

Renewal of licence

You are required to provide the following:

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

- FOUR COPIES of application and all documentation**
 - FEE: [inclusive of GST]**
 - On, off or club** **\$793.24**
 - BYO, caterers or auctioneers** **\$134.93**
- (cheques to be made payable to Wellington City Council)**

Related documents:

- a copy of your current menu/s.
- if a variation to conditions of the licence is also being sought, a town planning certificate is required. if you are changing the use or altering the premises a building certificate is also required. *An application form for these certificates under the Sale of Liquor Act 1989, is available from the District Licensing Agency of Wellington City Council, phone 499 4444.*
- a signed building evacuation scheme declaration – see attached form.

you must first contact the Fire Service to ensure that the building your premises is in has a current evacuation scheme before completing the building evacuation scheme declaration. A false declaration will result in the Fire Service opposing the renewal of your licence.

- this application **must** be received no later than 20 working days before the date of expiry. If lodged after this time you must apply for a waiver under s.111 of the Act. Please note you **cannot** renew a licence after it has expired – you will need to apply for a new licence.
- public notice – the notice must be completed and attached for checking before being placed in the newspaper.

**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 renewal of licence (for on, off or club licence)

Section 18, 41 and 64 Sale of Liquor Act 1989

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

Application for the renewal of a licence is made in accordance with the details set out below.
Please PRINT clearly.

1. Details of licensee

(a) Full name of licensee: *(name as on top of licence)*

(b) Licensee's date of birth: [individual or partnership]

(c) Postal address for service of documents:

(d) Daytime contact name:

Fax number:

Phone number:

Email address:

2. Details of licence

(a) Type of licence:

On licence

Off licence

Club licence

(b) Licence number:

049 /

(c) Date of expiry:

3. Premises details

This is to be filled in where the licence applies to any premises.

(a) Address of premises:

(b) Premises name:

(c) (If a club licence) Does the club share the premises with any other clubs?

Yes No

If yes,

(i) What is the name of the other club?

(ii) What months of the year do the respective clubs use the premises?

4. Details of conveyance

This is to be filled in where the licence applies to a conveyance.

(a) Type of conveyance:

(b) Address of home base:

(c) Trading or other name:

5. Conditions

(a) Are any changes sought to the present conditions of the licence?

Yes No

(i) If yes, what changes are sought?

(ii) What are the full reasons for the changes sought?

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

day of

20

Print name

Applicant's signature

Print name

Applicant's signature

Print name

Applicant's signature

Notes:

1. This form should be used in respect of on, off and club licences. Special licences are not renewable.
2. Within 10 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.
3. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that the notice –display on premises 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).

Public notice

1. Sections 18(3), 41(3) and 64(3), Sale of Liquor Act 1989

2.

3. has made application to the District Licensing Agency at Wellington for the renewal and or variation of a on/off/club licence

in respect of the premises situated at

4.

and known as:

5.

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

6.

The days on which and the hours during which liquor is **currently** sold under the licence are

7.

and the hours that liquor is **intended** to be sold are

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.

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

Newspapers DO NOT print this.

Key to filling in the above notice:

- | | | | |
|----|--|----|--|
| 1. | delete the sections that do not apply | 5. | state name of business (eg Bruce's Bar) |
| 2. | full name of licensee | 6. | eg restaurant, hotel, tavern |
| 3. | delete whatever does not apply | 7. | days and hours the business is (currently) permitted to operate (eg Monday to Sunday 8am to 3am) |
| 4. | full address of premises (eg first floor Majestic Centre, Willis Street, Wellington) | 8. | delete whatever does not apply. |

Renewal of licence building evacuation scheme declaration

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

[You have to check with the Fire Service that the building your premises is in has a building evacuation scheme before completing this declaration.]

Application for renewal of licence

(on, off or club)

Premises name:

Premises address:

I CONFIRM THAT (Please tick the option that applies.)

either:

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21a of the Fire Service Act 1975.

or:

The building, by reason of its current use, does not require such a scheme, or the building is exempt from having to meet the requirements for such a scheme.

or:

A draft scheme is currently before the Fire Service for approval.

Dated at Wellington this

day of

20

Licensee's signature

Print name

Declaration

[Print name]

declare that the notice – display on premises or display on conveyance 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 attach the notice of the application in a conspicuous place on or adjacent to the premises or conveyance the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

Applicant signature (s)

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1. Sections 18(4), 41(4), 64(4) Sale of Liquor Act 1989

2.

3. has made application to the District Licensing Agency at Wellington for the renewal and or variation of a on/off/club licence for premises situated at

4.

and known as

5.

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

6.

The days on which and the hours during which liquor is **currently** sold under the licence are

7.

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

The application may be inspected during ordinary office hours at the Wellington District Licensing Agency on 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. delete the sections that do not apply
2. full name of licensee
3. delete whatever does not apply
4. address of premises or home base of conveyance
5. trading name of premises or conveyance
6. eg hotel, tavern, restaurant
7. eg Monday to Sunday 7am to 3am the following day.