



Explanations in this guide are intended to assist you to complete the Renewal of On, Off and Club licence Forms 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.

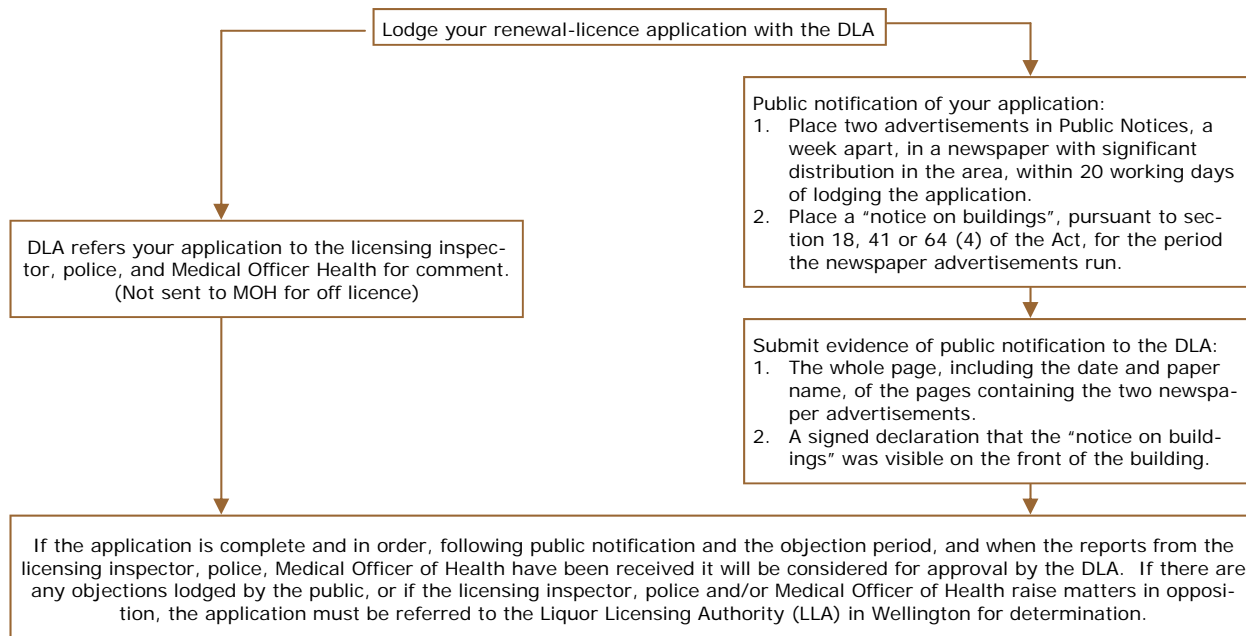
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licenses means that checks are done to make sure

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.

Application date

Application must be made no later than 20 working days before expiry date of the licence.

Process



Cost

Renewals 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 no additional cost.

You will also face advertising costs to meet the public notice requirements (approximately \$150-\$200).

Applicants must supply a statement confirming that:

- i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of s21b of the Fire Service Act 1975.

- ii) The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

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 Renewal of On, Off or Club-licence WILL NOT BE ACCEPTED unless 3 photocopies of the application form are attached**

Guidance Notes

1. Details of applicant

- 1a.** Maybe a Company name, Partnership, Club name etc. Check existing licence.
- 1b.** This is where the Agency will send all correspondence, licences, newsletters etc.
- 1c.** Someone the Agency can talk to during normal office hours.

2. Details of manager(s)

If you have more managers than the form allows, please attach list to the application.

3. Details of licence

- 3a.** Tick the appropriate licence category.
- 3b.** Copy the existing licence number.
- 3c.** Expiry date of the existing licence. If you have only the original licence issued for 12 months then expiry date will be the "Dated at Wanganui" date—less one day. i.e. if date is 27 June 2006 expiry date would be 26 June 2007.
- If you wish to renew both an on-licence and also an off-licence than two separate applications are required.

4. Details of premises/conveyance

There are two options here.
Either your licence applies to a premises (hotel, club, restaurant) or a conveyance (boat, train)

5. Conditions

Do you wish to have a change made to the conditions of the existing licence? Also include supportive evidence to justify the change.

If you wish to change the type of operation (e.g. restaurant to tavern) or change the hours of operation you will also need to obtain a new certificate of compliance from council and include it with the application.

6. Signature

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 (e.g. one of the bar managers).



Fill this form out with the assistance of the Application for On, Off or Club Licence Guide—numbers on this form relate to explanatory notes in the guide.

1. Applicant details

Fee \$793.24

(Tick appropriate circle)

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

1b. Postal address for the service of documents

1c. Contact person
(during normal office hours)

1d. Contact numbers

Phone

Mobile

Fax

2. Details of manager

Full name and address of manager(s) currently employed, and certificate numbers of managers certificate(s)

Name/Address

Certificate Number

Name/Address

Certificate Number

Name/Address

Certificate Number

2. Premise details

3a. Type of licence On-licence Off-licence Club-licence

3b. Licence Number

2b. Date of expiry

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Either 4. Details of premises

(To be included only where the licence applies to any premises)

4a. Address

4b. A Trading or other name
(if any)

4b. (If a club licence) Does the club share the premises with any other club? Yes No

If **yes**:

(i) What is the name of the other club?

(ii) What months of the year do the respective clubs use the premises

or 4. Details of premises

(To be included only where the licence applies to any conveyance)

4a. Type of conveyance

4b. Address of home base (if any)

4c. Trading or other name (if any)

5. Premise details

5a. Are any changes sought to the present conditions of the licence? Yes No

If **yes**:

(i) What changes are sought?

(ii) What are the full reasons for the changes sought?

6. Applicant signature

Dated at _____ this _____ day of _____

Signature

(town/city)

(month)

(year)

Name (print clearly)

7. Notes

Notes:

1. This form should be used in respect of on-licences, off-licences and club-licences. Special licenses are not renewable.
2. This applications should be filed with the District Licensing Agency no later then 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may an application be filed after the licence has expired.
3. For the matters that are to accompany this application, see Regulation 18(2) of the Sale of Liquor Regulations 1990.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in Form 1. The 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 dates of publication.
5. 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 are attached**