



Explanations in this guide are intended to assist you to complete the On-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.

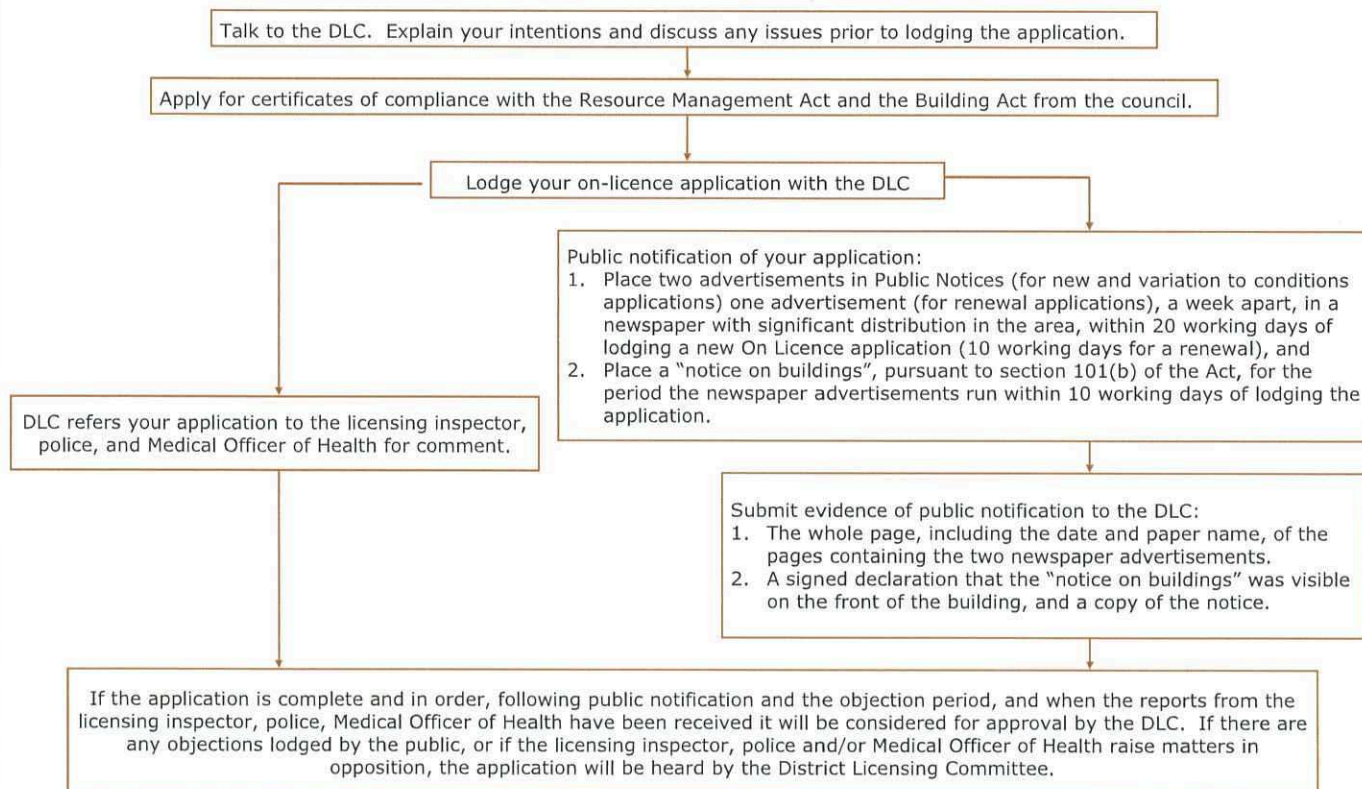
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licenses means that checks are done to make sure

only people responsible enough to work within the objectives of the Act are granted permission to sell or supply alcohol. There must be a person with a current managers certificate on duty at all times when liquor is being sold supplied to the public.

What does 'on-licence' mean?

An on-licence authorises the holder to sell or supply liquor for consumption on their premises, but alcohol cannot be removed from the site.

Process



Cost

The on-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 on-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 a costs to obtain 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 or renewal of an On-licence WILL NOT BE ACCEPTED unless 1 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 and telephone number. 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).

2/3. 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 On-licence Checklist.

