



te kaunihera ā-rohe o
matamata-piako
district council

Application for Variation or Cancellation of Conditions of Licence

(Section 120, Sale and Supply of Alcohol Act 2012)

Application Checklist:

Supporting documents you need to provide with your application:

- Application fee plus public notice fee
This is an application fee and is non-refundable after the application is received by Matamata Piako District Council. (Please see information sheet on the last two pages of this application or contact us for assistance).
- Detailed A4 scale map of the interior of the premises showing:
 - the areas used for sale of alcohol
 - the areas that are to be restricted or supervised
 - the principal entrance
 - location of tables and chairs, toilets and kitchen
 - the use of footpath for outdoor dining (if applicable– attach outdoor dining permit)
 - CCTV placement and security lighting (if applicable)
- A Host Responsibility Policy.
- Supporting documentation relevant to the condition(s) to be varied or cancelled
- If a redefinition is sought relevant to the area (footprint) of the licensed premises or a change in the purpose (i.e. restaurant to tavern), a new building and planning certificate may be required.

If you are applying for the variation or cancellation of conditions of the licence on behalf of someone else:

A copy of the authority to act as an agent of the applicant, signed by the applicant

Fee due: _____

Send the completed application form and attachments to:

Liquor Licensing Department
Matamata-Piako District Council
PO Box 266
Te Aroha, 3342

If Paying by Internet Banking please use the following details:

Account Name: Matamata-Piako District Council
Bank: Bank of New Zealand
Branch: Te Aroha
Bank Account No: 02 0436 0021611 00
Payee Name: < your name >

Pay at one of our three offices:

35 Kenrick Street, Te Aroha

Application for Variation or Cancellation of Conditions of Licence (Section 120, Sale and Supply of Alcohol Act 2012)

To the Secretary
District Licensing Committee, Matamata Piako District Council

Application for variation or cancellation of conditions of licence is made in accordance with the details set out below.

Applicant details

Full legal name to appear on licence:
(the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to):

Date of birth (if the applicant is an individual): _____

Occupation (if the applicant is an individual): _____

Status of applicant:

- | | |
|---|--|
| <input type="checkbox"/> Individual person | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Private company |
| <input type="checkbox"/> Licensing trust or community trust | <input type="checkbox"/> Public company |
| <input type="checkbox"/> Club | <input type="checkbox"/> Local authority |
| <input type="checkbox"/> Other _____
<i>(advise what authority under which incorporated)</i> | |

Postal address (for service of documents): _____

_____ Postcode: _____

Home phone: _____ Work phone: _____

Mobile phone: _____

E-mail address: _____

Daytime contact details *(if different from above)*

Name: _____

Phone number: _____ Mobile number: _____

E-mail address: _____

Does the applicant (or any company directors) have any criminal convictions?

Yes No

(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)



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If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

What experience and training does the applicant have relative to operating licensed premises?

Licence details

Type of licence: _____

On-licence Off-licence Club licence

Licence number: _____ Expiry date: _____

Premises details

Address of licensed premises:

Trading name:

Does the applicant own the proposed licensed premises?

Yes

No

If NO, what is the full name and address of the owner? _____

What form of tenure and term of tenure will the applicant have?

Details of Conveyance

To be included only where the licence applies to any conveyance, e.g. bus, train, boat

Type of conveyance _____

Address of home base (if any) _____

Trading or other name (if any) _____

Registration number (if any) _____

Application details

Terms of condition at present: _____

Action sought:

Variation of condition(s)

Cancellation of condition(s)

If variation, in what respect does the applicant seek to vary the condition?

Full reasons for variation or cancellation:

Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

Applicant name: _____

Designation: _____

Signature: _____

Date: _____

Contact us:

Phone: (07) 884 0060

E-mail: info@mpdc.govt.nz

Website: www.mpdc.govt.nz/our-services/alcohol-licensing

Location: 35 Kenrick Street, Te Aroha

Alcohol Licensing Fees

On-licence

The Sale and Supply of Alcohol Act 2012 has introduced national risk based fees for all alcohol licences. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of alcohol licensing.

The licence fee category is determined using the below criteria. You can use the tables below to estimate the fee you need to pay when lodging your application.

Licence type	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	5
	BYO restaurant, 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, other	5
	Winery cellar doors	2
Club licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

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Licence type	Latest trading hour allowed by licence	Weighting
On-licence or club licence	2:00am or earlier	0
	Between 2:01am and 3:00am	3
	Any time after 3:00am	5
Off-licence (excl. remote sales premises)	10:00pm or earlier	0
	Any time after 10:00pm	3
Remote sales premises	Not applicable	0

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Licence type	Number of enforcement holdings in last 18 months	Weighting
All licence types	None	0
	1	10
	2 or more	20

=

Your weighting:

Definitions

Class 1 restaurants – restaurants with a significant separate bar area which, in the opinion of Matamata Piako District Council, operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.

Class 2 restaurants – restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of Matamata Piako District Council, do not operate that area in the nature of tavern at any time.

Class 3 restaurants – restaurants that only serve alcohol to the table and do not have a separate bar area.

Class 1 clubs – clubs which, in the opinion of Hamilton City Council, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of Hamilton City Council, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).

Class 2 clubs – clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs).

Class 3 clubs - clubs which, in the opinion of Hamilton City Council, are small clubs (with fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs).

Enforcement – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.

Application Fee

The licensing system has five fee categories, which reflect the range of cost/risk ratings. A premises' fee category determines the application fee that the licensee has to pay.

Total weighting	Fee category
0-2	Very Low
3-5	Low
6-15	Medium
16-25	High
26+	Very High

Fee category	Total application fee
Very Low	\$368.00
Low	\$609.50
Medium	\$816.50
High	\$1,023.50
Very High	\$1,207.50

Annual Fee

The new Act also introduces an annual fee for all licences. The annual fee is due before the licence is issued (for new licences) and then every year on the licence anniversary date. The amount of the annual fee you pay will be determined on the fee category and risk rating at the day the annual fee is due. You will receive a reminder that your annual fee is due in the mail prior to the due date. All fees below are GST inclusive.

Fee Category	Annual Fee
Very Low	\$161.00
Low	\$391.00
Medium	\$632.50
High	\$1,035.00
Very High	\$1,437.50

Please note that it is Matamata Piako District Council that determines the final application and annual fees so you may be charged further fees before your licence is granted.

All fees are set by the Ministry of Justice. For more information, see www.justice.govt.nz. If you need assistance calculating your fees, please contact us on the details below.

Contact us:

Phone: (07) 884 0060

E-mail: info@mpdc.govt.nz

Website: www.mpdc.govt.nz/our-services/alcohol-licensing

Location: 35 Kenrick Street, Te Aroha