

## Guide for new Off-licence or renewal

Section 100 and 127(2), Sale and Supply of  
Alcohol Act 1989



**WHANGANUI  
DISTRICT COUNCIL**  
Te Kaunihera a Rohe o Whanganui

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

### Background

It is a legal requirement under the Sale and Supply of Alcohol Act 2012 that you have a licence before you can sell or supply alcohol.

The District Licensing Committee (DLC) is part of the Whanganui District Council and is where you go to obtain a liquor licence.

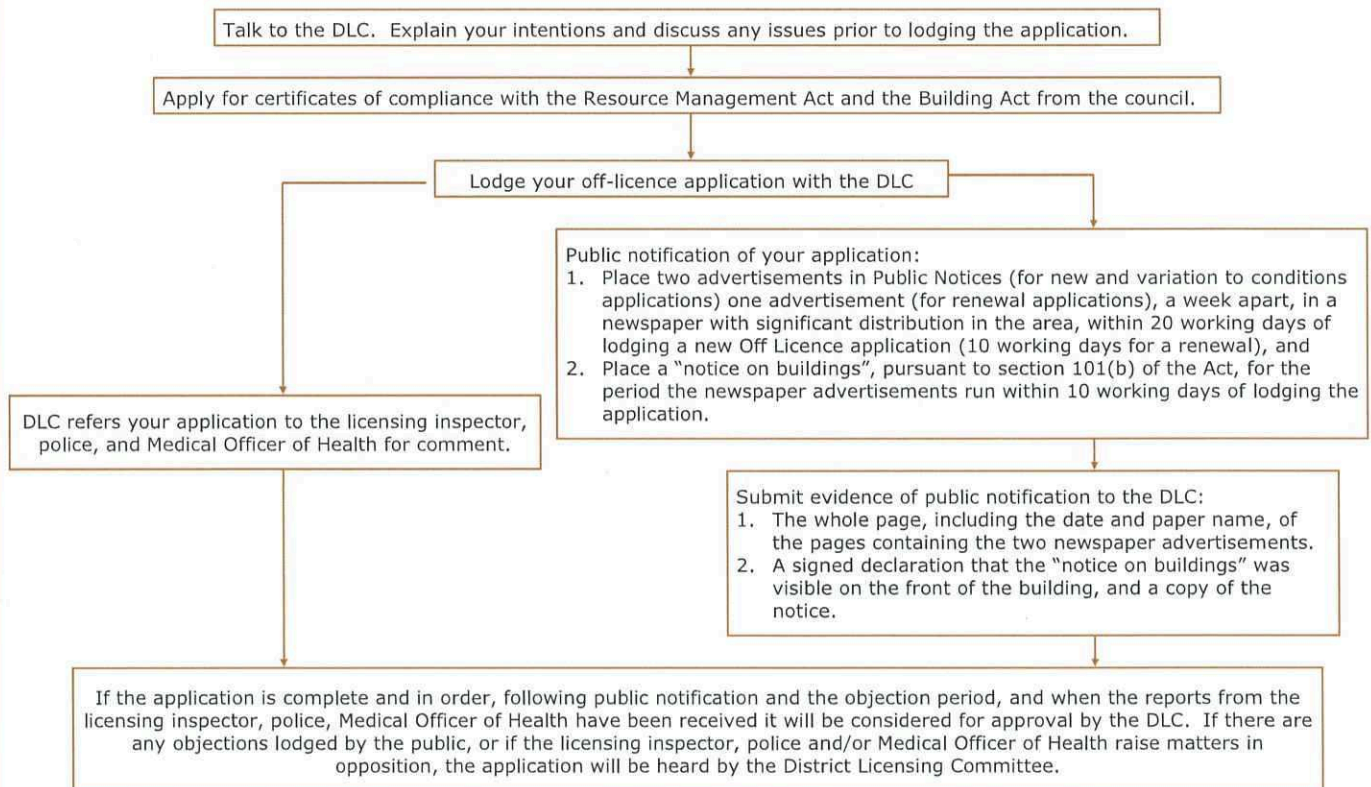
The object of the Act is to ensure the responsible sale and supply of alcohol. The process for issuing licenses means that checks are done to make sure

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 managers 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 alcohol for consumption on their premises, but alcohol cannot be removed from the site.

