

# Checklist for Liquor Licence Applications

(Sale and Supply of Alcohol Act 2012)

## THE FOLLOWING MUST BE PROVIDED WITH YOUR APPLICATION

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

The completed application and all documentation

### FEE (inclusive of GST)

Fee may be paid by

- Cash, Eftpos,
- Cheques are payable to Ashburton District Council

Internet Banking details: Account Name: Ashburton District Council,

Account Number: 03-1592-0521970-000, Reference: Licence number and name

### Related documents (to be attached for New Licences and Variation of Licences)

Certificate of Incorporation (if applicable)

Partnership agreement (if applicable)

Photo or artist's impression of outside of premises

A street map showing the location of the premises within Ashburton District.

Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated as restricted or supervised areas and all principal entrances, location of tables and chairs, toilets and kitchen. Include any outdoor licensed area.

A written statement from the owner of the building consenting to the applicant selling liquor from the premises. (new licence applications only)  
**Note: the consent must be for the same party detailed in the applicant section of this form.**

Copy of a Planning/Building Certificate, or application for Planning/Building Certificate.

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 on the Council website. This is the only publication of this notice that is required and there is no charge.

Details of each manager's certificate and details of manager's experience for those nominated to manage the premises, and work visa if not a New Zealand Resident.

Details of staff training/staff training plan.

Security plan; this should include a copy of your incident log and where appropriate details of the security company employed.

Completed Amenity and Good Order Questionnaire.

A completed CPTED (Crime Prevention through Environment Design) site assessment (see attached).

Menu/food and drinks available.

<b>Related documents (to be attached for Renewal Licences)</b>	
<input type="checkbox"/>	Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated as restricted or supervised areas and all principal entrances, location of tables and chairs, toilets and kitchen. Include any outdoor licensed area.
<input type="checkbox"/>	A Host Responsibility Policy and details in an implementation plan of how the Host Responsibility Policy will be put into practice.
<input type="checkbox"/>	Public notice- the notice must be completed and attached for checking before being placed on the Council website. This is the only publication of this notice that is required and there is no charge.
<input type="checkbox"/>	Details of each manager's certificate and details of manager's experience for those nominated to manage the premises, and work visa if not a New Zealand Resident.
<input type="checkbox"/>	Details of staff training/staff training plan.
<input type="checkbox"/>	Security plan; this should include a copy of your incident log and where appropriate details of the security company employed.
<input type="checkbox"/>	Completed Amenity and Good Order Questionnaire.
<input type="checkbox"/>	A completed CPTED (Crime Prevention through Environment Design) site assessment (see attached).
<input type="checkbox"/>	Menu/food and drinks available.

***Office Use Only***

Application Type:      On/Off/Club  
                                     New/Renewal/Variation (replacement)

Premises Type:            .....

Fee rating:                 .....

Application Fee:         .....

Annual Fee:                .....

# Host Responsibility Policy

## Guidelines

### What is Host Responsibility?

On, Off and Club licensed premises are required to have developed a written host responsibility plan. This plan should be made available to all staff and displayed in some form for both patrons and staff i.e. a reduced version, often seen as a “House Policy”.

You will need to address the following six points in your policy.

### 1. Minors

- How will you ensure that all of your staff are aware of the designation of your premise? This will determine ‘who’ is allowed on and to drink at your premise.

**Tip: Include the designation and what this means in terms of who is allowed on the premise**

- How will you ensure that all your staff are trained on their responsibilities under the Sale and Supply of Alcohol Act 2012 in relation to minors?
- What instructions will you give staff to ensure that they know how to identify and proactively deal with minors?
- What strategies will you have in place to deal with minors? Are all staff fully aware of what forms of identification to request from potentially underage minors entering your premises? Who will ask them to leave?

**Tip: Outline how you will ensure all staff are trained and will receive clear instructions on their responsibilities under the Sale and Supply of Alcohol Act 2012 in regards to minors. Also outline your strategies for dealing with minors.**

- Do you have appropriate signage displayed at every point of service re not serving minors?

**Tip: Include your commitment to always displaying such signage in your policy**

- Ashburton Community Alcohol & Drug Service has a range of signs available free of charge – phone 3081270.

### 2. Intoxication

Staff must be trained in their responsibilities under the Sale and Supply of Alcohol Act 2012 to prevent intoxication on licensed premises. Staff require clear instructions re identifying and proactively dealing with potentially intoxicated persons. Staff ability to identify signs at the onset

as opposed to the escalation of intoxication is integral to meeting the requirements of the Act in preventing intoxication on licensed premises.

- How will you ensure that all your staff are **trained** on their responsibilities under the Sale and Supply of Alcohol Act 2012 in relation to intoxicated patrons?
- What **instructions** will you give staff to ensure that they know how to identify and proactively deal with potentially intoxicated persons?
- What **strategies** will you have in place to **deal** with potentially intoxicated persons? i.e. will you offer free soft drinks, tea, coffee to potentially intoxicated patrons. How will you slow them down? Which staff have the authority to ask patrons to leave? What is the line of authority?

