



Explanations in this guide are intended to assist you to complete the Off-licence Forms numbers on the form relate to the explanatory notes in this guide

Background

It is a legal requirement under the Sale of Liquor Act 1998 that you have a licence before you can sell or supply liquor.

The District Licensing Agency (DLA) is part of the Wanganui District Council and is where you go to obtain a liquor licence.

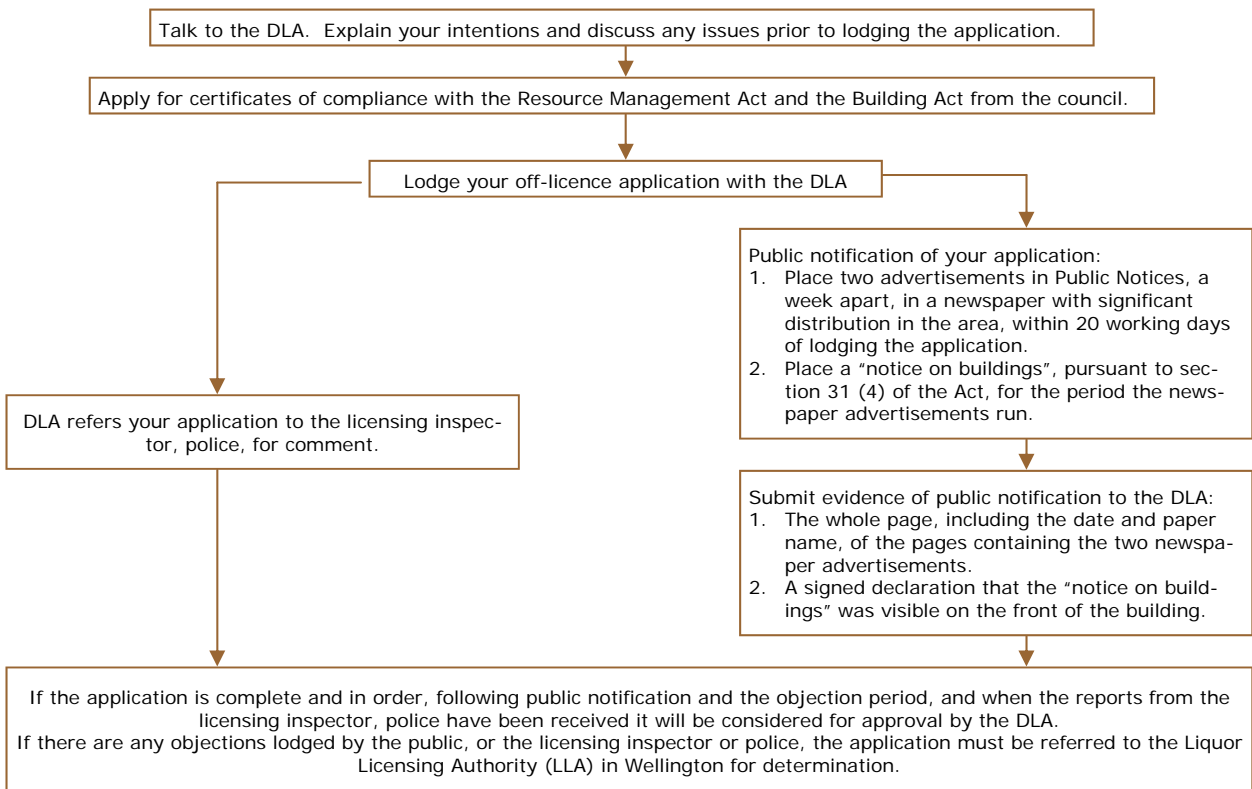
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licenses means that checks are done to make sure

only people responsible enough to work within the objectives of the Act are granted permission to sell or supply liquor. There must be a person with a current managers certificate on duty at all times when liquor is being sold or supplied to the public.

What does 'off-licence' mean?

An off-licence authorises the holder to sell or supply liquor for consumption on their premises, but liquor cannot be removed from the site.

