

How to renew an off-licence

(under Section 127 (2) of the Sale and Supply of Alcohol Act 2012)



Follow the instructions below to renew an off-licence to sell alcohol for consumption off the premises.

Where the words 'you' or 'yours' are used this refers to the person, company or entity that is to be licensed.

What do you need to do?

To apply for a renewal Off-licence, you need to complete the following Sections:



How do you submit your application?

Choose any of the following ways to submit your application:

- Submit your application at any of our council offices, visit mpdc.govt.nz for our contact details.
- Submit your application online by emailing it to info@mpdc.govt.nz.

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SECTION A – What to include (please tick)

You must supply all the documents listed below. We will not be able to process your application if any documents are missing and it will be sent back to you.

- This completed application form
- A copy of your existing off-licence
- A detailed A4 scale map of the interior of the premises showing:
 - The areas used for the 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 (not required for remote only sellers)
- A copy of your register of managers, acting managers and temporary managers, appointed in the last 2 years
- A copy of each current Manager's Certificate for those nominated to manage the premises
- Evidence of staff training in host responsibility practices
- A photo of the main entrance of the premises
- 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 and Supply of Alcohol Regulations 2013**)
- Copies of any proposed advertising or promotions (if available)

You must also supply any of the documents below that apply to your application:

If you use an alcohol-licensing consultant:

- A letter of authorisation for the consultant

SECTION B – Calculating and paying your fees

You must pay the correct application fee to receive your licence.

To calculate your application fee, follow the instructions below

Step 1 – Find your licence and premises type and add your points into the box

Type of licensed premises - P	Points
Supermarket, grocery store, bottle store	15
Off-licence in a hotel or tavern	10
Remote only sale premises or premises not otherwise specified	5
Winery cellar doors	2
Enter your premises points - P	

Step 2 – Find your type of premises and latest trading time and add your points into the box

Type of premises	Latest trading time allowed by licence (during 24-hour period from 6am to 6am) - T	Points
Premises for which an off-licence is held or sought (other than remote only sales premises)	10 pm or earlier	0
	Any time after 10 pm	3
Remote only sales	Not applicable	0
Enter your premises points - T		

Step 3 – Number of Enforcement holdings in the last 18 months

The number of Enforcement holdings in the last 18 months - E	Points
None	0
1	10
2 or more	20
Enter your enforcement holdings points - E	
Enforcement – definition 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.	

Step 4 – Add your points together to get your total points

P + **T** + **E** = **Total Points**

Step 5 – Tick the risk rating that matches your total points to find your associated application fee:

A higher rating means a higher fee

Total Points	Risk rating	Tick	Application fee (including GST)
0-2	Very low	<input type="checkbox"/>	\$368.00
3-5	Low	<input type="checkbox"/>	\$609.50
6-15	Medium	<input type="checkbox"/>	\$816.50
16-25	High	<input type="checkbox"/>	\$1,023.50
26+	Very High	<input type="checkbox"/>	\$1,207.50

Step 6 – Determine the Annual fees:

Please take note:

You will have been already notified that your annual fee is due. You must pay the annual fee before your renewal licence is issued.

Total Points	Risk rating	Annual fee (including GST)
0-2	Very low	\$161.00
3-5	Low	\$391.00
6-15	Medium	\$632.50
16-25	High	\$1,035.00
26+	Very High	\$1,437.50

Step 7 - Paying your fee

The fees payable will be the total of the following:

	Tick	Total of Fees (including GST)
Step 5 - Application fee as per calculations		\$
Step 6 - Annual fees <i>(It is recommended that the Annual fee is paid when lodging your application to prevent a delay in issuing your licence)</i>		\$
	TOTAL	\$

How to pay?

- **Pay at one of our three offices:**
35 Kenrick Street, Te Aroha
56-62 Canada Street, Morrinsville
Cnr Tainui and Tui Streets, Matamata
- **Online via 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 >

SECTION C - Renew an Off-licence application form
(Under Section 127(2) of the Sale and Supply of Alcohol Act 2012)

To the Secretary of the District Licensing Committee, this application to renew an off-licence is made in accordance with the details set out below.

Please tick the location of the premises

- Te Aroha
- Morrinsville
- Matamata

Licence details

Licence number: _____

Expiry date: _____

Are there any changes sought to the present conditions of the licence?

- Yes No

If YES, what are the changes?

Application details

Will this application be lodged at least 20 working days before the licence expires?

- Yes No

If No, please explain why you couldn't lodge this application on time?