**Tip: Outline how will you ensure that all staff are trained and will receive clear instructions on their responsibilities under the Sale and Supply of Alcohol Act 2012 with regard to potentially intoxicated patrons. Also outline your strategies for dealing with potentially intoxicated patrons.**

- Do you have appropriate signage displayed at every point of service re not serving intoxicated patrons?

**Tip: Include your commitment to always displaying such signage in your policy.**

### 3. Food

A condition of your licence is that food must be available, and promoted by means of clear and well-positioned signs, at all times when the premise is authorized to be open for the sale of liquor.

The range and style of food must be similar in style and nature that shown on the menu accompanying the licence application, or a range of snack foods in the nature of pies, sandwiches, filled rolls, pizza and the like. A range is considered to be a minimum of four food options.

They must be conveniently available, this means, priced realistically, be provided within a reasonable time frame, and of a type that customers would readily consume in the environment.

- Is your signage promoting this food clear and well positioned?
- How will you ensure that staff are aware of the food options (menu) available at all times?
- Do you have a minimum of four food options available at off-peak times?

**Tip: Include your systems for ensuring that all staff are aware of the food options at all times.**

## 4. Non-Alcoholic Beverages

A condition of your licence requires that a reasonable range of non-alcoholic refreshments are available at all times when the premises are open for sale of alcohol.

- Do you offer a range of non-alcoholic refreshments to patrons at all times?
- Have you listed that you have available 'free water' at all times if requested?
- How are these non-alcoholic alternatives promoted? Are they promoted by signage, featured in the beverage menu, or both?

## 5. Safe Transport Options

A condition of your licence is that the licensee provides assistance with or information about alternative forms of transport from the licensed premises for both staff and patrons.

- What strategies do you have in place to ensure that both staff and patrons get home safely from your premise e.g. actively promote hire a driver type scheme, make a telephone readily available to arrange sober transport (taxi or private), a courtesy van, or operate a designated driver scheme?
- How do you promote these alternative forms of transport to the public?
- How do you ensure all staff are aware of these strategies?

## 6. Liquor Promotions

Section 237 of the Act provides for a fine not exceeding \$10,000 for a licensee or manager who does anything in the promotion of the business conduct on the premises, or in the promotion of any event or activity held/conducted on the premises, that is intended or likely to encourage persons on the premise to consume alcohol to an excessive extent. A national protocol is attached. It clearly lists acceptable and unacceptable practices.

- What commitment do you give to adhering to the protocol, and section 237?
- What steps will you, as Licensee, take to ensure that all staff adhere to the protocol.

# Building and Fire Safety

## For Licensees and Bar Managers

### Sale and Supply of Alcohol Act 2012

Licensees need to be aware of their responsibilities regarding building checks and maintenance, and fire evacuation. These requirements are covered by the Building Act 2004 and the Fire Service Act 1975, and are described here briefly.

### Compliance Schedule/Building WOF

Buildings containing certain features require a Compliance Schedule. These features are required to ensure a building is safe and healthy, and include such systems as:

- Sprinkler systems
- Fire alarms
- Emergency lighting
- Air conditioning systems
- Back flows
- Lifts.

Most licensed premises have safety features that require them to have a Compliance Schedule and an annual Warrant of Fitness

### Warrant of Fitness

A Building Warrant of Fitness is signed by the building owner, or manager, stating that the requirements of the Compliance Schedule have been fully met in the previous 12 months. The Council maintains records of this and a copy must be displayed on the premises.

The Warrant of Fitness must be updated every 12 months. The owner must also provide documentation that the inspection, maintenance, and reporting procedures stated have been complied with over the past 12 months. A building maintenance register must be kept on the premises and the manager must record the daily, monthly or quarterly checks.

**You must employ a registered independently qualified person to carry out these annual checks.**

### Building Occupancy

The maximum number of persons that may be in a premises, or part of a premises, must not be exceeded. You need to know how many persons (total patrons and staff) are allowed in your premises.

This number is determined by looking at the use of the premises, the floor area, means of escape, and toilet facilities. Council can assist with determining this number, and is establishing a register of building occupancies.

**You must know how many persons may be on your premises at any one time.**

## Fire Evacuation Scheme

The owner of a building must have in place evacuation procedures for the safe, prompt, and efficient evacuation of the building's occupants in the event of a fire emergency. One of the fire evacuation requirements is that if your premises can hold 100 or more persons, then a Fire Evacuation Scheme must be in place and kept up-to-date.

