



te kaunihera ā-rohe o
matamata-piako
district council

Application for Renewal of Off-Licence

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

General information:

An application for renewal of off-licence must be filed at least 20 working days before the licence is due to expire.

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)
- 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 of staff training in host responsibility practices
- For grocery stores only: A statement of 12 months sales figures (verified by an accountant) establishing the range of good sold (as required by regulations 12/13 of the sale and Supply of Alcohol Regulations 2013)
- Copies of any proposed advertising or promotions (if applicable)

If you are applying for the renewal of off-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 intend to advertise in: _____

For the Matamata Area: The Matamata Chronicle, or Scene

For the Te Aroha and Morrinsville Area: The Piako Post, or Morrinsville News

Te Aroha if low or very low: Piako Post or The Te Aroha News

Please indicate intended date or dates of advertising:

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 Renewal of Off-Licence

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

To the Secretary
District Licensing Committee, Matamata Piako District Council

Application for renewal of off-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:

Individual person

Partnership

Trustee

Private company

Licensing trust or community trust

Public company

Club

Local authority

Other _____
(advise what authority under which incorporated)

Trust

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?

(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)

Yes No

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 proposed 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, or sought to be renewed?

Auctioneer (Section 39) Yes No

Remote sales (Section 40) Yes No

Are you doing or intending to do off sales by internet, phone or delivery?

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)?

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

Undesignated (any age allowed)?

To what extent, and where, is drinking water 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 site plan 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?

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.

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: _____

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?

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

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

Yes No

If YES, please provide details:

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

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

+

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

=

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. 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