Process



Cost

The off-licence application fee \$793.24 and is valid for one year. Renewals also cost \$793.24 and are valid for three years.

You will also face advertising costs to meet the public notice requirements (approximately \$150-\$200). New applications will also incur additional costs to obtain planning and building certificates.

Processing times

It could take up to 8–12 weeks to process your application. If an objection is received, and application is referred to the LLA for processing, it could take longer.

The processing time is very much dependent on the applicant submitting a complete application with all attachments.

***An application for an Off-licence WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached**

1. Details of applicant

1a. Applicants name

Write the applicants name. A licence is issued to a person, company or legal entity in relation to a premise. A licence cannot be transferred from one person to another, or from one premise to another.

1b. Postal address for formal correspondence
This is where the Agency will send licenses, newsletters etc.

1c. Daytime contact

Daytime contact number and telephone number. Someone the Agency can speak to during normal office hours.

1d. At all times when liquor is being sold or supplied to the public, a manager, appointed under section 130 of the Act, must be on duty. The duty manager shall be responsible for compliance with the Act.


A person may not be appointed as a duty manager unless that person holds a manager's certificate. The DLA at the council issues manager's certificates in Wanganui District.

1e. Status of applicant

Tick the applicable description of the applicant.

2/3. Further details where applicant is a company or partnership


Provide the full details of each company director, the secretary, all shareholders, and partners. If you run out of room, please submit the names of any other relevant people on a separate piece of paper accompanying your application

 Companies need to submit the certificate of incorporation or the memorandum of association and other documentation with your application. Required supporting documents are listed on the Off-licence Checklist.

4. Premise details

4b. Proposed trading name

Please provide the trading name that you intend to use for the premises.

 Where the applicant is not the owner of the premises, you will be required to submit a written statement from the owner to the effect that the owner has no objection to the grant of the licence.

4c. Construction incomplete

Tick yes if the premises are currently under construction, or construction work has yet to start. An application for off-licence can only be accepted once a building certificate and planning certificate has been issued by the council. If your project involves a building conducted on the site since 1991, you will need to obtain a code compliance certificate (CCC) before the liquor licence can be issued.

4e. Designated areas

Designations of the following type may be imposed to the entire premise or specified areas.

- (i) Restricted: Only those aged 18 years of age or over may be present.
- (ii) Supervised: those under 18 years of age may be present if accompanied by their parent or legal guardian. Note that taverns and hotels must have at least one area that is designated as supervised or restricted.

4d. Premise owner

If the applicant is the occupier based on a rental or lease agreement, please provide the name and phone number of the property owner (the person stated on the certificate of title).

5. Business details

5a. General nature of the business

- Indicate whether your business is:
- Hotel/Tavern:** with associated bottle store (or across the bar).
- Chartered club:** not a sports club.
- Stand alone bottle store/winery/distiller:** principal business the manufacture and sale of liquor.
- Supermarket:** floor area at least 1000 sq metres.
- Grocer store:** principal business is main order household food stuff requirements.
- Other:** specify

5c. Principal purpose of the business

Indicate the main business activity, e.g. hotel, bottle store.

Standard hours for bottle stores, grocery stores, supermarkets and wineries are generally between 7am—12 midnight.

Across the bar off-licenses hours generally follow those granted for the On-licence.

Section 36—Types of premises in respect of which off-licenses may be granted

- (1) Except as provided in subsections (2) to (5) of this section, an off-licence shall be granted only-
- (a) To the holder of an on-licence in respect of a hotel or tavern, in respect of the premises conducted pursuant to that licence; or
- (b) To the holder of a club licence, being a club that is entitled under paragraph (i) or paragraph (j) of section 30(1) of this Act to hold an off-licence, in respect of the premises conducted pursuant to that licence; or
- (c) In respect of premises in which the principal business is the manufacture or sale of liquor; or
- (d) In respect of-
- (i) Any supermarket have a floor area of at least 1000 square metres (including any separate departments set aside for such foodstuffs as fresh