4. Premise details

4a. Proposed trading address

Detail the address that you wish to licence.

4b. Proposed trading name


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

4c/4j. Construction incomplete

- ☒ Tick yes if the premises are currently under construction, or construction work has yet to start. An application for on-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.

4d. 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.

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.
- (iii) Undesignated: anyone of any age may be present.

Note that in supervised and undesignated areas, although minors may be present, only persons aged 18 years or over purchase liquor.

4f. Conveyance Details

- ☒ Please provide conveyance details if applicable if you aren't the owner of the conveyance, provide details of the owner and the terms of tenure.

5a. General nature of the business

☒ Indicate whether your business is:

Hotel: premises will be used for lodgings/accommodation, as well as the sale of liquor and food.

Tavern/nightclub: principle business will be the sale of liquor.

Restaurant/café bar: principle business will be the sale of food for consumption on the premises. The sale of liquor will be a secondary business activity.

Entertainment venue: principal business will be providing entertainment, such as music or other performance. Other examples include a adult entertainment venue, casino.

Function Centre: principal business will be a multipurpose functions centre.

Other: examples include transport or conveyances, such as a train or a boat.

5b. Principal purpose of the business

Your business may conduct a range of activities, such as selling food, selling liquor, providing live entertainment, gambling etc. during normal office hours.

5c. Goods and services

☒ Please state all goods and services you will offer customers, other than food and liquor.

5d. 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 apply for a special licence from the DLC.

The District Plan guides the hours and days of operation. Please ask council staff for guidance.

5e. At all times when alcohol 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 District.

5f. BYO endorsements for restaurant/café bar

☒ Tick no if you are applying for a full on-licence. If you are granted a full on-licence you may allow your customers to bring their own wine and/or beer at your discretion.

☒ Tick yes if you do not wish to sell liquor, but would like to give your customers the opportunity to bring their own wine/beer.

Restaurants/cafes may apply for a BYO-only endorsed on-licence, which allows customers to bring their own alcohol, but they cannot sell liquor. You can provide food or hot drinks (e.g. liqueur coffees) where the food or drink does not contain more than 14.33% of alcohol by volume. A full on-licence application is required but a reduced fee applies for a BYO.

Please discuss your plans with the DLC if you think BYO may be appropriate for your premises.

5f. If renewing, provide the current licence number and its expiry date.

6. Conditions

6a.–6g. Host responsibility

☒ These items relate to host responsibility, which is an integral part of the sale and supply of liquor. 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 on-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 on-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

☒ 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 On-licence Checklist.

7. 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
On licence or renewal**
Section 100 & 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 On-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

☐

On Licence

☐

Renewal of On 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

Type 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

☐

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

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1h. Contact numbers

--	--	--

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	

3d. ☐ Authorised capital☐ Paid-up capital**3e. 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**3f. 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**3g. 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

4.Details of premises (if not a conveyance)

4a. Address of proposed licensed premises

4b. Proposed trading name for premises or building (if any)

4c. 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 (leasehold, tenancy agreement etc.)?

Form of tenure

Term of tenure

4d. Is the licence sought conditional upon construction or completion of building of the premises? ☐ Yes

☐ No

4e. What part (if any)[markup on floor plan] 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)

4.Details of conveyance (if applicable)

4f. Conveyance type (e.g. ship, train, plane, bus etc.)

Registration number

4g. Does the applicant own the proposed licensed conveyance? ☐ Yes

☐ No

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

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

Form of tenure (rent/lease etc.)

Term of tenure

4h. Address/location of home base of conveyance

4i. Name used or proposed for conveyance

4j. Is the licence sought conditional upon construction or completion of building of the conveyance? ☐ Yes

☐ No

5. Business details

5a. What is the general nature of the business to be conducted in the premises if the on-licence is granted?

☐

Hotel

☐

Tavern

☐

Entertainment/Nightclub venue

☐

Restaurant/café bar

☐

Function Centre

☐

Other—please specify

5b. Is the sale of liquor intended to be the principal purpose of the business? ☐ Yes

☐ No

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

5c. Does the applicant intend to sell or provide any goods and services other than liquor and food? ☐ Yes

☐ No

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

Business details continued

5d. On which days and during what hours does the applicant intend to sell liquor under the licence?

