



# WAIROA DISTRICT COUNCIL

## REGULATORY DEPARTMENT

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✉ consents@wairoadc.govt.nz

🌐 www.wairoadc.govt.nz  
📮 PO Box 54, Wairoa 4160, Hawke's Bay  
🏠 Coronation Square, Queen Street, Wairoa

### INFORMATION SHEET - NEW OR RENEWAL OF ON-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 form. The correct application fee.
- The correct annual fee *(new applications only)*.
- 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 *(new applications only)*.
- A copy of all menus, food and drinks *(new applications only)*.
- A copy of the Certificate of Incorporation *(new applications only, if applicable)*.
- Good quality scale plans of the premises or conveyance that clearly demonstrate the following:  
*(new applications only)*
  - 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 *(new applications only)*.
- 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 *(new applications only)*.
- 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.

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

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:		On

## FEE CALCULATOR - NEW OR RENEWAL OF ON-LICENCE

### Step 1 - Identify your premises type weighting

<input type="checkbox"/> P	Premises type	<b>Type of</b>	<b>Weighting</b>
<input type="checkbox"/>	Your weighting	Class 1* restaurant, night club, tavern, adult premises	15
		Class 2* restaurant, hotel, function centre	10
		Class 3 * restaurant, other premises not otherwise specified	5
		BYO restaurants, theatres, cinemas, winery cellar doors	2

### Step 2 - Identify your trading hours weighting

<input type="checkbox"/> H	Trading hours	<b>Latest trading time authorised by licence</b>	<b>Weighting</b>
<input type="checkbox"/>	Your weighting	2am or earlier	0
		2.01am to 3am	3
		Any time after 3am	5

#### Information - Restaurant classes

- Class 1 restaurant means a restaurant with a significant separate bar area which, in the opinion of the DLC, operates that bar at least one night a week in the nature of a tavern.
- Class 2 restaurant means a restaurant that has a separate bar area (which may include a small bar area) but which, in the opinion of the DLC, does not operate that area in the nature of a tavern at any time.
- Class 3 restaurant means a restaurant that only serves alcohol to tables and does not have a separate bar.

\*For restaurants, select the weighting you believe best describes your business. The DLC will need to assess your application and may need to inspect the premises prior to confirming the correct class.

### Step 3 - Identify your enforcement/holdings weighting

<input type="checkbox"/> E	Enforcement	<b>Number of holding in last 18 months</b>	<b>Weighting</b>
<input type="checkbox"/>	Your weighting	None	0
		1	10
		2 or more	20

#### Information - Holdings

A holding is a conviction for any offence prescribed withing 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 you risk rating

P +  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 with cheque to: Wairoa District Council, PO Box 54, Wairoa 4160.

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

**Section One | The Application**

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

- A new on-licence is made in accordance with the details below, or
- Renewal of an on-licence under the same conditions is made in accordance with the details below, or
- Renewal of an on-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 on-licence, describe every change sought:

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**Section Two | Endorsements**

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

- Caterer
- BYO

**Section Three | The Applicant**

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

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**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:*

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**Status of the applicant (tick appropriate option)**

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

**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**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section Six | Further details where the applicant is a partnership**

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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**

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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:*

\_\_\_\_\_  
\_\_\_\_\_

### Fire safety declaration

For an application that is made in respect of premises, the applicant must confirm that:

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by s.21B of the Fire Service Act 1975; 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.

## Section Ten | Management

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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

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

Yes

No

*If "No", intended principal purpose or object of club:*

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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:*

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**Proposed trading hours**

Describe the trading hours proposed for the sale of alcohol:

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**Type of licence sought**

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

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**Section Twelve | Conditions**

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What provision does the Applicant intend to make for the sale of:

**Food**

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**Non-alcoholic refreshments**

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**Low-alcohol beverages**

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**Drinking Water**

To what extent, and where, is drinking water intended to be freely available:

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If no access to mains water, is potable water intended to be available?

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**Alternative Transport**

What steps does the club propose to take to provide assistance with, or information about, alternative forms of transport?

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**Prohibited persons**

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

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**Other steps to be taken**

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

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**Other systems in place**

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

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**Applicants experience**

Describe any relevant experience or training of the applicant:

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**Section Thirteen | Amenity & good order**

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**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?

