

**Notes to assist you in completing your application.**

1. This form should be used in respect to On Licenses, Off Licenses, and Club Licenses. Special Licenses 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. For information on the documents/matters that are to accompany the application, see Regulation 18(2) of the Sale of Liquor Regulations 1990
4. You must give public notice of the application in Form 1 **within 20 working days** after filing this application with the District Licensing Agency. The notice must be published twice in a district newspaper or newspapers that have been nominated by the District Licensing Agency Secretary. The notices are to be published within 10 days of each other but not less than 5 days between each other.
5. **Within 10 working days** after filing this application with the District Licensing Agency, you must ensure that the notice of application in Form 1A is displayed in a noticeable place on, or adjacent to, the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

**Notes Re: Section 21A Fire Services Act 1975**

If your licensed building:

- 1) Is used as a place where 100 or more people are able to be present for different purposes or activities, or
  - 2) Contains facilities for employment for more than 10 people, or
  - 3) Provides accommodation for more than five people,
- an evacuation plan is required, especially when there is no adequate sprinkler system available.

*Note: The National Fire Commander may grant waivers from the requirements of any building where in the opinion of the National Commander, there are already other provisions which will ensure the safety of people within the building (Section 21A (9))*

The attached certificate is to be completed, signed and returned with your renewal application, even if your building is exempt.

6. The prescribed fee for renewal of an On License, Off License, or Club License is \$776.

**Application for Renewal of Licence**

For On Licence, Off Licence or Club Licence.  
(Section 18, 41 and 64, Sale of Liquor Act 1989)

**Note: Your application can not be processed unless you have included all the required information.**

**Use the checklist below and the notes on page 4 to assist you in completing your application:**

- Three copies of the application form
- Application fee of \$776

**Send the completed application form and attachments to:**

Matamata-Piako District Council  
PO Box 266  
Te Aroha 3342

**Office Use Only**

File No.: \_\_\_\_\_

Document No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date Received

**1. Details of Applicant/s**

- a. Full name of the entity the licence is for *(For example, the name of the company/trust etc.)*: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Name of applicant: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_
- b. Postal address for correspondence: \_\_\_\_\_  
 \_\_\_\_\_
- c. Name of daytime contact *(If different from above applicant)*: \_\_\_\_\_  
 \_\_\_\_\_  
 Daytime contact phone number: \_\_\_\_\_

**2. Details of Manager/s**

- a. Name of Manager 1: \_\_\_\_\_ Manager's cert. No.: \_\_\_\_\_  
 Manager's address: \_\_\_\_\_  
 \_\_\_\_\_
- b. Name of Manager 2: \_\_\_\_\_ Manager's cert. No.: \_\_\_\_\_  
 Manager's address: \_\_\_\_\_  
 \_\_\_\_\_

**3. Details of Licence**

- a. Type of licence (Please tick the appropriate box).  
 On Licence                       Club Licence  
 Off Licence                       B.Y.O (fee is \$132)
- b. Licence number: \_\_\_\_\_
- c. Date of expiry: \_\_\_\_\_
- d. Is the licence being sought for a premises or a conveyance?  
*(A conveyance is a moving premises. For example, a bus, a train etc.)*  
 \_\_\_\_\_

**If the licence is for a premises please complete question 4 and leave question 5 blank. If the licence is for a conveyance, please complete question 5 and leave question 4 blank.**

**4. Details of Premises**

*Fill out the details below if you require the licence for a premises.*

- a. Address: \_\_\_\_\_
- b. Trading name (if any): \_\_\_\_\_
- c. If you are renewing a Club Licence – does the club share the premises with another club?  
 Yes    No

**If yes,**

- i. What is the name of the other club?  
 \_\_\_\_\_
- ii. What months of the year do the respective clubs use the premises?  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Details of conveyance**

*Fill out the details below if you require the licence for a conveyance.*

- a. Type of conveyance: \_\_\_\_\_
- b. Address of home base (if any): \_\_\_\_\_  
 \_\_\_\_\_
- c. Trading name (if any): \_\_\_\_\_

**6. Conditions**

- a. Are any changes sought to the present conditions of the licence?  
 Yes    No

**If yes,**

- i. What changes are sought? \_\_\_\_\_  
 \_\_\_\_\_
- ii. What are the full reasons for the changes sought? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**7. Declaration**

*This application for the renewal of an On Licence, Off Licence or Club Licence, is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.*

Licencee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_