Day(s)	Hours

5e. 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	

5f. Is this application for a BYO only on-licence, under Section 37 of the Act?

☐

Yes

☐

No

5g. Where this application is a renewal provide the current Licence Number:

5h.Expiry date

6. Conditions

6a. What experience and training have you the applicant obtained in the liquor industry?

6b. What other systems (including training systems), and staff in place (or to be in place) do you intend to implement for compliance with the Act?

6c. To what extent, and where, drinking water is intended to be freely available to patrons?

6d. If no access to mains water supply, how is potable water intended to be available?

continue

Conditions continued

6e. What provision does the applicant intend to make for the sale and supply of:

(i) Food?

(ii) Non-alcoholic refreshments?

(iii) Low alcohol beverages

6f. 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?

6g. What steps does the applicant propose to take in regard to:

(i) Provision of assistance with or information about alternative forms of transport?

(ii) Promoting responsible consumption of liquor?

7. Signature

	Dated at	this	day of	
Signature	(town/city)	(month)	(year)	
Name (print clearly)				

8. 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, 38 of the Sale of 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).

Type of licensed premise	Class	Weighting	Weighting applied
On-Restaurant	Class 1 Separate Bar/like a Tavern	15	
On-Restaurant	Class 2 Separate Bar/not like a Tavern	10	
On-Restaurant	Class 3 Table Service	5	
On-Restaurant	BYO	2	
On-Adult Premise		15	
On-Function Centre		10	
On-Hotel		10	
On-Night Club		15	
On-Not otherwise specified		5	
On-Remote sale premise		5	
On-Tavern		15	
On-Theatre/Cinema		2	
On-Wine Cellar Doors		2	
Latest licensed hours		Weighting	
On before 2.00am		0	
On between 2.01am - 3.00am		3	
On after 3.00am		5	
No. of enforcements in last 18months		Weighting	
None		0	
1		10	
2 or more		20	
TOTAL WEIGHTING			
Cost/risk category based on weighting		Application/ Renewal Fee	Annual Fee
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
FEE PAYABLE		\$	\$

Checklist for On-licence or renewal

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



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

How to use this checklist

Use this checklist when finalising your ON 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 ON Licence or renewal to confirm compliance.

Office Use	Applicant use	P—Information provided	N/A—not applicable to this project
	P	N/A	Renewal ONLY
		IN RELATION TO A NEW ON LICENCE	
		<p>(Where the applicant is incorporated) - A copy of the CERTIFICATE OF INCORPORATION or other documentary evidence of its incorporation.</p> <p>(Where the applicant is a board, organisation, or body to which Section 28(1)(c) of the Act applies) - A REFERENCE OF THE ENACTMENT by which the applicant is expressly authorised to hold an ON LICENCE under the Act.</p> <p>(Where the application is made in respect of any conveyance that is a ship ferry, hovercraft, or aircraft) a current Safe Ship Management Certificate (if a ship, ferry or hovercraft) or a current Certificate of airworthiness (if an aircraft).</p> <p>A SCALE PLAN showing:</p> <ul style="list-style-type: none"> Those parts of the premises that are to be used for the sale or supply of liquor; and Those parts of the premises (if any) that the applicant intends should be designated as a restricted, supervised or undersigned areas; and Each entrance to the premises that the applicant intends should be designated as a principal entrance <p>(Where the applicant is not the owner of the premises) - WRITTEN STATEMENT FROM THE OWNER to the effect that the owner has no objection to the grant of the Licence.</p> <p>A CERTIFICATE OF COMPLIANCE BY THE LOCAL AUTHORITY that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Act 2004.</p> <p>A menu or other indication of the standard and style of food to be provided or proposed to be provided.</p> <p>The PRESCRIBED FEE for the application.</p> <p>Medical Officer of Health—Provide a copy of Host Responsibility Plan</p> <p>NZ Fire Service Evacuation Pack</p> <p>NZ Fire Service Evacuation Pack to be returned with application or where this is application is a renewal provide a signed declaration on you own letterhead that either:</p> <ol style="list-style-type: none"> 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 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. <p>Proof copy of proposed newspaper advertisements to be checked prior to advertising.</p> <p>Once the newspaper advertisements have been published, provide the whole page that the newspaper advertisement was published on (one of each advert).</p>	

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

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**

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 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: _____