### Process



#### Cost

The off-licence application fee and renewal fee is dependant on the cost/risk weighting of each premise, the weighting may vary depending on the type of off-licence you require/operate under, your trading hours and whether any enforcement action has been taken against your premise. You are also required to pay an annual fee also based on the cost/risk weighting.

You will also face advertising costs to meet the

public notice requirements (approximately \$150-\$200). New applications will also incur additional costs to obtain a Certificate of Compliance (\$120)

#### Processing times

It could take up to 8–12 weeks to process your application. If an objection is received, it could take longer.

The processing time is very much dependent on the applicant submitting a complete application with all attachments.

**\*An application for an Off-licence WILL NOT BE ACCEPTED unless a photocopy of the application form is attached**



## 1. Details of applicant

### 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.** Provide details of any other types of licences you may have held

- 1c/1d.** Individual applicants should detail their current occupations and date of birth.

### 1e. Status of applicant

- ☒ Tick the applicable description of the applicant.

- 1f.** Postal address for formal correspondence  
This is where the Agency will send licenses, newsletters etc.

### 1g/1h. Daytime contact

Daytime contact number and telephone numbers. Someone the DLC can speak to during normal office hours. Also supply this persons date of birth.

- 1i.** The DLC may wish to send some correspondence via email, please provide an email address that we may best contact you on.
- 1j.** State any Criminal convictions other than 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 applies.

## 2. 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.

## 3. Business details

### 3a. Principal purpose of the business

Indicate the main business activity e.g. hotel, bottle store.

Across the bar off-licenses hours generally follow those granted for the On-licence.

- 3b.** If you intend to engage in the sale of supply of goods other than liquor or food, please provide details.

### 3c. Hours of operation

It is vital that you adhere to the days and hours approved under the licence. The police will check this once the business is operating.

You are not required to be open at all times approved in your licence.

However, if you wish to have the hours extended for a special event, you will need to obtain a special licence from the DLC.

- 3d.** At all times when liquor is being sold or supplied to the public a manager, appointed under section 231 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 DLC at the council issues manager's certificates in Whanganui.

## 4. Premise details

### 4a. Proposed trading address

Detail the address that you wish to licence.

### 4b. General nature of the business

Indicate whether your business is:

**Hotel/Tavern:** with associated bottle store (or across the bar).

**Club:**

- Class 1 Are Large Clubs with 1,000 or more members of drinking age) and which, in the opinion of the TA operates in the nature of a tavern)

- Class 2 Clubs which do not fit class 1 or class 3 definitions

- Class 3 clubs which, in the opinion of the TA, are small clubs (with up to 250 members of drinking age) and which operates a bar for 40 hours or less per week.

**Stand alone bottle store/winery/distiller:** principal business the manufacture and sale of liquor.

**Remote Sale Premises:** Internet sales

**Supermarket:** floor area at least 1000 sq metres.

**Grocery store:** principal business is main order household food stuff requirements.

**Other:** please specify

**4c. Proposed trading name**

- ☒ Please provide the trading name that you intend to use for the premises.

**4d. Construction incomplete**

- ☒ Tick yes if the premises are currently under construction, or construction work has yet to start. An application for off-licence can only be accepted once a building certificate and planning certificate has been issued by the council. If your project involves a building conducted on the site since 1991, you will need to obtain a code compliance certificate (CCC) before the liquor licence can be issued.

**4e. 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.

**4f. 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).

☐ 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.

**4g. Complimentary samples**

Indicate if you intend to provide complimentary samples of liquor on the premise.

**5. Conditions**

**5a/d.** These items relate to host responsibility, which is an integral part of the sale and supply of alcohol. Host responsibility is the term given to the strategies that you, as a host, have in place to ensure that your premise provides a safe drinking environment.

All applicants for an off-licence must be able to show how host responsibility will take place within their premise. This includes ensuring that management and staff are trained in host responsibility practices and keep updating their skills. There should be a host responsibility policy prominently displayed in your premises.

