

Application for an On Licence

(Section 9, Sale of Liquor Act 1989 – For Premises)

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

Use the checklist below and the notes on pages 6-7 to assist you in completing your application:

- Three copies of the application form
- Copy of Certificate of Incorporation (if applicable)
- Copy of Memorandum of Association (if applicable)
- Photograph of exterior or artist's impression
- Map showing location of premises
- Scale plan of premises
- Written statement from owner (if applicable)
- Menu (if applicable)
- Building and Resource Management Certificate fee of \$345
- 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: _____

- b. Postal address: _____

- c. Name of daytime contact (If different from applicant): _____

- d. Telephone number: _____

- e. Name of Manager 1: _____ Manager's cert. No.: _____

Manager's address: _____

- f. Name of Manager 2: _____ Manager's cert. No.: _____

Manager's address: _____

- g. Status of applicant (*Please tick the relevant box*)

Note: See section 8 of the Sale of Liquor Act 1989

- Natural person
- Private company
- Public company
- Body corporate to which section 8 (1)(ba) of the Act applies
- Board, organisation, or other body to which section 8 (1)(bb) of the Act applies
- Licensing Trust
- Partnership
- Government Department of other instrument of The Crown
- Local Authority
- Trustee
- Manager under the Protection of Personal and Property Rights Act 1988

Notes to assist you in completing this application.

1. For information on the status of the applicant see Section 8 of the Sale of Liquor Act 1989.
2. For information on the documents that are to accompany this application, see regulation 5(3) of the Sale of Liquor Regulations 1990.
3. 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.
4. 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).
5. Every application must be accompanied by the following:
 - a. Three copies of the application (including accompanying papers).
 - b. Where the applicant is incorporated – a copy of the Certificate of Incorporation or other evidence of Incorporation.
 - c. Where the applicant is a company – a copy of the Memorandum of Association or documentary evidence of its authority to sell liquor or hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor.
 - d. Where the applicant is a board, organisation, or body to which section 8(1)(bb) of the Act applies, a reference to the Act under which the applicant is authorised to sell liquor or hold an on-licence under the Act.
 - e. Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988 – a copy of the property order
 - i. Where the application is made in respect of any conveyance that is a ship, ferry, hovercraft or aircraft – a current Safe Ship Management Certificate (if a ship, ferry or hovercraft) or a current certificate of airworthiness (if a aircraft).
 - f. A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as it will look when it's finished.
 - g. A map or copy of a map showing the location of the premises.
 - h. A scale map showing:
 - i. Those parts of the premises that are to be used for the sale or supply of liquor; and
 - ii. Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or supervised areas; and
 - iii. Each entrance to the premises that the applicant intends should be designated as a principal entrance.
 - i. Where the applicant is not the owner of the premises – a written statement from the owner to the effect that the owner has no objection to the licence being granted.
 - j. A certificate by the local authority as evidence that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Code. The cost of this certificate is \$345.00.
 - k. A menu or other indication of the standard and style of the food to be provided or proposed to be provided

The prescribed application fee of \$776.00 (including GST).

6. Conditions continued...

a. What steps do you propose to take to provide assistance with or information about alternative forms of transport from the licenced premises? *(For example, supplying a phone, courtesy bus etc.)* _____

b. What other steps do you propose to take to promote the responsible consumption of liquor?

7. Declaration

This application for an on 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.

Applicant's Signature: _____ Date: _____

2. Details to be filled out if applicant is a company

a. Date and place of incorporation: _____

b. Full details of all directors and the secretary:

Name	Address	Date of Birth	Place of Birth	Designation

If the applicant is a public company please skip to question 2e and continue, leaving questions 2c and 2d blank. If the applicant is a private company, please complete questions 2c and 2d and leave question 2e blank.

c. **If the applicant is a private company**, please tick the appropriate box:

- i. Authorised capital
- ii. Paid-Up capital

If the applicant is a private company, please provide the details of all shareholders (attach another page if necessary):

Name	Address	Date of Birth	Place of Birth	Designation	Face Values of Shares held

d. In the case only of a public company, provide the full details of each person who holds 20% or more of the shares, or any particular class of shares, issued by the company (attach another page if necessary):

Name	Address	Date of Birth	Place of Birth	Designation

3. Details to be filled out if applicant is a partnership.

a. Provide the full details of all partners.

Name	Address	Date of Birth	Place of Birth

b. Signature of each partner

i. Name _____ Signature _____

ii. Name _____ Signature _____

iii. Name _____ Signature _____

4. Details of Premises

a. Proposed address: _____

b. Proposed trading name: _____

c. Is this licence sought conditional upon the construction or completion of the premises? Yes No

d. Do you own the proposed licenced premises? Yes No

If no, please provide the following details:

i. What is the full name and address of the owner? _____

ii. What type of tenure/lease of the premise will you have (including the term of tenure/lease)? _____

e. What part (if any) of the premises do you intend to be designated as:

i. A restricted area? _____

ii. A supervised area? _____

Details of Business

f. What is the general nature of the business you will conduct if the licence is granted? (For example a hotel, tavern, restaurant, nightclub) _____

g. Is the sale of liquor intended to be the primary purpose of the business?

Yes No

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

h. Do you intend to engage in the supply of any goods other than liquor or food? Or, engage in the provision of any other service not directly related to the sale and supply of liquor or food? Yes No

If yes, what are the other goods or services? _____

i. On which days and during which hours do you intend to sell liquor under the license? _____

j. If your premises is a restaurant, do you want to be licenced for BYO? (See Section 28 of the Act for more details)

Yes / No

5. Conditions

a. What provisions do you intend to make for the sale and supply of:

i. Food (please attach a menu): _____

ii. Non-alcoholic refreshments: _____

iii. Low-alcohol beverages: _____

b. What steps do you propose to take to ensure that the requirements of the Act, in relation to the sale of liquor to prohibited persons, are observed?
