



Explanations in this guide are intended to assist you to complete the On-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.

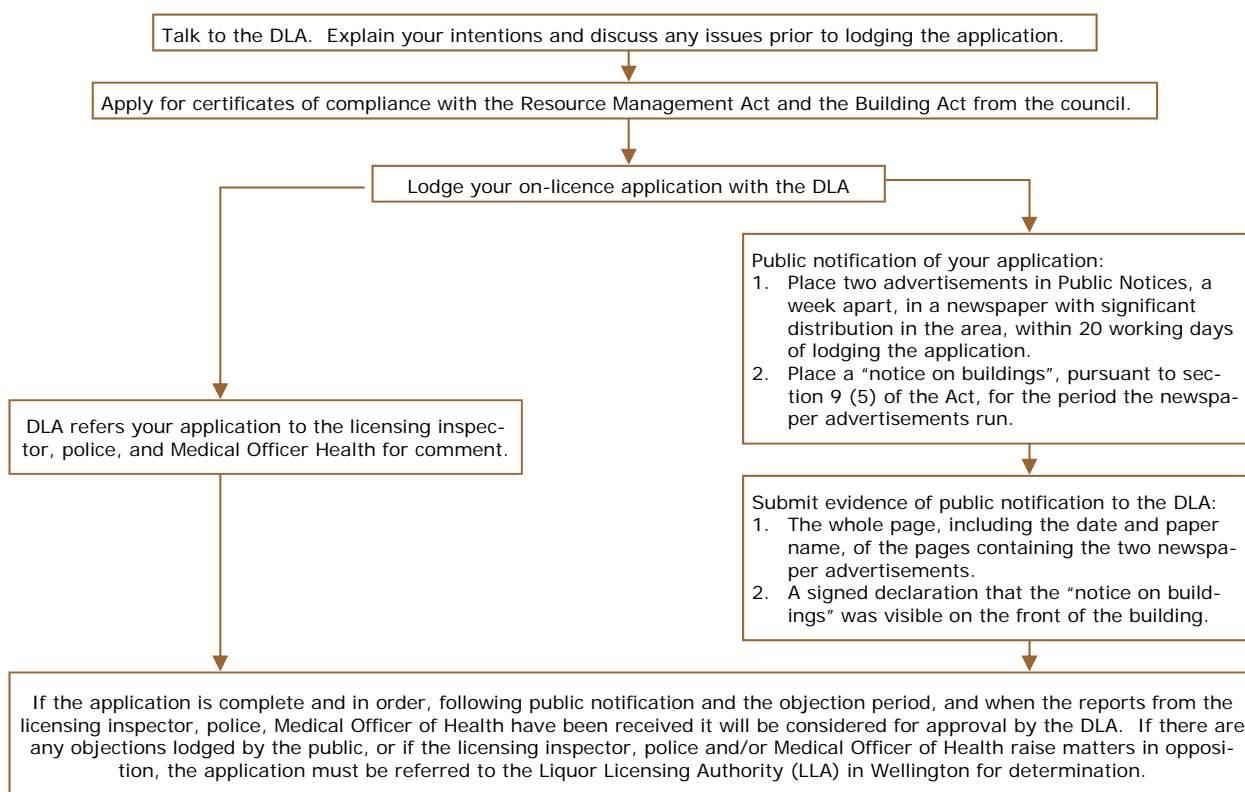
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licenses means that checks are done to make sure

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 supplied to the public.

What does 'on-licence' mean?

An on-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 on-licence application fee is \$793.24 and is valid for one year. Renewals also cost \$793.24 and are valid for three years. A BYO-only on-licence costs \$134.93. If you have a full on-licence and wish to offer patrons the BYO option as well, there is not additional cost.

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 On-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 On-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 on-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.
- (iii) Undesignated: anyone of any age may be present.

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).

Note that in supervised and undesignated areas, although minors may be present, only persons aged 18 years or over purchase liquor.

5. Business details

5a. General nature of the business

- Indicate whether your business is:
- Hotel:** premises will be used for lodgings/accommodation, as well as the sale of liquor and food.
- Tavern/nightclub:** principle business will be the sale of liquor.
- Restaurant/café bar:** principle business will be the sale of food for consumption on the premises. The sale of liquor will be a secondary business activity.
- Entertainment venue:** principal business will be providing entertainment, such as music or other performance. Other examples include a function centre or casino.
- Other:** examples include transport or conveyances, such as a train or a boat.

5b. Principal purpose of the business

Your business may conduct a range of activities, such as selling food, selling liquor, providing live entertainment, gambling etc. during normal office hours.

5c. Goods and services

- Please state all goods and services you will offer customers, other than food and liquor.