Your off-licence will only be issued if you comply with all the basic elements of a host responsibility programme:

- Serving alcohol responsibly
- Providing and actively promoting low and non-alcoholic alternatives
- Providing and actively promoting appropriate food
- Identifying and responsibly dealing with underage and intoxicated people
- Arranging safe transport options

**5b/5c.** Outline your proposals and signage relating to the non service to minors and intoxicated persons.

**6. 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 licensee(s), not their agent



# Application for Off licence or renewal

Section 100 and 127(2), Sale and Supply of  
Alcohol Act 2012



**WHANGANUI  
DISTRICT COUNCIL**  
Te Kaunihera a Rohe o Whanganui

Fill this form out with the assistance of the Application for the Off-licence Guide—numbers on this form relate to explanatory notes in the guide.

To the Secretary  
District Licensing Committee  
Whanganui District Council

Please tick where applicable

Application for

☐

Off Licence

☐

Renewal of Off Licence

Endorsements [state (by type)  
every endorsement sought or  
sought to be renewed]


## 1. Details of applicant(s)

1a. Full legal name or names to be  
on licence [whom ever will profit  
from the sale of liquor]


1b. Licence held for any premises  
or conveyance concerned?

☐

Yes

☐

No

Kind of licence

--

1c. Occupation (if applicant is an  
individual)

--

1d. Date of birth  
(if applicant is an individual)

/	/	/
---	---	---

1e. Status of applicant

☐

Natural person

☐

Private company

☐

Government department or other instrument of the Crown

☐

Licensing Trust

☐

Partnership

☐

Club

☐

Incorporated Society

☐

Territorial authority

☐

Trustee

☐

Public company

☐

Body Corporate

1f. Postal address (for service of  
documents)


1g. Contact person (during normal  
office hours) and date of birth

	/	/
--	---	---

1h. Contact numbers

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Phone

Mobile

Fax

1i. Email/website address

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1j. Has the applicant been convicted of any offence?  
(Includes traffic offences, driving offences involving  
drink or drugs, but not parking infringements)

☐

Yes

☐

No

If YES, what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered

## 2. Business details where the applicant is a company

2a. Date of incorporation

--

2b. Place of incorporation

--

2c. Full details of each director and the secretary

Full Name

Address

Date of Birth

Place of Birth

Position Held

/	/	/

Full Name

Address

Date of Birth

Place of Birth

Position Held

/	/	/

**Business details where the applicant is a company**

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	

**2d.**☐

Authorised capital

☐

Paid-up capital

**2e. Full details of each person who holds shares issued by the company**

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	
Face value of shares held	\$

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	
Face value of shares held	\$

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	
Face value of shares held	\$

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Position Held	
Face value of shares held	\$

**Further details where applicant is a public company****2f. 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 Name	
Address	
Date of Birth	/ /
Place of Birth	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	

**Further details where applicant is a partnership****2g. Full details of each partner**

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Signature	

Full Name	
Address	
Date of Birth	/ /
Place of Birth	
Signature	

**Continue**

### 3. Business details

- 3a. Is the sale of liquor intended to be the principal purpose of the business? ☐ Yes ☐ No

If **no**: (i) What is the intended principal purpose of the business?

(ii) What part of Section 32 of the Act is applicable to this application?

- 3b. Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food? ☐ Yes ☐ No

If **yes**: (i) What is the nature of those other goods or services?

- 3c. On which days and during what hours does the applicant intend to sell liquor under this licence?

Day(s)	Hours

- 3d. Full name of manager(s) to be employed, certificate numbers of manager's certificate(s) it expiry and date of birth

Name/Certificate No./Expiry/DOB

Name/Certificate No./Expiry/DOB

Name/Certificate No./Expiry/DOB

- 3e. Where this application is a renewal provide the current Licence Number:

3f.Expiry date

### 4. Premise details

- 4a. Address of proposed licensed premises

- 4b. Type of premises

- ☐ Hotel/tavern ☐ Bottle Store ☐ Remote Sale Premises  
☐ Supermarket ☐ Grocery store ☐ Winery cellar doors  
☐ Club-Class 1 that has 1,000 or more members of drinking age and operates in the nature of a tavern  
☐ Club-Class 2 not Class 1 or Class 3  
☐ Club-Class 3 that has up to 250 members of drinking age and operates a bar for 40 hours or less per week  
☐ Other (please specify)

- 4c. Proposed trading name of business (if any)

- 4d. Is a licence sought conditional upon construction or completion of building of the premises? ☐ Yes ☐ No

- 4e. What part (if any) of the premises or conveyance does the applicant propose to designated as:

(i) A restricted area

(ii) A supervised area

(iii) Undesignated area (specify reason)



## Premise details continued

4f. Does the applicant own the proposed licensed premises?