fruit and vegetables, and delicatessen items); or

- (ii) Any grocery store, where the Licensing Authority or District Licensing Agency, as the case may be, is satisfied that the principal business of the store is the sale of main order household foodstuff requirements.
- (2) The Licensing Authority or District Licensing Agency, as the case may be granted an off-licence in respect of any other premises if the Licensing Authority or District Licensing Agency, as the case may be, is satisfied in a particular case,-
- (a) That, in the area in which the premises are situated, the sale of liquor in premises of a kind described in paragraph (c) or paragraph (d) of sub section (1) of this section would not be economic; or
- (b) That the sale of liquor would be an appropriate complement to the kind of goods sold in the premises.
- (3) Nothing in subsection (1) or subsection (2) of this section shall authorise the grant of an off-licence in respect of-
- (a) Any service station or other premises in which the principal business is the sale of petrol or other automotive fuels; or
- (b) Any shop of a kind commonly known as a dairy.
- (4) Nothing in subsection (2)(b) of this section shall authorise the grant of an off-licence in respect of any supermarket or grocery store, or any other premises on which the principal business is the sale of food or groceries.
- (5) This section applies subject to sections 51 (caterers) and 52 (auctioneers).

6. Conditions

6a. Outline your proposals and signage relating to the non service to minors and intoxicated persons.

6b. State types of liquor you seek to sell or deliver under the licence e.g. beer, wine, spirits, liqueurs.

7. Signature(s)

- Please sign and date this form to confirm that the details provided in your application are true and correct. This must be signed by the licensee(s), not their agent



Fill this form out with the assistance of the Application for the Off-licence Guide—numbers on this form relate to explanatory notes in the guide.

1. Details of applicant(s)

Fee \$793.24

1a. Full name details of whom ever will profit from the sale of liquor

Occupation
(if applicant is an individual)

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Date of birth
(if applicant is an individual)

	/		/	
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1b. Postal address for service of documents

1c. Contact person
(during normal office hours)

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1d. Contact numbers

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Phone

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Mobile

--

Fax

1e. Full name and address of manager(s) to be employed, and certificate numbers of manager's certificate(s)

Name/Address/Certificate No.

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Name/Address/Certificate No.

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Name/Address/Certificate No.

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1f. Status of applicant

- | | | | |
|---------------------------------------|---------------------------------------|--|---|
| <input type="radio"/> Natural person | <input type="radio"/> Private company | <input type="radio"/> Body Corporate to which section 75(1)(ba) of the Act applies | <input type="radio"/> Manager under the Protection of Personal & Property Rights Act 1988 |
| <input type="radio"/> Licensing Trust | <input type="radio"/> Partnership | <input type="radio"/> Government department or other instrument of the Crown | <input type="radio"/> Body Corporate to which section 75(1)(bb) of the Act applies |
| <input type="radio"/> Local authority | <input type="radio"/> Trustee | | |
| <input type="radio"/> Club | <input type="radio"/> Public company | | |

2. Further details where the applicant is a company

2a. Date of incorporation

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2b. Place of incorporation

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2c. Full details of each director and the secretary

Full Name

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Address

Date of Birth

	/		/	
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Place of Birth

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Position Held

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Full Name

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Address

Date of Birth

	/		/	
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Place of Birth

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Position Held

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Full Name

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Address

Date of Birth

	/		/	
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Place of Birth

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Position Held

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Full Name

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Address

Date of Birth

	/		/	
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Place of Birth

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Position Held

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Further details where applicant is a private company

2d. Authorised capital Paid-up capital

2e. Full details of each person who holds shares issued by the company

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	
Face value of shares held	\$

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	
Face value of shares held	\$

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	
Face value of shares held	\$

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	
Face value of shares held	\$

Further details where applicant is a public company

2f. Full details of each person who holds 20% or more of the shares, or of any particular class of shares issued, by the company

Full Name	
Address	
Date of Birth	/ /
Place of Birth	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	

3. Further details where applicant is a partnership

Full details of each partner

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Signature	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Signature	

4. Premise details

4a. Address of proposed licensed premises

4b. Type of premises

- Hotel/tavern Chartered Club Premises on which principal business is the manufacture of sale of liquor
- Supermarket Grocery store Other (please specify)

4c. Proposed trading

4d. Is a licence sought conditional upon construction or completion of building of the premises?

