



WAIROA DISTRICT COUNCIL

REGULATORY DEPARTMENT

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📮 PO Box 54, Wairoa 4160, Hawke's Bay
🏠 Coronation Square, Queen Street, Wairoa

INFORMATION SHEET - NEW OR RENEWAL OF OFF-LICENCE

To complete the application you will need to answer all questions, supply all requested documentation and attach the prescribed fee(s). Please ensure you attach this information sheet when lodging your application.

What to include *(Please tick)*

- ☐ The original application.
- ☐ Building & Planning certificates for the purpose of s.100 (f) of the Act. *(new applications only)*
- ☐ If the applicant is not the owner of the premises or conveyance, written consent from the owner to the effect that the owner has no objection to a licence being granted.
- ☐ A copy of all menus, food and drinks. *(new applications only)*
- ☐ A copy of the Certificate of Incorporation *(if applicable)*.
- ☐ Good quality scale plans of the premises or conveyance that clearly demonstrate the following:
 - ☐ The design and layout of the premises
 - ☐ The principle entrance
 - ☐ Any designated areas - clearly highlighted
 - ☐ Any proposed permitted area for the display and promotion of alcohol, and any proposed sub-areas.
- ☐ A photo of the exterior of the premises showing the principal entrance.
- ☐ Where it must be determined whether the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 of the Sale and Supply of Alcohol Regulations 2013.
- ☐ If you are using an alcohol licensing consultant, a letter authorising your consultant to act on your behalf.

When you have all the required documentation, you can lodge your application. Failure to supply all required documents will result in the application being returned.

Your application must be accompanied by the correct application fee. This is not refundable.

Use the fee calculator overleaf to calculate your risk rating and then tick the appropriate box from the table below. All applications must be accompanied by the correct application fee. New applications must also be accompanied by the correct annual fee. Renewal applications do not require an annual fee, this will be invoiced on a date determined by the Wairoa District Licensing Committee.

Please ensure you have accurately assessed your fee. Any errors will incur a further application payment and your licence will not be issued until all outstanding monies are received.

If you are wishing to publish your public notice on the Wairoa District Council website, a \$100.00 fee will apply.

	Risk category (risk weighting)	Application/Renewal fee (incl. GST)	Annual Fee (incl. GST)
	Very low (0-2)	\$368.00	\$161.00
	Low (3-5)	\$609.50	\$391.00
	Medium (6-15)	\$816.50	\$632.50
	High (16-25)	\$1,023.50	\$1,035.00
	Very high (26+)	\$1,207.50	\$1,437.50

Public Notice Fee

\$100

(Public notice will be published on our website)

If you require assistance calculating your risk rating, contact the Wairoa District Council on 06 838 7309.

Office Use Only	Cashier	Comments
Receipt No.		
Receipt amount:		
Application name:		Off

FEE CALCULATOR - NEW OR RENEWAL OF OFF LICENCE

Step 1 - Identify your premises type weighting

☐

Premises type

☐

Your weighting

Type of	Weighting
Supermarket, grocery store, bottle store	15
Off-licence within a hotel or tavern	10
Remote sale premises & premises not otherwise specified	2
Winery cellar door	2

Step 2 - Identify your trading hours weighting

☐

Trading hours

☐

Your weighting

Latest trading time authorised by licence	Weighting
10pm or earlier	0
10.01pm or later	3
Remote sale	0

Information - Trading hours

- For new applications, select the weighting that corresponds with the trading hours you are applying for.
- For renewals with no variation sought, select the weighting that corresponds with the trading hours currently described on your licence.
- For renewals with a variation sought, select the weighting that corresponds with the proposed trading hours that you are seeking through the variation.

Step 3 - Identify your enforcement/holdings weighting

☐

Enforcement

☐

Your weighting

Number of holding in last 18 months	Weighting
None	0
1	10
2 or more	20

Information - Holdings

A holding is a conviction for any offence prescribed within Section 288 of the Sale and Supply of Alcohol Act 2012, or a conviction for any equivalent offence under the Sale of Liquor Act 1989.

Step 4 - Calculate your risk rating

☐

P

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H

☐

E

= Risk rating

☐☐☐

=

Return to the fees table on page 1 and tick the box that corresponds with your risk rating.

Lodgment & Payment Options

Post your completed application form to: Wairoa District Council, PO Box 54, Wairoa 4160.

Lodge your application in person with cash or Eftpos at Wairoa District Council, 97-103 Queen Street, Wairoa.

Section One | The Application

To the secretary, Wairoa District Licensing Committee: Application for:

- ☐ A new off-licence is made in accordance with the details below, or
- ☐ Renewal of an off-licence under the same conditions is made in accordance with the details below, or
- ☐ Renewal of an off-licence with changes sought to the existing conditions is made in accordance with the details below. If any changes are sought to the existing conditions of an off-licence, describe every change sought:

Section Two | Endorsements

Tick the endorsement, if any, that is sought, or sought to be renewed:

- ☐ Section 39, Auctioneer
- ☐ Section 40, Remote sales only

Section Three | The Applicant

Company name or full legal name(s) of person(s) to be on licence:

Existing licence(s)

Is a licence of any type already held for the premises or conveyance concerned?