☐ Yes

☐ No

If **no**, (i) What is the full name and address of the owner?


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

--

Form of tenure

--

Term of tenure

4g. Does the applicant intend to provide complimentary samples of liquor on the premises?

☐ Yes

☐ No

## 5. Conditions

5a. What Experience and training has the applicant undertaken?


5b. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to sale of liquor to prohibited persons are observed?


5c. What steps does the applicant propose to take to Promoting responsible consumption of alcohol?


5d. What other systems (including training systems) does the applicant intend to put in place for staff to comply with the Act?


## 6. Signature

	Dated at	this	day of	
--	----------	------	--------	--

Signature	(town/city)	(month)	(year)
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Name (print clearly)

## 7. Notes

### Notes:

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (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).
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 the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).
4. Where it must be determined whether the premises are a grocery store, the statement of annual sales revenue as required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013, are to be attached.

**\*This WILL NOT BE ACCEPTED unless a photocopy of the application form is attached**

Continue

**Office Use**

Type of licensed premise	Class	Weighting	Weighting applied
Off-Bottle Store		15	
Off-Club	Class 1 at least 1,000 members of age/ operates as a tavern at any time	5	
Off-Club	Class 2—not Class 1 or Class 3	5	
Off-Club	Class 3 >250 members of age/less than 40 hours each week	5	
Off-Grocery		15	
Off-Hotel		10	
Off-Remote Sale Premises		5	
Off-Supermarket		15	
Off-Tavern		10	
Off-Winery cellar doors		2	
Off-Not otherwise specified		5	
<b>Latest licensed hours</b>		<b>Weighting</b>	
Off-Remote sales premises		0	
Off-licenses 10.00pm or earlier		0	
Off-licenses any time after 10.00pm		3	
<b>No. of enforcements in last 18 months</b>		<b>Weighting</b>	
None		0	
1		10	
2 or more		20	
<b>TOTAL WEIGHTING</b>			
<b>Cost/risk category based on weighting</b>		<b>Application/ Renewal Fee</b>	<b>Annual Fee</b>
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 plus)		\$1,207.50	\$1,437.50
<b>FEE PAYABLE</b>		<b>\$</b>	<b>\$</b>



**Checklist for  
Off-licence or renewal**  
Section 100 and 127(2), Sale and Supply of  
Alcohol Act 2012



**WHANGANUI  
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**How to use this checklist**

Use this checklist when finalising your OFF licence or renewal to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

All items on this checklist must be TICKED to show that they are either provided (P) or are not applicable to your project (N/A).

Use the Renewal ONLY Column for items that are required just for a renewal.

Later additional information may be requested during the processing of your OFF Licence to confirm compliance.

