5 | Low | \$609.50 | \$391.00 |
| 6-15 | Medium | \$816.50 | \$632.50 |
| 16-25 | High | \$1023.50 | \$1035.00 |
| 26 plus | Very High | \$1207.50 | \$1437.50 |

Category: _____ Application Fee: _____ Annual Fee: _____

Class of Premises

| Type | Class | Description |
|------------|-------|--|
| Restaurant | 1 | A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern |
| | 2 | A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time. |
| | 3 | A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area. |
| | BYO | A restaurant for which an on-licence is or will be endorsed under section 37 of the Act. |
| Clubs | 1 | A club that has or applies for a club licence, has at least 1,000 members of purchase age and in the opinion of the territorial authority operates any part of the premises in the nature of a tavern at any time. |

| | | |
|-------------------|---|---|
| Club con't | 2 | A club that has or applies for a club licence and is not a class 1 or class 3 club |
| | 3 | A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week. |

Type of premises

| Type of Licence | Type of Premises | Weighting |
|-----------------|--|-----------|
| On-licence | Class 1 restaurant, night club, tavern, adult premises | 15 |
| | Class 2 restaurant, hotel, function centre | 10 |
| | Class 3 restaurant, other premises not otherwise specified | 5 |
| | BYO restaurants, theatres, cinemas, winery cellar doors | 2 |
| Off-licence | Supermarket, grocery store, bottle store | 15 |
| | Hotel, tavern | 10 |
| | Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified | 5 |
| | Winery cellar doors | 2 |
| Club-licence | Class 1 club | 10 |
| | Class 2 club | 5 |
| | Class 3 club | 2 |

Latest alcohol sales time allowed for premises

| Type of Premises | Latest trading time allowed (during 24 hour period) | Weighting |
|---|---|-----------|
| Premises for which an on-licence or club-licence is held or sought | 2.00 am or earlier | 0 |
| | Between 2.01 and 3.00 am | 3 |
| | Any time after 3.00 am | 5 |
| Premises for which an off-licence is held or sought (other than remote sales) | 10.00 pm or earlier | 0 |
| | Any time after 10.00 pm | 3 |
| Remote sales premises | Not applicable | 0 |

| Number of enforcement holdings in respect of the premises in the last 18 months | Weighting |
|---|-----------|
| None | 0 |
| One | 10 |
| Two or more | 20 |

Other Definitions

| | |
|------------------------------|--|
| Remote sales premises | Premises for which an off-licence is or will be endorsed under section 40 of the Act. |
| Enforcement holding | A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013. |

Other Licence Fees

| Type | Description of activity | Application fee \$ incl GST |
|------------------------|--|--------------------------------|
| Temporary Authority | Fee payable to the territorial authority under s.136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol | \$296.70 |
| Temporary Licence | Fee payable to the territorial authority by a person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates | \$296.70 |
| Permanent Club Charter | Annual fee payable to the territorial authority in which the club's premises are situated by the holder of a permanent club charter as described in section 414 of the Act | \$632.50 |
| Extract from register | Fee payable to a licensing committee under section 66(2) of the Act for an extract from a register | \$57.50 |
| | Fee payable to ARLA under section 65(2) of the Act for an extract from a register | \$57.50 |
| Appeals | Fee payable to ARLA under section 154 of the Act (against a decision of a licensing committee) | \$517.50 |
| | Fee payable to ARLA under section 81 of the Act (against a local alcohol policy) | \$517.50 |