

Application for renewal of off licence

Checklist

Please contact the Licensing Inspector to arrange a pre-lodgment check of your application. Your application will not be accepted without an appointment with the inspector.

The following must be included with your application

- ☐ The completed, signed, and dated application form.
- ☐ Completed answers to the three questions: object of the Act; design and layout; amenity and good order.
- ☐ Scale plans showing: designation (if any), principal entrances, and area where alcohol will be displayed and promoted.
- ☐ Public notice – Form 7 is to be completed and attached for checking prior to you placing it in the Bush Telegraph newspaper and displaying it on the premises in a conspicuous place. Council will also display this notice on the Council website. According to SSAA Regulations 2013 (sections 36-40), premises or conveyance in the very low or low risk categories are required to publish one newspaper notice. Premises or conveyance in the medium, high or very high risk categories are required to publish two newspaper notices.
- ☐ I understand that I must publicly advertise within 20 working days after filing the application.
- ☐ A completed CPTED (Crime Prevention Through Environmental Design) site assessment.
- ☐ If the application is a grocery store a verified statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013.
- ☐ This checklist.
- ☐ The prescribed fee. *(The application fee is determined by the premises' risk category. Information on licence application fees is available on the Council's website. Non-refundable once processed.)*

Application for renewal of off licence

Information Sheet

The renewal of the licence is subject to the provisions of the Sale and Supply of Alcohol Act 2012 (the Act) and conditions of the District Licensing Committee (DLC).

Application Process

Indicative timeframe to process a renewal application is 6-8 weeks.

You can facilitate your application by providing complete and accurate information.

The District Licensing Committee forwards copies of your application to various reporting agencies before making its licensing decision. If there has been an objection to your application, it will be heard by the District Licensing Committee. Objections will trigger a hearing on your application.

You must apply for a renewal at least 20 working days before the licence expires.

Application Requirements

You will need to provide:

- Public notice – you must complete form 7, Public Notice, and place a notice in the Bush Telegraph newspaper, and allow Council to place a notice on the Tararua District Council website within 20 working days after you submit your application. This notice will be available on our website for at least 10 days. At the site of the proposed premises, you must display a notice in the prescribed form, in a conspicuous place, within 10 working days after submitting the application. According to SSAA Regulations 2013 (sections 36-40), premises or conveyance in the very low or low risk categories are required to publish one newspaper notice. Premises or conveyance in the medium, high or very high risk categories are required to publish two newspaper notices.
- Manager's certificate – at all times when alcohol is being sold or supplied to the public, a manager must be on duty and responsible for compliance with the Act and the conditions of the licence. The manager must hold a current manager's certificate.

Application for renewal of off licence

Sale and Supply of Alcohol Act 2012

The Object of the Act

All applications must be considered in light of the object of the new Act (section 4):

- The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm includes crime damage, death disease, disorderly behaviour, illness or injury, directly or indirectly caused or directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol. It also includes harm to society generally or the community directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol.

Design and Layout

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Guidelines and examples on the types of concepts that design and layout could include are contained in Crime Prevention Through Environmental Design (CPTED). Guidelines on CPTED can be obtained through the Health Promotion Agency at <http://www.alcohol.org.nz/resources-research/alcohol-resources/resource-publications>, or from the licensing inspector.

Amenity and Good Order

- What appropriate systems, staff, and training is in place or will be put in place to ensure compliance with the law.
- Current and possible future noise levels (if relevant what they intend to do to mitigate them).
- Current and possible future levels of nuisance and vandalism (if relevant what they intend to do to mitigate them).
- The number of other licensed premises in the area. Will the granting of this licence increase negative effects in the area?
- The purposes for which land near the premises is being used for, and will that change if the licence is issued?

Application for renewal of off licence



Sale and Supply of Alcohol Act 2012

Please explain how you are going to comply with the following requirements of the new Act.

Question 1

The renewal of this application will contribute to the **Object of the Act** by:

Question 2

Describe how the **design and layout** of your premises will help to achieve the Object of the Act:

Question 3

The renewal of this application will not decrease the **amenity and good order** of the area by more than a minor extent because we:

FORM 4

Application for renewal of off licence



Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to mark your answers; and
- print clearly.

To The Secretary
District Licensing Committee
PO Box 115
Dannevirke 4942

Application for renewal of off licence is made in accordance with the details set out below.

Endorsements

☐ Remote sellers of Alcohol ☐ Auctioneers

Variation of conditions of licence

Are any changes sought to the present conditions of the licence? ☐ Yes ☐ No

If YES, what changes are sought?