An application for a new licence or renewal of an ON, OFF, or CLUB licence must be accompanied by advice that the Fire Evacuation Scheme is up to date. It is recommended that all licensees, and prospective licensees consult with the Fire Safety Officer to ensure they are aware of their responsibilities. Bar managers are deemed "Fire Wardens" so must be familiar with fire evacuation procedures.

## Special Licences

The following notes apply to all licensed premises, however are provided for Special Licence applicants, as it is recognized that these events are often run by community groups without trained bar staff.

1. Ensure that exits are not compromised by stands, stalls, displays etc. There is the temptation to utilize all available space when having one-off events. Emergency exits must be kept clear.
2. Management of people entering the building is critical, so as to assess the numbers. Security staff should have counters to keep track of the number of people in the building. Know your maximum occupancy numbers.
3. Unless there is an events manager appointed and present at the time, the bar manager is usually deemed the Building's Fire Warden. If this responsibility is delegated, e.g. to security staff, it should be with clear instructions of duties, evacuation procedures etc.
4. All buildings which have life safety features such as alarm systems, fire exits and alike require a building Warrant of Fitness.

**Non-compliance with your responsibilities may result in opposition to your licence or legal action through the district court.**

## More Information

If you require more information on building or fire safety issues, contact Council on 03 307 7700 or the Ashburton Fire Safety Officer on 03 307 8962.



# Amenity and Good Order Questionnaire

All applications filed after 18 June 2013 require the Committee to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (section 105).  
 To support your application please supply the information required and answer the questions listed in this form.

**Scale Floor Plan**

Provide a scale floor plan which also shows the design and layout of the premises.  
 This should include:

- Seating and tables
- A list of facilities
- CCTV placement
- Security lighting

Also, for Off-licence

- A description of your product types, where they are displayed and stored.

**1. The reporting agencies must consider the effects the issue of the licence will have on amenity and good order – please answer the following.**

**For all licences:**

(a) Advise proximity of all childcare centre, schools and churches within 500m – a site plan would assist.  
 .....  
 .....

(b) How many residential neighbours would you have within 50 metres?  
 .....  
 .....

(c) Security – what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other?).  
 .....  
 .....  
 .....

(d) Internal layout – can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?  
 .....  
 .....

(e) Windows – is there good visibility into and from the premises and the street?

(f) Lighting – does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc?  
 .....



(g) Security – will you employ security staff and when will they be used?  
.....

(h) Security staff – how many security hold a Certificate of Approval and formal registration or qualification? If so what?  
.....  
.....

**Additional information required for On-Licence and Club licences.**  
**Noise**

(i) Explain clearly all types\* of entertainment you will be providing and when (\*amplified music or large crowd noise related).  
.....  
.....  
.....  
.....

(j) Noise management – do you have a noise management plan or acoustic report?  
.....  
.....

(k) Soundproofing – what soundproofing has been undertaken?  
.....  
.....  
.....

**What outside advertising involving liquor will you be doing?**

(l) Newspaper/magazine?

(m) Shop windows?

(n) On your premises – roof/other?

(o) Street/footpath signs?

Design drawings of your advertising would be of assistance.

**Systems and staff training**

(p) Are you involved in any mystery shopper/pseudo CPO programmes?  
.....  
.....

(q) What till prompt systems do you have regarding age checks?  
.....  
.....

(r) What staff training is provided with regard to Sale of Alcohol compliance and Host Responsibility practices – explain content, duration and how often this training is provided.  
.....  
.....

(s) Please provide copies of any written material you supply to staff regarding staff training (attach to this form).  
.....  
.....

**2. Is this your first licensed premises?  
If so, have you prepared a financial plan?**

(a) What percentage of the front windows will be clear and transparent?  
.....  
.....

(b) What is the target market for the business?  
.....  
.....

(c) What is your policy regarding pricing and promotions?  
.....  
.....

(d) Will there be single sales (Off-Licence)?  
.....  
.....

**Renewals Only**

(e) Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?  
.....  
.....

(f) Has your business been subject to a Police Controlled Purchase Operation (CPO)? If so, what were the results?  
.....  
.....

(g) Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If, so for what reason?  
.....  
.....

**3. The granting, or renewal, of this application will contribute to the Object of the Act by:**

- Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:  
.....  
.....

- The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by:  
.....  
.....



# Application or Renewal for Club-Licence

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

**To:** The Secretary,  
 Ashburton District Licensing Committee,  
 PO Box 94,  
 Ashburton 7740

Application for a club-licence is made in accordance with the details set out below:

<b>1. Applicant details</b>	
(a) Full Name of applicant (licensee):	
(b) Contact Name:	
(c) Postal Address:..... .....	
(d) Contact Number:	Email:
(e) Business Website (if applicable):	
(f) Is this a <input type="checkbox"/> New Club-Licence Application or <input type="checkbox"/> Renewal of Club-Licence  <input type="checkbox"/> Renewal of Club-Licence with variation	
(g) Licence Number (if renewal):	
(h) Status of Club:  Chartered Club <input type="checkbox"/> Sports Club <input type="checkbox"/> Other (provide details) <input type="checkbox"/>	
(i) Predominant purpose:	
(j) Membership: _____ of whom _____ are under the age of 18 years.	
<b>2. Further details where the club is an incorporated society</b>	
(a) Date of incorporation:	
(b) Place of incorporation:	
<b>(c) Full details of the secretary</b>	
Name:.....	
Address:..... .....	
Occupation:.....	
Place and date of birth:.....	
State any criminal convictions:.....	

