

On licence

You are required to provide the following:

Use this cover page to assist you to lodge a complete application.

- THREE COPIES of application and all documentation**
 - FEE: [inclusive of GST]**
 - Full licence** **\$793.24**
 - BYO endorsed** **\$134.93**
- (cheques to be made payable to Wellington City Council)**

Related documents:

- Certificate of Incorporation [if applicable]
- partnership agreement [if applicable]
- photo or artist's impression of outside of premises
- street map showing the location of the premises within Wellington
- detailed A4 scale plan of the interior of the premises showing the areas used for sale of liquor, areas that are to be restricted or supervised, all principal entrances, location of tables and chairs, toilets and kitchen
- written statement from the owner of the building consenting to the applicant selling liquor on the premises. *Note: the consent must be for the same party as detailed in the applicant section of this form*
- copy of a proposed menu and a list of alcoholic and non-alcoholic refreshments
- a town planning certificate for the purposes of the Sale of Liquor Act
- a building certificate for the purposes of the Sale of Liquor Act
An application form for these certificates is available from the District Licensing Agency of Wellington City Council phone 499 4444.
- a current copy of the relevant certificate of title must be included with the application. Copies of certificates can be obtained from the Land Information New Zealand website linz.govt.nz
- a Host Responsibility Policy and details in an implementation plan of how the Host Responsibility Policy will be put into practice
- public notice – the notice must be completed and attached for checking before being placed in the newspaper
- copies of each general manager's certificate for those nominated to manage the premises.

Please note that the applicant must be the party that will be taking the money from the business, eg the name on the bank account. The application must be signed by one of the following: applicant if an individual; or all members of the partnership; or the principal director/shareholder of the company; or applicant's solicitor NOT an agent.

The above information must be included with your application for it to be accepted.

For further information please phone 499 4444, or contact
the Secretary, District Licensing Agency, PO Box 2199, Wellington 6140.

Application for an on licence

[for premises]

Absolutely

POSITIVELY

ME HEKE KI PŌNEKE
WELLINGTON CITY COUNCIL

Wellington

Section 9, Sale of Liquor Act 1989

To: The Secretary
District Licensing Agency
PO Box 2199
Wellington 6140

Application for an on licence is made in accordance with the details set out below.
Please PRINT clearly.

1. Details of applicant

- (a) Full name: [your full legal name as on your birth certificate and a list of any other names (including a maiden name) that you may be known by; or the exact company name as shown on the certificate of incorporation]

Address:

Occupation:

Male Female [if individual]

- (b) Applicant's date of birth: [if individual]

- (c) Postal address for service of documents:

- (d) Daytime contact name:

Fax number:

Phone number:

Email address:

- (e) Full name and address of manager or managers to be employed, certificate numbers of managers, expiry date of each certificate, and date of birth for each manager

- (f) Status of applicant [tick appropriate box]

Natural person	<input type="radio"/>	Private company	<input type="radio"/>	Public company	<input type="radio"/>
Licensing trust	<input type="radio"/>	Partnership	<input type="radio"/>	Government department or other instrument of the Crown	<input type="radio"/>
Local authority	<input type="radio"/>	Trustee	<input type="radio"/>	Manager under the Protection of Personal and Property Rights Act 1988	<input type="radio"/>
Club	<input type="radio"/>	Body corporate	<input type="radio"/>	Board, organisation or other body	<input type="radio"/>

2. Further details where the applicant is a company

- (a) Date of incorporation:

- (b) Full details of each director and the secretary, as follows:

Name, address, date of birth, place of birth, designation. *(Please continue on a separate sheet if necessary.)*

- (c) In the case of a **private company** only, give full details of each person who holds any shares issued by the company as follows:

Name, address, date of birth, place of birth, designation, face value of shares held. *(Please continue on a separate sheet if necessary.)*

- (d) In the case of a **public company** only, give full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company as follows:

Name, address, date of birth, place of birth, designation. *(Please continue on separate sheet if necessary.)*

3. Further details where the applicant is a partnership

- (a) Full details of each partner as follows:
Name, address, date of birth, place of birth.