☐ Yes

☐ No

If "Yes", provide details of the licence(s) below:

Status of the applicant (tick appropriate option)

- | | |
|---|--|
| <input type="checkbox"/> Natural person | <input type="checkbox"/> Private |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Local Authority |
| <input type="checkbox"/> Public Company | <input type="checkbox"/> Licensing Trust |
| <input type="checkbox"/> Trustee | |
| <input type="checkbox"/> Board, organisation or other body to which section 28(1)(c) of the Act applies | |
| <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988 | |
| <input type="checkbox"/> Government department or other instrument of the Crown | |

Applicant details *(natural persons only)*

For an applicant that is a natural person or persons, provide the following details for each applicant.

Full legal name: _____

Any aliases used by the applicant: _____

Full Residential address: _____
Postcode: _____
Email address: _____
Gender: ☐ Male ☐ Female ☐ Other
Occupation: _____
Date of birth: _____ Place of birth: _____
Daytime contact name & phone number: _____
Preferred mode of contact: _____

If any additional applicants exist, provide their details as a separate attachment.

☐ Tick this box if further applicant details have been supplied as separate attachment.

Applicant details *(applicants other than natural persons)*

For all applicants other than natural persons, provide the following details:

Name of contact person: _____
Daytime phone number: _____ Mobile phone number: _____
Fax number: _____ Email address: _____
Preferred mode of contact: _____

Postal address for service documents

Building name: *(if any)* _____
Street number: _____ Street name: _____
Suburb: _____ City: _____

Business Details

Describe the principle business, or any other business conducted by the applicant:

Criminal convictions

Has the applicant been convicted of any criminal convictions?

☐ Yes

☐ No

If "Yes", provide details including dates of convictions & penalties imposed:

* State all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004)

Section Four | Further details where the applicant is a body corporate

For an applicant that is a body corporate, under which authority is the body incorporated?

Section Five | Further details where the applicant is a company

Section Six | Further details where the applicant is a partnership

For an applicant that is a partnership, provide the following details:

Partner 1

Full legal name: _____

Address: _____ Postcode: _____

Date of birth: _____ Place of birth: _____

Signature: _____

Partner 2

Full legal name: _____

Address: _____ Postcode: _____

Date of birth: _____ Place of birth: _____

Signature: _____

If any additional partners exist, provide their details as a separate attachment.

☐ Tick this box if further partner details have been supplied as a separate attachment.

Section Seven | Further details where the applicant is a public company

For an applicant that is a public company, provide the 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 legal name: *(of shareholder)* _____

Address: *(shareholder)* _____ Postcode: _____

Date of birth: _____ Place of birth: _____

Designation: _____

Full legal name: *(of shareholder)* _____

Address: *(shareholder)* _____ Postcode: _____

Date of birth: _____ Place of birth: _____

Designation: _____

Full legal name: *(of shareholder)* _____

Address: *(shareholder)* _____ Postcode: _____

Date of birth: _____ Place of birth: _____

Designation: _____

If any additional public shareholders exist, provide their details as a separate attachment.

☐ Tick this box if further public shareholder details have been supplied as a separate attachment.

Section Eight | Further details where the applicant is a private company

For an applicant that is a company incorporated under the Companies Act 1993, provide the following details:

Authorised capital: _____

Paid up capital: _____

Shareholder details

Full legal name: *(of shareholder)* _____

Address: *(shareholder)* _____

Postcode: _____

Date of birth: _____

Place of birth: _____

Designation: _____

Face value of shares held: _____

Full legal name: *(of shareholder)* _____

Address: *(shareholder)* _____

Postcode: _____

Date of birth: _____

Place of birth: _____

Designation: _____

Face value of shares held: _____

If any additional private shareholders exist, provide their details as a separate attachment.

☐ Tick this box if further private shareholder details have been supplied as a separate attachment.

Section Nine | Details of premises

Full legal address of premises

Building name: *(if any)* _____

Street number: _____

Street name: _____

Suburb: _____

City & Postcode: _____

Does the applicant own the premises?

☐ Yes

☐ No

If "No", what is the full legal name and address of the owner:

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

Is a licence conditional upon construction or completion of building work?

☐ Yes

☐ No

If "Yes", provide details:

Section Ten | Management

Provide the following details in respect of each manager or proposed manager:

Full legal name: _____

Certification number: _____ Certificate expiry date: _____

Full legal name: _____

Certification number: _____ Certificate expiry date: _____

Full legal name: _____

Certification number: _____ Certificate expiry date: _____

Full legal name: _____

Certification number: _____ Certificate expiry date: _____

If any additional managers are to be employed, provide their details as a separate attachment.