5d. Hours of operation

It is vital that you adhere to the days and hours approved under the licence. The police will check this once the business is operating. You are not required to be open at all times approved in your licence. However, if you wish to have the hours extended for a special event, you will need to obtain a special licence from the DLA.

The District Plan guides the hours and days of operation. Please ask council staff for guidance.

5e. BYO endorsements for restaurant/café bar

- Tick no if you are applying for a full on-licence. If you are granted a full on-licence you may allow your customers to bring their own wine and/or beer at your discretion.
- Tick yes if you do not wish to sell liquor, but would like to give your customers the opportunity to bring their own wine/beer.

Restaurants/cafes may apply for a BYO-only endorsed on-licence, which allows customers to bring their own alcohol, but they cannot sell liquor. You can provide food or hot drinks (e.g. liqueur coffees) where the food or drink does not contain more than 14.33% of alcohol by volume. A full on-licence application is required but a reduced fee of \$134.93 applies.

Please discuss your plans with the DLA if you think BYO may be appropriate for your premises.

6. Conditions


6a.—6d. Host responsibility

- These items relate to host responsibility, which is an integral part of the sale and supply of liquor. Host responsibility is the term given to the strategies that you, as a host, have in place to ensure that your premise provides a safe drinking environment.

All applicants for an on-licence must be able to show how host responsibility will take place within their premise. This includes ensuring that management and staff are trained in host responsibility practices and keep updating their skills. There should be a host responsibility policy prominently displayed in your premises.

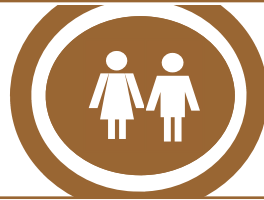
Your on-licence will only be issued if you comply with all the basic elements of a host responsibility programme:

- Serving alcohol responsibly
- Providing and actively promoting low and non-alcoholic alternatives
- Providing and actively promoting appropriate food
- Identifying and responsibly dealing with underage and intoxicated people
- Arranging safe transport options

 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 On-licence Checklist.

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 On-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

--

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

--

Address

Date of Birth

	/		/	
--	---	--	---	--

Place of Birth

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Position Held

--

Full Name

--

Address

Date of Birth

	/		/	
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Place of Birth

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Position Held

--

Full Name

--

Address

Date of Birth

	/		/	
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Place of Birth

--

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. Proposed trading name for premises (if any)

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

 Yes No

4d. 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

4e. 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. What is the general nature of the business to be conducted in the premises if the on-licence is granted?

 Hotel Tavern/nightclub
 Restaurant/café bar Entertainment venue
 Other—please specify

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

 Yes No

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

5c. Does the applicant intend to sell or provide any goods and services other than liquor and food?

 Yes No

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

5d. On which days and during what hours does the applicant intend to sell liquor under the licence?

Day(s)	Hours

Business details continued

5e. Is this application for a BYO only on-licence, under Section 28 of the Act?

Yes

No

6. Conditions

6a. What provision does the applicant intend to make for the sale and supply of:

(i) Food?

(ii) Non-alcoholic refreshments?

(iii) Low alcohol beverages

6b. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to sale of liquor to prohibited persons are observed?

6c. What steps does the applicant propose to take in regard to:

(i) Provision of assistance with or information about alternative forms of transport?

(i) Promoting responsible consumption of liquor?

7. Signature

	Dated at		this		day of	
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Signature

(town/city)

(month)

(year)

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Name (print clearly)

8. Notes

Notes:

1. In respect of the status of the applicant, see section 8 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 5(3) of the Sale of Liquor Regulations 1990.
3. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in form 1. This notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the 2 dates of publication.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

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

Please turn over



How to use this checklist

Use this checklist when finalising your ON 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 ON Licence to confirm compliance.

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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 board, organisation, or body to which Section 8(1)(bb) of the Act applies - A REFERENCE OF THE ENACTMENT by which the applicant is expressly authorised to hold an ON LICENCE under the Act.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the application is made in respect of any conveyance that is a ship ferry, hovercraft, or aircraft) a current Safe Ship Management Certificate (if a ship, ferry or hovercraft) or a current Certificate of airworthiness (if an aircraft).
<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"> <input type="checkbox"/> Those parts of the premises that are to be used for the sale or supply of liquor; and <input type="checkbox"/> Those parts of the premises (if any) that the applicant intends should be designated as a restricted, supervised or undersigned areas; and <input type="checkbox"/> 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"/>	A menu or other indication of the standard and style of food to be provided or proposed to be provided.
<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"/>	Medical Officer of Health —Provide a copy of Host Responsibility Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZ Fire Service Evacuation Park to be returned with application.