

## Application to renew Off Licence

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

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To: The Secretary  
District Licensing Committee  
Gore District Council  
PO Box 8  
Gore 9710

### Licence Details

Licence number:  Expiry date:

### Application Details

Will you lodge this application at least 20 working days before the licence expires? Yes  No   
If no, please give details:

### Applicant Details

What is the full legal name to appear on the licence?

Postal address:   
Post Code:

Email address:

Daytime contact person (name):

Contact number:  Mobile number:

|   |   |   |
|---|---|---|
| <b>Office Use Only</b><br>Area Office Stamp | Application forwarded to:<br><input type="checkbox"/> Police      Response received <input type="checkbox"/> Y <input type="checkbox"/> N<br><input type="checkbox"/> MOH        Response received <input type="checkbox"/> Y <input type="checkbox"/> N<br><input type="checkbox"/> Inspector    Response received <input type="checkbox"/> Y <input type="checkbox"/> N<br><input type="checkbox"/> Fire            Response received <input type="checkbox"/> Y <input type="checkbox"/> N | Payment:<br><input type="checkbox"/> Cash <input type="checkbox"/> Chq <input type="checkbox"/> Eftpos <input type="checkbox"/> DD <input type="checkbox"/> Credit<br><br>Date Paid:<br><br>Receipt Number: |
|---|---|---|

Contact persons email address:

How would you like us to contact you? Email  Phone

Are you applying as an individual? Yes  No

If yes: What is your occupation?   
Date of birth?   
Place of birth?

### Criminal conviction details

Have you (the applicant) been convicted of any offences since the existing licence was issued?

- Yes  (supply details below)  
No  (go to Manager's details)

| Nature of offence | Conviction date | Sentence |
|-------------------|-----------------|----------|
|                   |                 |          |
|                   |                 |          |
|                   |                 |          |

### Manager's details

Do you have at least one manager who has a manager's certificate?

- Yes  (supply details below)  
No  (you need to have a manager with a manager's certificate before you can apply)

| Full name of manager | Certificate number | Expiry date |
|----------------------|--------------------|-------------|
|                      |                    |             |
|                      |                    |             |
|                      |                    |             |

### Applicant status details

What is your status?

- |  |   |
|--|---|
| <input type="checkbox"/> Private company   | <input type="checkbox"/> Public company   |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Person 20 years and over   |
| <input type="checkbox"/> Trustee   | <input type="checkbox"/> Local authority  |
| <input type="checkbox"/> Licensing trust   | <input type="checkbox"/> Body corporate   |
| <input type="checkbox"/> Club  | <input type="checkbox"/> Government department or other instrument of the Crown   |
| <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988 | <input type="checkbox"/> Board, organisation, or other body authorised by an Act other than the Sale and Supply of Alcohol Act 2012 to sell alcohol or hold a licence |

### Premises Details

What is the address of the premises?   
Post Code:

What is the trading name of the premises?

What type of premises is it?

- Hotel or tavern
- Club
- Supermarket

- Grocery
- Retail store
- Other \_\_\_\_\_

What part (if any) of the premises do you intend to designate as restricted or supervised areas?

Restricted area(s) – for those 18 years or older

Supervised area(s) – where minors must be accompanied by a legal guardian

### Business details

What is the general nature of the business you intend to conduct in the premises if the licence is granted? *(Examples: grocery store, liquor outlet, or remote seller)*

Is the sale of alcohol the main purpose of the business?  Yes  No  
If no, what is the main purpose of the business?

Do you sell or supply (or intend to sell or supply) any goods other than food?  Yes  No  
If yes, please supply details of these goods

Do you provide (or intend to provide) any services other than those directly related to the sale of supply of alcohol or food?  Yes  No  
If yes, please supply details of those services

Are you an auctioneer?  Yes  No

Do you wish to have the licence endorsed under section 39 of the Act?  Yes  No

Are you a remote seller?  Yes  No

Do you wish to have the licence endorsed under section 40 of the Act?  Yes  No

Do you want to change any conditions of your current licence?  Yes  No  
If yes, what changes to the conditions of your licence do you wish to make?

On which days and during which hours do you sell alcohol under the licence?

### **Fire Evacuation Statement**

If you are not sure which option applies to you, check with Fire and Emergency, New Zealand.

- 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.
- 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.

### **Steps you will take to minimise harm from alcohol**

The Sale and Supply of Alcohol Act 2012 (the Act) aims to minimise harm from alcohol by managing the way it's sold, supplied and consumed.

**Please answer each question thoroughly.**

What steps will you take to ensure that you observe the requirements of the Act relating to the sale of alcohol to prohibited persons, such as minors and intoxicated people?

What other systems (including training) and staff are in place (or to be in place) to make sure you comply with the Act?

What relevant experience and training do you have?

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

You must supply all the documents listed below. We will send your application back if any of these are missing

- The completed application form
- A copy of the floor plans of the premises, highlighting the main entrance and restricted or supervised areas
- A photo of the main entrance
- A copy of your existing off licence
- A list of current manager's certificates for the premises
- If you are applying in a company name, a copy of the Certificate of Incorporation
- Renewal fee