



Application for OFF-Licence or Renewal of OFF-Licence

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

Form 4

To: The Secretary
Westland District Licensing Committee
Private Bag 704
Hokitika

Application for ☐ OFF-Licence ☐ Renewal of OFF-Licence *(please tick)*
is made in accordance with the particulars set out below

1. Endorsements [State (by type) every endorsement sought or sought to be renewed] *(see Sections 39 & 40 Sale and Supply of Alcohol Act 2012):* _____

2. Details of applicant(s)

(a) Full legal name or names to be on licence: _____

(b) Whether licence already held for premises or conveyance *(state Yes/No, and if "Yes", state kind of licence):*
YES/NO _____

(c) Applicant status *[Please tick box]*

Natural person (s) ☐

Body Corporate ☐

Department of State ☐

(d) For applicant that is a natural person or persons, details:

Full legal name _____

Aliases _____

Driver's Licence or Passport Number _____

Usual residential address _____

Male/Female

Occupation _____

Date of birth _____

Place of birth _____

Email address _____

Preferred mode of contact _____

- (l) For a partnership, full legal names and addresses of partners:

Full Legal names	Address

3. Details of premises (if not a conveyance)

- (a) Address _____
- (b) Any name, trading name or name of the building _____
- (c) If not owner by the applicant
- (i) Tenure *(state whether to be held as leasehold or under tenancy agreement or licence)* _____
- (ii) Full legal name and address of owner
- Name _____
- Address _____
- (d) Type *[state whether grocery, hotel, retail shop (other than grocery), or tavern]*
- | | |
|----------------------|--------------------------|
| Grocery | <input type="checkbox"/> |
| Hotel | <input type="checkbox"/> |
| Retail Shop | <input type="checkbox"/> |
| Tavern | <input type="checkbox"/> |
| Other <i>(state)</i> | <input type="text"/> |
- (e) Whether licence conditional on completion of building work *(state Yes/No, and if "Yes", state details):*
YES/NO
- Details _____

4. Details of conveyance

- (a) Type *[state (eg ship, railway carriage, bus, etc)]* _____
- (b) Tenure *[state whether owned by applicant, or to be operated under character, lease, or licence]* _____
- (c) Any registration number _____
- (d) Any home base address _____
- (e) Any name used or proposed for conveyance _____
- (f) Any name used or proposed for conveyance _____
- (g) Whether licence conditional on completion of building work *[state Yes/No, and if "Yes", state details]*
YES/NO
- Details _____

5. Details of Managers

For each manager or proposed manager, full legal name, number and expiry date of manager's certificate:
(state)

Full name	Certificate Number	Expiry Date

6. Business Details

- (a) General nature of the business to be conducted by the applicant in the premises if licence granted

Grocery

Hotel

Retail Shop

Tavern

Other (state)

—

- (b) Whether sale of alcohol intended to be principal purpose of business

YES/NO

- (c) If "No", intended principal purpose of business _____

- (d) Whether 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**

- (e) If "Yes", nature of other goods or services _____

- (f) Days and hours proposed for sale of alcohol

Days	Hours

7. Conditions

- (a) Experience and training of applicant _____

- (b) Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people

- (c) Any other steps the applicant proposes to promote the responsible consumption of alcohol

- (d) Other systems (including training systems), and staff in place (or to be in place for compliance with the Act _____
- _____

8. Attachments (premises that are not a conveyance) tick list

- ☐ Copy of planning consent
- ☐ Copies of all relevant building certificates consents
- ☐ Where it must be determined whether the premises are grocery store, statement of annual sales revenue required by regulation 12 or 13 (as the case required) of the Sale and Supply of Alcohol Regulations 2013
- ☐ Floor plan showing any proposed permitted area for the display and promotion of alcohol, and any proposed sub-areas.
- ☐ For body corporate applicant, copy of certificate of incorporation (or equivalent document)

9. Attachments (conveyance) tick list

- Floor plan showing
- ☐ Each area to be designated as a supervised area and indicating whether supervised or restricted area; and
- ☐ For body corporate applicant, copy of certificate of incorporation (or equivalent document)

10. Further details where applicant is a company

Full details of each person who holds 20% or more of the shares, or any particular class of shares, issued by the company

Name	Address	D.O.B	Place of Birth	Designation

11. Further details where the applicant is a partnership

Full details of each partner as follows

Name	Address	D.O.B	Place of Birth

Signature of each partner

Dated at _____ **this** _____ **day of** _____ **20** _____
(ie Hokitika) *(day)* *(month)*

Signature of Applicant

Notes

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the Westland 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).

Additional questions

The granting or renewal of this application will not decrease the amenity or good order of the area by more than a minor extent because:

(include information about staffing levels, training, in house practices including identification and response to intoxication, disorderly behavior, noise, vandalism/graffiti/litter affecting neighbouring properties, types of neighbouring properties etc)

The design and layout of our premises complies with the Act because (Attach Floor Plan)

(Consider lighting and visibility especially in outdoor areas. Supermarkets and grocery stores must identify the one area of the premises where alcohol is to be promoted and displayed and how it is intended to limit as far as reasonably practicable the exposure of shoppers to displays, promotions and advertisements for alcohol. You must supply a current floor plan identifying entrances, internal layout of furniture, security cameras and monitors etc.)

The granting or renewal of this application will contribute to the Object of the Act by

(Explain how the sale and consumption of alcohol will be undertaken safely and responsibly and the harm caused by excessive or inappropriate consumption of alcohol is minimized both to the individual and society generally).
