

# Application for Off-Licence

(Section 100, Sale and Supply of Alcohol Act 2012)



## Application Checklist:

### Supporting documents you need to provide with your application:

- Application 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).
    - Resource Management New Premises fee of \$373 (if applicable)
    - Resource Management Existing Premises fee of \$135 (if applicable)
    - Building Certificate fee of \$260 (if applicable)
  - A Planning Verification certificate for the purposes of the Sale and Supply of Alcohol Act. – **Council will apply on your behalf**
  - A Building Certificate for the purposes of the Sale and Supply of Alcohol Act - **Council will apply on your behalf**
  - 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
    - the layout of the interior of the premises
    - CCTV placement and security lighting (if applicable)
    - For supermarkets and grocery stores only: the single area where alcohol will be displayed must be clearly shown
  - A Host Responsibility Policy
  - Copies of each current manager's certificate for those nominated to manage the premises
  - Evidence (or proposal) of staff training in host responsibility practices
  - Certificate of Incorporation/Memorandum of Association (only if the applicant is a company or is incorporated) or Partnership Agreement (only if the applicant is a partnership)
  - Street map showing the location of the premises within the Matamata Piako District
  - A photo or artist's impression of outside of premises
  - Written proof from the owner of the property/building consenting to the applicant selling alcohol on the premises. (Note this consent must be for the same party as detailed in the applicant section of this form)
  - For grocery stores only: A statement of 12 months sales figures (verified by an accountant) establishing the range of goods sold (as required by regulation 12/13 of the Sale of Supply of Alcohol Regulations 2013)
  - Copies of any proposed advertising or promotions (if available)
  - A list of alcoholic and non-alcoholic refreshments you will be providing
- If you are applying for the on-licence on behalf of someone else:
- A copy of the authority to act as an agent of the applicant, signed by the applicant
  - You must publically advertise within 10 working days of lodging your application:  
Please indicate which paper you intent to advertise in: \_\_\_\_\_  
(Matamata Chronicle, Piako Post or Scene)  
Please indicate intended date or dates of advertising: \_\_\_\_\_

**Contact & Payment Options:**

**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  
56-62 Canada Street, Morrinsville  
Cnr Tainui and Tui Streets, Matamata

# Application for Off-Licence

(Section 100, Sale and Supply of Alcohol Act 2012)

To the Secretary  
District Licensing Committee, Matamata Piako District Council

## 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 _____<br>(advise what authority under which incorporated) |  |

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)*

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?

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**Further details where applicant is a company:**

Date and place of incorporation: \_\_\_\_\_

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State the full details of each director:

Name	Address	Date of birth	Place of birth	Designation

If

applicant is a private company, state the full details of each person who holds any shares issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

If applicant is a public company, state the full details of each person who holds 20% or more of the shares, or of any class of shares, issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

**Further details where applicant is a partnership**

State the full details of each partner:

	Partner 1	Partner 2	Partner 3	Partner 4
Name				
Address				
Date of birth				
Place of birth				

**Premises details**

Address of proposed licensed premises:

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Proposed trading name:

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Previous trading name (if different from above):

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Is this application for premises that already hold a licence?       Yes       No  
If YES, what type(s) of licence are currently held and what is the licence number?

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Is a licence sought conditional upon construction or completion of the premises?    Yes       No

Does the applicant own the proposed licensed premises?    Yes       No  
If NO, what is the full name and address of the owner?

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

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**Business Details**

What is the general nature of the business to be conducted by the applicant if the licence is granted?  
(e.g. hotel, tavern, supermarket, grocery store, wholesaler, alcohol retailer)

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Is the sale of alcohol intended to be the principal purpose of the business at any time you are open?

Yes  No

If NO, what is intended to be the principal purpose of the business (and describe what other goods or services are provided if applicable)?

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On which days and during what hours is alcohol intended to be sold under the licence?

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Is any endorsement sought?

Auctioneer (Section 39)  Yes  No  
Remote sales (Section 40)  Yes  No

**Duty Managers Details**

State the full details of each manager or proposed manager:

Name	Date of birth	Certificate number	Expiry date

**Conditions**

What part (if any) of the premises is intended to be designated as (select at least one):

A restricted area (no one under 18 allowed on site)?

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A supervised area (minors allowed only with parent or legal guardian)?

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Undesignated (any age allowed)?

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To what extent, and where, will drinking water be freely available to patrons?

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What steps are proposed to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

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What steps are aimed at promoting the responsible consumptions of alcohol – with the aim of minimising the harm caused by the excessive or inappropriate consumption of alcohol?

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State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a map would assist):

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State the number of residential neighbours within a 50m radius of the premises: \_\_\_\_\_

What security systems will be in place (e.g. lighting, indoor/outdoor CCTV) and where?

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Can the entire premises be seen by the cashier/bar?  Yes  No

If NO, where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable and is there good visibility to the outdoor areas? Please describe:

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Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs etc? Please describe:

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Will security staff be employed?  Yes  No

If YES, when will the security staff be used?

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What formal registration or qualification (such as Certificate of Approval) will security staff have?

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Will you be involved in any mystery shopper/pseudo controlled purchase operation programmes?

Yes  No

IF YES, please state details:

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Will there be till prompt systems regarding age checks?  Yes  No

What staff training will be provided regarding compliance with the Act and host responsibility practices? Provide a plan of what, who and when.

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Explain fully your intentions regarding advertising and promotions. This should include information such as the number of promotions, where, size, relative to what products and the proposed % discounts.

Shop windows or on the building: \_\_\_\_\_

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Street and or footpath signage: \_\_\_\_\_

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Social media: \_\_\_\_\_

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Newspapers and magazines: \_\_\_\_\_

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Other: \_\_\_\_\_

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Will there be any single sales of any alcoholic products in containers less than 750mls?  Yes  No

If YES, please provide details:

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Have you or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?

Yes  No

If YES, please provide details: \_\_\_\_\_

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## 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](mailto:info@mpdc.govt.nz)

Website: [www.mpdc.govt.nz/our-services/alcohol-licensing](http://www.mpdc.govt.nz/our-services/alcohol-licensing)

Location: 35 Kenrick Street, Te Aroha

**EVACUATION OF PREMISES DECLARATION**  
**(Sections 100 and 127, Sale and Supply of Alcohol Act 2012)**

NOTE: This declaration is to be completed, signed and returned with your application, even if an evacuation scheme is not required.

I, \_\_\_\_\_ licence holder (or secretary)  
(full name)

of the premises known as \_\_\_\_\_  
(trade name)

situated at \_\_\_\_\_  
(premises address)

and which operates under a:       On       Off       Club licence

state that:

- the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975; or
- because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

A registered evacuation scheme is required when:

- The building can hold more than 100 people;
- There are more than 10 employees in the entire building; or
- Overnight accommodation is provided for more than 5 people

Please contact the NZ Fire Service for more information about evacuation schemes and fire safety requirements.

# Alcohol Licensing Fees

## Off-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.

Type of Premises	Weighting
Supermarket, grocery store, bottle store	15
Hotel, tavern	10
Club, remote sale premises, other	5
Winery cellar doors	2

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Latest trading hour allowed by licence	Weighting
10:00pm or earlier	0
Any time after 10:00pm	3
Remote sales premises	0

+

Number of enforcement holdings in last 18 months	Weighting
None	0
1	10
2 or more	20

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Your weighting:

## Definitions

**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](http://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](mailto:info@mpdc.govt.nz)

Website: [www.mpdc.govt.nz/our-services/alcohol-licensing](http://www.mpdc.govt.nz/our-services/alcohol-licensing)

Location: 35 Kenrick Street, Te Aroha