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**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)

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**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

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**Section Fourteen | Attachments**

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

Notes:

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**Section Fifteen | Signature**

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Signed at: (place) \_\_\_\_\_

Date: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

## PUBLIC NOTICES - NEW OR RENEWAL OF ON-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 in the Wairoa Star. 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

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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 15 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 - Newspaper Notice**

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The correct form of the notice to be displayed within the Wairoa Star 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 15 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.

This is the *(state whether first, second or only)* \_\_\_\_\_ publication of this notice.

This notice was first published on: \_\_\_\_\_  
*(state date)*



## DECLARATION OF EVACUATION SCHEME

To be used for new/renewal of on, off and club alcohol licences (Sale and Supply of Alcohol Act 2012 sections 100 &127)

Licence number: \_\_\_\_\_

For premises known as: \_\_\_\_\_

Located at: \_\_\_\_\_

I, (applicant) \_\_\_\_\_ *(please print)*

herewith state that: *(please delete whichever does not apply)*

- i. The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21(b) of the Fire Service Act 1975.  
*OR*
- ii. Because of the buildings current use, the owner is not required to provide and maintain such a scheme.  
*OR*
- iii. Because of the nature of the building, its owner is exempt from the requirement to provide such a scheme.

Signature: *(Applicant)* \_\_\_\_\_

Date: \_\_\_\_\_

### Must be confirmed by authorised Fire Safety Officer

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Contact Details - Authorised Fire Safety Officer

Signature: \_\_\_\_\_

Name: *(please print)* \_\_\_\_\_

Date: \_\_\_\_\_

**Contact:** bob.palmer@fireemergency.nz | 027 499 73 43

## **SAMPLE HOST RESPONSIBILITY POLICY**

### ***Host Responsibility Policy***

#### **Our Commitment to You, Our Patrons/Members**

**As a responsible supplier of alcohol, we have a social and legal obligation to create a safe environment, where you may drink in moderation and enjoy good food and entertainment. We want to see you back again so we will also assist you to get home safely.**

The Management and Staff of *[insert name of premises]* have a responsibility to provide an environment that is not only comfortable and welcoming but also where alcohol and other products are served responsibly in a smokefree environment. We have therefore implemented the following Host Responsibility Policy.

- We provide, and actively promote, a range of non-alcoholic drinks *[specify here the types of non-alcoholic drinks eg, fruit juices, soft drinks, tea and coffee]*.
- Water is available free of charge at all times.
- Low alcohol drink options are available and include *[enter names here]* beer.
- We encourage our guests/members to choose from our varied selection of food, ranging from snack foods to meals. Please see the menus and signage located throughout the premises.
- It is against the law to sell or supply alcohol and tobacco products to minors (under the age of 18 years). If we believe our guests are under the age of 25, we will ask for identification. Acceptable forms of proof of age are a NZ photo driver's licence, the Hospitality NZ 18+ card, and an original, valid passport.
- It is against the law to allow smoking within an internal area of a licensed premise. We take all practical steps to ensure our guests do not smoke within our indoor premises. We encourage our guests to use the designated outdoor areas provided.
- Our staff have your safety and enjoyment in mind. They are trained to deal with anyone who may become intoxicated and will politely intervene to prevent them from becoming a danger or nuisance. Guests/members who are visibly intoxicated will not be served alcohol, and will be asked to leave the premises and encouraged to take advantage of safe transport options.
- We promote transport options to get you safely home. Please ask us for further information.
- We encourage people to have a lifesaver (designated driver). We will make the lifesaver's job more attractive by providing an interesting range of low alcohol and non-alcoholic drinks.
- We make sure all of our services are well promoted – you won't have to go looking for them.
- We maintain a training and management policy to give our staff the skills and support they need to do their job responsibly.

**Please be our guest/responsible club member and take advantage of the services we offer.**

**Host responsibility makes sure that everyone has a good time, and leaves in safe shape for the trip home. It could save our licence, and it could save your life.**

**Thank you for visiting our premises/club.  
We hope you have an enjoyable time and look forward to seeing you again soon.**