- Yes No

4e. Does the applicant own the proposed licensed premises?

- Yes No

If **no**, (i) What is the full name and address of the owner?

(ii) What form of tenure of the premises will the applicant have? (including term of tenure)

Form of tenure

Term of tenure

4f. What part (if any) of the premises does the applicant propose to be designated as:

(i) A restricted area

(ii) A supervised area

(iii) Undesignated area (specify reason)

5. Business details

5a. Does the applicant seek the licence in connection with the business of a caterer?

- Yes No

5b. Does the applicant seek the licence in connection with the business of an auctioneer

- Yes No

5c. Is the sale of liquor intended to be the principal purpose of the business?

- Yes No

If **no**: (i) What is the intended principal purpose of the business?

(ii) What part of Section 36 of the Act is applicable to this application?

5d. Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

- Yes No

If **yes**: (i) What is the nature of those other goods or services?



How to use this checklist

Use this checklist when finalising your OFF licence to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

All items on this checklist must be TICKED to show that they are either provided (**P**) or are not applicable to your project (**N/A**).

Later additional information may be requested during the processing of your OFF Licence to confirm compliance.

***This WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached.**

Office Use	Applicant use	P—Information provided	N/A—not applicable to this project
	P	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the applicant is incorporated) - A copy of the CERTIFICATE OF INCORPORATION or other documentary evidence of its incorporation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the applicant is a Club) - Evidence that the Club— <ul style="list-style-type: none"> • Held a Charter under Section 164 of the Sale of Liquor Act 1962 immediately before the 1st day of April 1999; or • Holds a Club Licence under the Sale of Liquor Act 1989, and is not a Sports Club
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the applicant relates to a HOTEL or TAVERN) - A reference to the number on the On licence held by the applicant in respect of a Hotel or Tavern.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the application relates to premises in which the principal business is the MANUFACTURE OR SALE OF LIQUOR) - Particulars of principal business conducted on the premises.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the application relates to a SUPERMARKET) - Particulars of the floor area of the supermarket, including any separate Departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetable, and delicatessen items.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the application relates to a GROCERY STORE) - Particulars of the principal business of the store including evidence and certified accounts showing the percentage of turnover that is derived from the sale of main order household foodstuffs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the application is made IN RELIANCE OF SECTION 36(2)(A) OF THE ACT) Evidence to show that the sale of liquor in premises of a kind described in Paragraph (c) or Paragraph (d) of Section 36(1) of the Act would not be economic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the application is made IN RELIANCE OF SECTION 36(2)(B) OF THE ACT) Particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complementary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the application relates to the business of a caterer) Evidence to show that the applicant is or will be conducting the business of a caterer, including the frequency and types of functions that are or are proposed to be catered for.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A PHOTOGRAPH of the exterior of the premises OR an ARTISTS IMPRESSION of the exterior of the proposed premises as they will look when they are finished.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A MAP , or a copy of a map or of a portion of a map, SHOWING THE LOCATION of the premises.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A SCALE PLAN showing: <ul style="list-style-type: none"> • Those parts of the premises that are to be used for the sale or supply of liquor; and • Those parts of the premises (if any) that the applicant intends should be designated as restricted areas, supervised areas or un designated areas; and • (Except where the applicant is a Club) - Each entrance to the premises that the applicant intends should be designated as a principal entrance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the applicant is not the owner of the premises) - WRITTEN STATEMENT FROM THE OWNER to the effect that the owner has no objection to the grant of the Licence.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A CERTIFICATE BY THE LOCAL AUTHORITY that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Act 2004 or Wanganui District Council Certificate of Compliance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The PRESCRIBED FEE of \$793.24 for the application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZ Fire Service Evacuation Park to be returned with application.