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

Postal address (for service of documents): _____

_____ Postcode: _____

Home phone: _____ Work phone: _____

Mobile phone: _____

E-mail address: *(Note: we will send your licence by e-mail)*

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

Further details where applicant is a company:

Date and place of incorporation: _____

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				

Regarding the above company/partnership details, have there been any changes since the issue of the licence or last renewal? If so, what are those changes?

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?

Business Details

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

Is the sale of alcohol the principal purpose of the business?

- Yes No

If NO, what is the principal purpose of the business?

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

Is any endorsement sought?

- Auctioneer (Section 30) 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 designated as (select at least one):

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

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

Undesignated (any age allowed)?

To what extent, and where, is drinking water be freely available to patrons for tastings?

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

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

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):

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

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

Can the entire premises be seen from the service counter? 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:

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

Please describe:

Will security staff be employed? Yes No

If YES, when will the security staff be used?

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

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

Yes No

IF YES, please state details:

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? Explain what was taught regarding the sale and supply of alcohol, what staff and how often. Please provide written records.

Fully explain 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:

Street and or footpath signage:

Social media:

Newspapers and magazines:

Other:

What is the policy regarding pricing and promotions of alcohol?

Will there be any single sales of any alcoholic products in containers less than 750mls?

Yes No

If YES, please state details:

Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

Yes No

If YES, please state details:

Has your business been subject to police controlled purchase operations and if so, what were the results?

Has the applicant or any of the applicant's related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?

Yes No

If YES, please provide details?

Fire evacuation statement

Which of the following fire evacuation statements applies to you?

If you are not sure, check with Fire and Emergency New Zealand at

<https://fireandemergency.nz/businesses-and-landlords/online-services/evacuation-schemes/>

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 75-78 of the Fire and Emergency New Zealand Act 2017
- Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme
- Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation scheme

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 fees (application, building and planning) are paid
- I understand that my application will not be lodged with Council until all required documents are supplied. Incomplete applications will be returned.
- I understand that my licence will not be issued if the annual fee has not been paid

Applicant name: _____ Designation: _____

Signature: _____ Date: _____

Contact us:

Phone: (07) 884 0060

E-mail: info@mpdc.govt.nz

Website: www.mpdc.govt.nz

Location: 35 Kenrick Street, Te Aroha

SECTION D – Public notice of an application for an on-licence

How to place your public notice?

After you lodge your application, you need to notify the public. To do this, you must place your public notice in the following places:

- On the premises or conveyance
- In a local newspaper

Placing your public notice on the premises

Within 10 working days of lodging your application, you must place a notice where a person outside the premises can easily read it. The notice must be at least A3 paper size.

Use the Public notice template on the next page of this application form

Placing your public notice in a newspaper

Within 10 working days of lodging your application, you must also publish your public notice **twice** in the local newspapers.

The first advertisement should be within **10 working days** of lodging your application. The second advertisement should be published in the same paper at least **5 days** after the first publication, but no more than 10 days.

If your application falls under a low or very low category you only need to advertise once.

Please indicate (tick) in which paper you intend to advertise in:

Matamata Area:

- The Scene (advertise weekly)

Morrinsville Area:

- Morrinsville News (advertise weekly)

Te Aroha:

- Te Aroha News (advertise fortnightly)

Low or very low category:

- The Waikato Local

Please indicate the intended date or dates of advertising:

Your notice must:

- Be published with the correct name of the applicant (e.g. the correct name for the individual or organisation)
- Use the same wording as in the template provided on the next page

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Public notice of Application for the renewal of an off- licence Template

Under Section 127(3), Sale and Supply of Alcohol Act 2012

Full name of the licence holder (e.g. name of individual or organisation):

Address: _____

Postcode: _____

Occupation of applicant: _____

has made an application to the District Licensing Committee at Te Aroha for the
renewal of an off-licence in respect of the premises situated at [address] _____

known as [trading name] _____.

The general nature of business conducted (or to be conducted) under the licence is
[type of business, for example, bottle store, grocery store, supermarket, tavern, cellar
door, remote only seller] _____.

The days on which and the hours during which alcohol is (or is intended to be) sold
under the licence are [specify days and hours] _____

_____.

The application may be inspected during ordinary office hours at the Te Aroha Office
of the Matamata-Piako District Licensing Committee at 35 Kenrick Street, Te Aroha.

Any person who is entitled to object and wishes to object to the issue may, not later
than 25 working days after the date of the publication of this notice, file a notice in
writing of the objection with the Secretary of the District Licensing Committee at:

District Licensing Committee
PO Box 266
Te Aroha 3342

No objection to the issue of a licence may be made in relation to a matter other than
a matter specified in section 131(1) of the Sale and Supply of Alcohol Act 2012.

In case of publication in newspaper(s), this is the publication dates:

First publication _____

Second publication _____