- (b) Signature of each partner:

4. Premises details

- (a) Address of proposed licensed premises:

- (b) Proposed trading name for the premises:

- (c) Is the licence sought conditional upon construction or completion of the premises?

Yes No

(d) 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 and term of tenure will the applicant have?

(e) What part (if any) of the premises does the applicant intend should be designated as:

(i) A supervised area:

(ii) A restricted area:

5. Business details

(a) What is the general nature of the business to be conducted on the premises if the licence is granted?
(For example: hotel, tavern, restaurant, nightclub)

(b) Is the sale of liquor intended to be the principal purpose of the business?

Yes No

If no, what is intended to be the principal purpose of the business?

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

Yes No

If yes, what is the nature of those other services?

(d) On which days and during which hours does the applicant intend to sell or supply liquor under the licence? (**BYO applicants** – fill in days and hours of trading here too).

(e) Is the application for a **BYO restaurant**?

Yes No

6. Conditions

(a) What provision does the applicant intend to make for the sale and supply of:

(i) Food?

(ii) Non-alcoholic refreshments?

(iii) Low-alcohol beverages?

(b) What steps does the applicant propose to ensure that the requirements of the Act regarding the sale of liquor to prohibited persons are observed?

(c) What steps does the applicant propose to provide assistance with, or information about alternative forms of transport from the licensed premises?

(d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

Please note:

The New Zealand Police are required by the Sale of Liquor Act to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Agency and the Liquor Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

Dated at Wellington this <input type="text"/>	day of <input type="text"/>	20 <input type="text"/>
Print name <input type="text"/>	Applicant's signature <input type="text"/>	
Print name <input type="text"/>	Applicant's signature <input type="text"/>	
Print name <input type="text"/>	Applicant's signature <input type="text"/>	

Notes:

1. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application in public notice – newspaper form (attached at back). The notice must be published twice in either The Dominion Post or The Wellingtonian, with not less than five days and not more than 10 days between the two dates of publication.
2. Within 10 working days after filing this application with the District Licensing Agency, the applicant must attach the notice – display on premises in a conspicuous place on or adjacent to the site the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

Public notice

Sections 9(4), Sale of Liquor Act 1989

1.

has made application to the District Licensing Agency at Wellington for the grant of an on licence for the premises situated at

2.

and known as

3.

The general nature of the business to be conducted under the licence is

4.

The days on which and the hours during which liquor is intended to be sold under the licence are

5.

The application may be inspected during ordinary office hours at the Wellington District Licensing Agency, Level 1, Council offices, 101 Wakefield Street, Wellington.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Agency at PO Box 2199, Wellington 6140.

6. This is the first/second publication of this notice. The first publication was made on

Newspapers DO NOT print this.

Key for filling in the public notice:

1. full name, address and occupation of applicant
2. full address of premises (eg first floor Majestic Centre, Willis Street, Wellington)
3. state name of business (eg Bruce's Bar)
4. eg restaurant, hotel, tavern)
5. days and hours the business intends to operate (eg Monday to Sunday 8am to 3am)
6. delete what **does not** apply.

Declaration

[Print name]

declare that the notice – display on premises has been completed and displayed as per the requirements of the Act as stated below:

Within 10 working days after filing the application with the District Licensing Agency, the applicant must ensure that notice of the application is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

Applicant signature (s)

Sections 9(5), Sale of Liquor Act 1989

1.

has made application to the District Licensing Agency at Wellington for the grant of an on licence for premises situated at

2.

and known as

3.

The general nature of the business to be conducted under the licence is

4.

The days on which and the hours during which liquor is intended to be sold under the licence are

5.

The application may be inspected during ordinary office hours at the Wellington District Licensing Agency, Level 1, Council offices, 101 Wakefield Street, Wellington.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of notice of the application in a newspaper in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Agency at PO Box 2199, Wellington 6140.

Key:

1. full name, address and occupation of applicant
2. full address of premises
3. trading name of premises
4. eg hotel, tavern, supermarket
5. eg Monday to Sunday 7am to 3am the following day.