Details of applicant *(Please print in CAPITALS)*

--

Full legal name or names to be on licence

--

Postal address

--

Town

Postcode

--

Contact person

0	-		0	-		0	-	
---	---	--	---	---	--	---	---	--

Home phone number

Work phone number

Mobile phone number

--

Email

Office use only

Date received

--	--

 /

--	--

 /

--	--	--	--

Record number

--	--	--	--

NAR

--	--	--	--	--	--

 •

--	--

Receipt number

--	--	--	--	--	--	--	--

DLC decision number

--	--	--	--

Parcel

--	--	--	--	--	--

Amount paid \$

--	--	--	--	--	--	--	--

Details of premises *(Please print in CAPITALS)*

Trading name for the premises

Physical address of premises

Type of licence: ☐ Grocery store ☐ Hotel ☐ Tavern ☐ Supermarket ☐ Bottle store ☐ Club
☐ Other

041

OFF

20

Current licence number

20

Expiry date

Details of manager(s) *(Please print in CAPITALS)*

Full legal name of manager *(including any middle names, aliases and/or maiden name that you may be known by)*

Date of birth

Passport number

Manager's certificate number

20

Certificate expiry date

Full legal name of manager *(including any middle names, aliases and/or maiden name that you may be known by)*

Date of birth

Passport number

Manager's certificate number

20

Certificate expiry date

Full legal name of manager *(including any middle names, aliases and/or maiden name that you may be known by)*

Date of birth

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Certificate expiry date

Full legal name of manager *(including any middle names, aliases and/or maiden name that you may be known by)*

Date of birth

Passport number

Manager's certificate number

20

Certificate expiry date

Conditions

Experience and training of applicant and staff

Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people? *(describe)*

Signature

Dated at this day of 2 0

<input type="text"/>	<input type="text"/>
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Print name

Signature of applicant

Please note

1. This form must be accompanied by the prescribed fee.
2. Within 10 working days after filing this application with the District Licensing Committee, the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

Privacy Statement

Personal information contained in your application and any supporting information will be held by Tararua District Council. It will be provided to the: District Licensing Committee, Police, Medical Officer of Health, New Zealand Fire Service, and Licensing inspectorate, and may be provided to the licensing authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

FORM 7

Public notice



Renewal of off licence (and/or variation of conditions of off licence)

Section 101, Sale and Supply of Alcohol Act 2012

Full name on the licence (e.g. company name, partnership, natural person)

Postal address

has made application to the District Licensing Committee at Dannevirke for the

☐ renewal ☐ variation of conditions

of an off licence in respect of the premises situated at

Physical address of premises

known as

Trading name of premises

The general nature of the business conducted under the licence is

Type of business (e.g. hotel, tavern, bottle store, supermarket, grocery store)

The days on which and the hours during which alcohol is sold under the licence are

Specify days and hours (e.g. Monday to Sunday, 7:00am to 11:00pm)

The applicant seeks to vary the following condition(s)

The application may be inspected during ordinary office hours at the office of the Tararua District Licensing Committee at the Dannevirke Service Centre, 26 Gordon Street, Dannevirke.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the date of the publication of the first notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Tararua District Council, PO Box 115, Dannevirke 4942.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in Section 131 of the Sale and Supply of Alcohol Act 2012.

(In case of publication in newspaper/s) This is the first / second publication of this notice.

(In case of second publication in newspaper/s) This notice was first published on (date) / / 2 0

Publish notice: ☐ Once ☐ Twice

CPTED checklist for off-licensed premises



Windows

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| There is at least 50% transparency in the front of the premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| There is good visibility to and from the premises and the street | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Lighting

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| Internal lighting inside the premises is suitable | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Lighting allows customers to be seen as they enter the premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Lighting allows staff to check IDs etc | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Lighting outside the premises is suitable | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Lighting outside the premises discourages loitering | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Car parks and loading bays are well lit | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Street lighting is outside the premises and is working properly | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Internal layout

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| The cash register is positioned near the main entrance | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| The cash register area is raised to improve visibility | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Safe is out of public view | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| No stock displays are greater than 1.3 metres | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| The entire premises can be seen by the cashier | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| There is good visibility into cold stores | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Where there may be blind spots, mirrors or CCTV are installed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Security

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| Doors and windows are reinforced | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Nothing encourages loitering outside the premises (e.g. notice boards etc) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| There are no recessed entrances to the premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Intruder alarm is installed | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Alarm is monitored by monitoring centre | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Panic buttons are linked to intruder alarm | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

CCTV

CCTV is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
CCTV is positioned to monitor vulnerable areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers are aware of the CCTV system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff understand its operation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Staff

There are sufficient numbers of staff to ensure control of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Two or more workers are on duty after dark	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff are visible to customers upon entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff greet/acknowledge customers entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
A door buzzer notifies staff of customers entering the store	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A