



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

## Background

It is a legal requirement under the Sale of Liquor Act 1989 that you have a licence before you can sell or supply liquor.

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

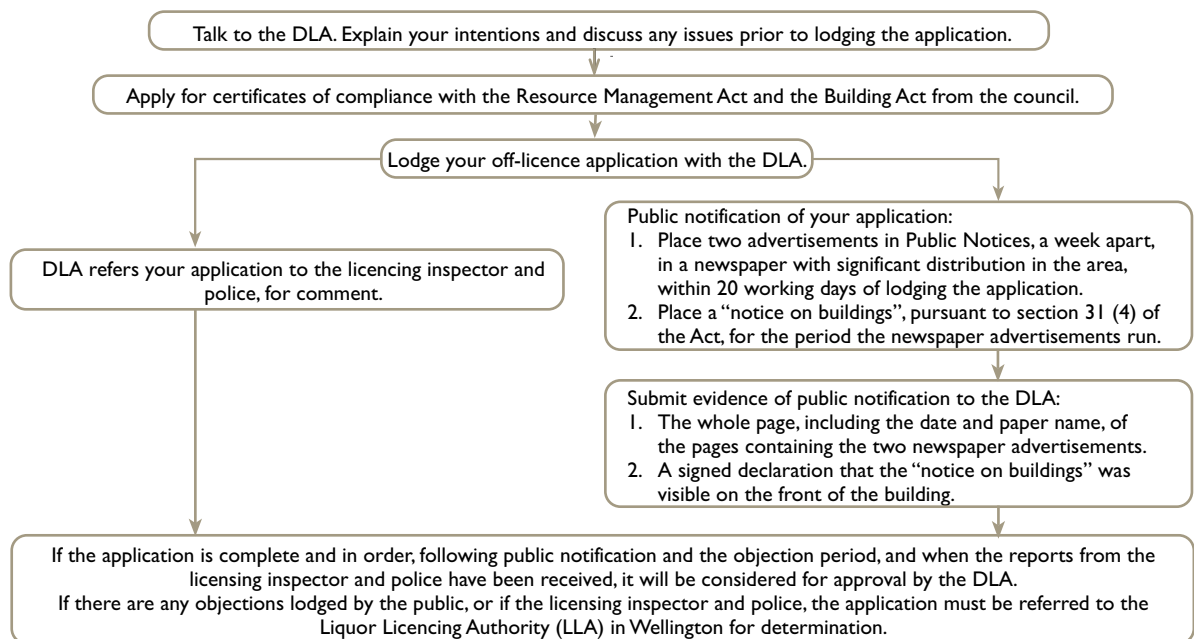
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licenses means that checks are done to make sure only people

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 manager's 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 off their premises, but liquor cannot be consumed on the premises.

## Process



### Cost

The off-licence application fee is \$776 and is valid for one year. Renewals also cost \$776 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 the 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.

**1. Applicant details**

**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 licences, newsletters etc.

**1c. Daytime contact**

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

**1d. Management of premises**

At all times when liquor is being sold or supplied to the public, a manager, appointed under section 117(a) 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 managers' certificates in Wanganui District.

Provide details of all managers employed, or are to be employed at the premises.

**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**

**4c. 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.

**4d. 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 consent, or if any consented building work has been conducted on the site since 1991, you will need to obtain a code compliance certificate (CCC) before the liquor licence can be issued.

**4f. 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.

**4e. 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 1 000 sq metres.
- Grocery 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-licences hours generally follow those granted for the On-licence.

### Section 36 - Types of premises in respect of which off-licences 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 having a floor area of at least 1 000 square metres (including any separate departments set aside for such foodstuffs as fresh meat, 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, may grant 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 subsection (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 applicants(s), not their agent.