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## Application for New or Renewal of On-Licence

**An application for renewal of a Licence must be lodged a minimum of 20 working days before the expiry of the current licence. Unless unforeseen circumstances have occurred to prevent this, an application for Waiver under Section 208 cannot be accepted**

**EVERY application must be accompanied by the following – incomplete applications will not be accepted.**

- The original of the completed application and supporting documents.
- The prescribed application fee. Refer to the attached Fees and Charges sheet for information on the relevant fee. A calculation table is also provided.
- A copy of your Host Responsibility Policy.
- A copy of the menu or indication of standard and style of food to be provided or proposed to be provided
- A signed Public Notice Declaration Form acknowledging that Form 7 is displayed on site. Public notices for applications lodged in Buller, Grey and Westland are no longer required to be advertised in the local newspapers but instead they will be published on Council's website for 15 working days.
- Form 7 (Public Notice) completed for inclusion on Council's website. Please contact Council if you need assistance.
- Evacuation Scheme Statement Declaration – page 5 of application, point 8.  
All applicants are advised to contact Fire and Emergency NZ first and confirm whether they have or are required to have an approved evacuation scheme.
- A copy of the Certificate of Incorporation, Memorandum of Association, property order made under the Protection of Personal and Property Rights Act 1988 or other documentary evidence. 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.
- Photographs of the exterior of the premises or an artist's impression of the exterior of the proposed premises as it will look when finished.
- Photographs (or drawings if under construction) of all areas of the interior of the premises.
- A map (ie Google maps), or a copy of a map, or a portion of a map, showing the location of the premises.
- A scale floor / site plan showing:
  - Those parts of the premises that are to be used for the sale or supply of alcohol including location of furniture; and
  - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas, or as undesignated; and
  - Each entrance to the premises that the applicant intends should be designated as a principal entrance. (Main entrance for display of licence).
  - Location of any security cameras and monitors.
  - Lighting features, particularly outdoors.
  - On site parking areas.
- For a **NEW** On Licence, if not a conveyance, an Application for Certificate of Compliance (planning consent - included in this pack) must also be completed and will be assessed by the local authority to ascertain whether the proposed use of the premises meets the requirements of the Resource Management Act and the NZ Building Code. The fee for this certificate is not included in the Application Fee and will be invoiced separately. This is not required for renewals.
- If applicable, copies of all relevant building consents and certificates.