☐ Tick this box if further manager's details have been supplied as separate attachment.

Section Eleven | Business details

Is the sale of alcohol intended to be principal purpose of the business?

☐ Yes

☐ No

If "No", intended principal purpose or object of the business:

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

☐ Yes

☐ No

If "Yes", state the nature of those other goods or services:

Proposed trading hours

Describe the trading hours proposed for the sale of alcohol:

Type of licence sought

State the type of licence sought: *(grocery, hotel, supermarket etc.)*

Section Twelve | Conditions

Prohibited persons

What steps does the business propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

Other steps to be taken

What other steps does the business propose to take aimed at promoting the responsible consumption of alcohol?

Other systems in place

What systems (including staff training) and staff are in place (or to be in place) for compliance with the Act?

Applicants experience

Describe any relevant experience or training of the applicant:

Section Thirteen | Amenity & good order**Nuisance & vandalism**

Are there any current levels of nuisance or vandalism affecting the locality, and could granting the application exacerbate or introduce the level of nuisance or vandalism? If so, what plan does the applicant have to reduce the level of nuisance or vandalism?

Other licensed premises

What other licensed premises are there in the vicinity of the premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

Neighboring land use

What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighboring land use? If so, in what way

☐ Tick this box to confirm that you have read page 1 and have provided all of the items listed.

This image shows a full page of white paper with horizontal grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signed at: (place)

Date: _____

Applicant name:

Applicant signature:

PUBLIC NOTICES - NEW OR RENEWAL OF OFF-LICENCE

Within 10 working days of lodging a renewal application or 20 working days for new applications, a notice of the application (Form 7) must be placed on the Wairoa District Council Website. The renewal of very-low and low risk premises requires the placement of only one notice. For all other applications, notices must be placed twice in the same paper, not more than 10 working days apart. This is known as the “news-paper notice”.

Within 20 working days of lodging any application, a notice of the application (Form 7) must be attached in a conspicuous place on or adjacent to the site to which this application relates for a period of not less than 10 days. This is known as the - site notice.

Public Notice - Site Notice

The correct form of the notice to be displayed on or adjacent to the premises is as follows:

Form 7 - Public notice of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence) *Section 101, Sale and Supply of Alcohol Act 2012*

Full name of the licence holder: _____

Address: _____

Occupation: _____

Has made application to the District Licensing Committee at Wairoa for the *(issue or renewal or variation of conditions)* of a:

_____ *(state kind of licence)*

In respect of premises situated at: *(or the [specify kind of conveyance] known as)*

The general nature of the business conducted (or to be conducted) under the licence is: *(type of business, e.g. hotel, tavern, restaurant, entertainment/night club)*

The days on which and the hours during which alcohol *(is or is intended to be)* sold under the licence are: *(specify days and hours)*

The application may be inspected during ordinary office hours at the office of the Wairoa District Licensing Committee at: 97-103 Queen Street, Wairoa

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 this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at: PO Box 54, Wairoa, 4160

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

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.

Public Notice - Wairoa District Council Website

The correct form of the notice to be displayed on the Wairoa District Council Website as follows:

Form 7 - Public notice of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence) *Section 101, Sale and Supply of Alcohol Act 2012*

Full name of the licence holder: _____

Address: _____

Occupation: _____

Has made application to the District Licensing Committee at Wairoa for the *(issue or renewal or variation of conditions)* of a:

_____ *(state kind of licence)*

In respect of premises situated at: *(or the [specify kind of conveyance] known as)*

The general nature of the business conducted (or to be conducted) under the licence is: *(type of business, e.g. hotel, tavern, restaurant, entertainment/night club)*

The days on which and the hours during which alcohol *(is or is intended to be)* sold under the licence are: *(specify days and hours)*

The application may be inspected during ordinary office hours at the office of the Wairoa District Licensing Committee at: 97-103 Queen Street, Wairoa

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 this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at: PO Box 54, Wairoa, 4160

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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.

[illegible]

Fire Evacuation Statement

This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, special and club licences in accordance with Section 100 and 127 of the Sale and Supply of Alcohol Act 2012

Premises Name	
Premises Address	
Applicants Name	Phone Number
Email	

Fire Evacuation Scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons**:
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site. www.fireandemergency.nz or Contact Fire and Emergency New Zealand at EvacHawkesBayDistrict@fireandemergency.nz.*

I HEREBY STATE THAT – (Tick one)

- ☐ the **owner** of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017;
OR
☐ because of the building's current use, its owner is not required to provide and maintain such a scheme;
OR
☐ because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

NOTE: *If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 –*

this does not require approval by Fire and Emergency New Zealand

Dated
Applicants Signature