



# WAIROA DISTRICT COUNCIL

## REGULATORY DEPARTMENT

☎ +64 6 838 7309  
☎ +64 6 838 8874  
✉ [consents@wairoadc.govt.nz](mailto:consents@wairoadc.govt.nz)

🌐 [www.wairoadc.govt.nz](http://www.wairoadc.govt.nz)  
📮 PO Box 54, Wairoa 4160, Hawke's Bay  
🏠 Coronation Square, Queen Street, Wairoa

### APPLICATION FOR VARIATION OR CANCELLATION OF CONDITIONS OF LICENCE

Please complete this application if you wish to apply for Variation or Cancellation of Conditions of Licence under Section 120 Sale and Supply of the Alcohol Act 2012.

Please note that the Applicant must be the person or entity that receives the revenue from the sale of liquor (e.g the name on the bank account). In respect of the status of the Applicant, see Section 28 of the Sale and Supply of Alcohol Act 2012.

#### Fees

A fee is required before your application will be processed. Please check the fees table below to determine your application fee. Please ensure you have accurately assessed your fee. Any errors will incur a further application payment and your licence will not be issued before the difference is paid. If you require assistance calculating your risk rating, please contact the Wairoa District Council on 06 838 7309. Fees are not refundable.

	Risk Category (Risk Weighting)	Risk/Cost Application Fee (incl. GST)
	Very Low (0-2)	\$368.00
	Low (3-5)	\$609.50
	Medium (6-15)	\$816.50
	High (16-25)	\$1,023.50
	Very High (26+)	\$1,207.50

#### Licensee Details

Full Name \_\_\_\_\_  
Postal Address \_\_\_\_\_  
\_\_\_\_\_  
Post Code \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

#### Licence Details

Type of Licence ☐ On-Licence ☐ Off-Licence ☐ Club Licence

Licence No. \_\_\_\_\_

#### Details of Premise

Address \_\_\_\_\_  
\_\_\_\_\_  
Post Code \_\_\_\_\_  
Trading Name or  
Name of Building \_\_\_\_\_

#### Details of Conveyance (if applicable)

Type of Conveyance \_\_\_\_\_  
Address of Home Base \_\_\_\_\_  
Trading or Other Name \_\_\_\_\_

### Conditions (at present)

Terms of Conditions at Present

### Conditions (sought)

Action Sought  
(please tick one)

☐ Variation

☐ Cancellation

If **Variation**, in what respect does the Applicant seek to vary the condition?

Please describe the full reason(s) for **Variation** or **Cancellation**.

### Information Required to be Submitted

To be accepted for processing your application should include the following:

- ☐ One copy of completed application form
- ☐ Prescribed Fee (paid)
- ☐ For variations to a licenced area, a scale plan of the proposed premises or conveyance with a broad black line showing:
  - ☐ Those parts of the premises/conveyance that are to be used for the scale of supply of alcohol.
  - ☐ Those parts of the premises/conveyance (if any) that the Applicant intends should be designated as restricted areas or as supervised areas.
  - ☐ Each entrance to the premise that the Applicant intends should be designated as a principal entrance.

- ☐ Completed public notice forms (form 7 & 7A)

*Within 20 working days after filing this application form with the District Licensing Committee (Wairoa District Council) (or 10 working days if it is an application for renewal), 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).*

*Within 10 working days after filing this application with the District Licensing Committee (Wairoa District Council), the Applicant must ensure that notice of this application in form 7A is attached in a conspicuous place 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).*

- ☐ Covering letter/additional information relevant to this application

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### Payment

Please reference your payments as follows:

First 5 letters of applicant name e.g *DSMITH*.

Please note processing will not begin until payment is received (or identified if incorrectly referenced).

**A Fee for Variation or Cancellation of Conditions of Licence: \$368 (Very Low); \$609.50 (Low); \$816.50 (Medium); \$1,023.50 (High); \$1,207.50 (Very High) incl. GST**

I confirm payment by ☐ Bank transfer to account 03 0785 0070470 00  
☐ Cheque payable to Wairoa District Council attached  
☐ Manual Payment at reception

Reference

Amount Paid

Date of Payment

### Application & Declaration

*The council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.*

Signature Applicant

Full Name Applicant

Date

**WDC Office Use Only**

Application Received by WDC on

Premises Cost/Risk Rating

Application Fee (GST incl)

Payment Received by WDC on

Receipt Number

\$