Office Use	Applicant use	P—Information provided	N/A—not applicable to this project
	P N/A Renewal ONLY		
		<p><b>(Where the applicant is incorporated)</b> - A copy of the CERTIFICATE OF INCORPORATION or other documentary evidence of its incorporation.</p> <p><b>(Where the applicant is a Club)</b> - Evidence that the Club—</p> <ul style="list-style-type: none"> <li>• Held a Charter under Section 164 of the Sale of Liquor Act 1962 immediately before the 1st day of April 1999; or</li> <li>• Holds a Club Licence under the Sale of Liquor Act 1989 or Sale and Supply of Alcohol 2012, and is not a Sports Club</li> </ul> <p><b>(Where the applicant relates to a HOTEL or TAVERN)</b> - A reference to the number on the On licence held by the applicant in respect of a Hotel or Tavern.</p> <p><b>(Where the application relates to premises in which the principal business is the MANUFACTURE OR SALE OF LIQUOR)</b> - Particulars of principal business conducted on the premises.</p> <p><b>(Where the application relates to a SUPERMARKET)</b> - Particulars of the floor area of the supermarket, including any separate Departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetable, and delicatessen items.</p> <p><b>(Where the application relates to a GROCERY STORE)</b> - Particulars of the principal business of the store including evidence and <b>certified</b> accounts showing the percentage of turnover that is derived from the sale of main order household foodstuffs.</p> <p><b>(Where the application is made IN RELIANCE OF SECTION 34)</b> Evidence to show that the sale of liquor in premises of a kind described would not be economic.</p> <p><b>(Where the application is made IN RELIANCE OF SECTION 35)</b> Particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complementary.</p> <p><b>(Where the application relates to the business of a caterer)</b> Evidence to show that the applicant is or will be conducting the business of a caterer, including the frequency and types of functions that are or are proposed to be catered for.</p> <p>A <b>SCALE PLAN</b> showing:</p> <ul style="list-style-type: none"> <li>• Those parts of the premises that are to be used for the sale or supply of alcohol; and</li> <li>• Those parts of the premises (if any) that the applicant intends should be designated as restricted areas, supervised areas or un-designated areas; and</li> <li>• <b>(Except where the applicant is a Club)</b> - Each entrance to the premises that the applicant intends should be designated as a principal entrance</li> </ul> <p><b>(Where the applicant is not the owner of the premises)</b> - WRITTEN STATEMENT FROM THE OWNER to the effect that the owner has no objection to the grant of the Licence.</p> <p>A <b>CERTIFICATE OF COMPLIANCE BY THE LOCAL AUTHORITY</b> that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Act 2004.</p> <p>The <b>PRESCRIBED FEE</b> for the application.</p> <p><b>NZ Fire Service Evacuation Pack</b> to be returned with application or where this is application is a renewal provide a signed declaration on your own letterhead that either:</p> <ol style="list-style-type: none"> <li>1) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of s.76 of the Fire and Emergency New Zealand Act 2017; or</li> <li>2) The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.</li> </ol>	



P      N/A      **Renewal  
ONLY**

**Proof** copy of proposed newspaper advertisements to be checked prior to advertising.

Once the newspaper advertisements have been published, provide the whole page that the newspaper advertisement was published on (one of each advert).



## Public notice template — to be placed on site

You must place this notice in A4 size where a person outside the premises can easily read it.

You must display this notice for at least 10 days after a copy is first published

## Public notice of application for an alcohol licence

### Under Section 101, Sale and Supply of Alcohol Act 2012

Full name of the licence holder (e.g. name of individual or organisation): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Occupation: \_\_\_\_\_

has made an application to the District Licensing Committee at Whanganui for a:

(select one) ☐ new ☐ renewal of ☐ variation of

(select one) ☐ on license ☐ off-license ☐ club license

for the premises situated at (or specify the kind and name of conveyance):

\_\_\_\_\_

The general nature of the business to be conducted under the licence is (state style of business, e.g. tavern, restaurant, bottle store, grocery store, rugby club, RSA, ferry):

\_\_\_\_\_

A copy of the application can be requested by emailing:

**[yourcouncil@whanganui.govt.nz](mailto:yourcouncil@whanganui.govt.nz)**

Any person who is entitled to object, and wishes to object to the issue of the licence, may file a notice in writing of their objection. The objection notice must be filed no later than 25 working days after this notice has first been published.

Any objections must be in relation to matters specified in section 102(4) or 105(1) or section 131 of the Sale and Supply of Alcohol Act 2012.

**Address your objection to:** The Secretary of the District Licensing Committee.

**Email to:** **[dlcadministration@whanganui.govt.nz](mailto:dlcadministration@whanganui.govt.nz)**

This application was first published on the following date: \_\_\_\_\_

\_\_\_\_\_

# Building evacuation scheme declaration

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 evacuations scheme or to apply for an evacuation scheme, refer to the Fire and Emergency New Zealand website [www.fireandemergency.nz](http://www.fireandemergency.nz) or contact Fire and Emergency New Zealand directly.

## I confirm that (tick the option that applies to your building)

- ☐ 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 Education Schemes) Regulations 2018 = this does not require approval by Fire and Emergency New Zealand.

Dated: \_\_\_\_\_

Print name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_