### 3. Details of premises

(a) Proposed trading name for premises (if any):

(b) Address of proposed licensed premises:

(c) Is a licence sought conditional upon construction or completion of the premises? Yes  No

(d) Does the licensee 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 will the applicant have (including term of tenure)?

(e) Is the sale of alcohol intended to be the principal purpose of the club? Yes  No

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

(f) On which days and during which hours does the applicant intend to sell alcohol under the licence?

(g) On which days and hours are your club activities?

(h) Which part (if any) of the premises does the club intend should be designated as:

i. A restricted area

ii. A supervised area

(i) Does the club share facilities with any other club? 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. Conditions

(a) Are any changes sought to the present conditions of the licence?  Yes  No

If **yes**, what changes are sought?

(b) What provision does the club intend to make for the sale and supply of:

i. Food?

ii. Non-alcoholic refreshments and low alcohol beverages?

iii. Water?

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

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

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

(f) Has the licensee considered the neighbouring land use in the immediate area?  Yes  No

Activities (such as amplified music) are likely to create adverse effects on neighbouring land use. What actions does the licensee intend to take to mitigate any adverse effects?

(g) State the experience and training of the bar staff:

(h) Provide details of staff training for compliance with the Act:

**5. Management of premises**

(a) How many managers have been/will be appointed?

(b) Bar Manager Contact:

**Manager details**

Name:.....

Address:.....

.....

Certificate Number:.....

Name:.....

Address:.....

.....

Certificate Number:.....

Name:.....

Address:.....

.....

Certificate Number:.....

**6. Signature and Date**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of applicant: \_\_\_\_\_

**Notes:**

1. This form must be accompanied by the prescribed fee, and the items in the checklist.
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 this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).



# Public Notice

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

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)

.....  
.....

*(Full name, address and occupation of applicant)*

Has made application to the District Licensing Committee at Ashburton for the issue (or renewal or variation of conditions)

Of a .....licence in respect of the premises situated at  
*(Specify type of licence)*

.....  
*(Address)*

Known as .....

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

.....  
*(Type of business, for example, 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 Ashburton District Licensing Committee at 5 Baring Square West, Ashburton.

Any person who is entitled to object and who wished to object to the grant of the application may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with:

The Secretary, Ashburton District Licensing Committee, PO Box 94, Ashburton District Council

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.

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# Public Notice

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.....  
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*(Full name, address and occupation of applicant)*

Has made application to the District Licensing Committee at Ashburton for the issue (or renewal or variation of conditions)

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*(Specify type of licence)*

.....  
*(Address)*

Known as .....

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

.....  
*(Type of business, for example, hotel, tavern, restaurant, entertainment/night club)*

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.....  
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*(Specify days and hours)*

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THIS NOTICE MUST BE KEPT CURRENT ON SITE DURING THE ENTIRE PERIOD FOR OBJECTIONS AND MAY BE REQUIRED TO BE REPLACED IF REMOVED, DESTROYED OR DEFACED





# Application for Planning/Building Certificate

## Sale and Supply of Alcohol Act 2012

To: The Secretary,  
Ashburton District Committee,  
PO Box 94,  
Ashburton 7740

Application is hereby made for a Planning/Building Certificate pursuant to Section 100 of the Act.

<b>1. Applicant</b>
Applicant Name:
Postal Address:
Contact Name & Phone No:
<b>2. Details of Proposed Licensed Premises</b>
Address:
Premises' Owner:
Proposed Use:
<b>3. A Planning/Building Certificate is required for an application for :</b>
(Delete not applicable) (a) A premise that has not previously been subject for a liquor licence, or (b) A licensed premises that has changed ownership, or (c) A licensed premises that is seeking a variation and/or redefinition.
I enclose the fee of \$..... (Refer to the Current Schedule of Fees and Charges)
Applicant : .....
Signed : .....



# Premises Owner Consent

## Sale and Supply of Alcohol Act 2012 Application Form

To: The Secretary,  
Ashburton District Committee  
PO Box 94,  
Ashburton 7740

### Owner Details

Name:

Address:

Contact Number:

### Premises Information

Premises:

Premises Location:

Property Owner:

Licences Sought:

### Signature and Date

As owner/agent for owner of the above premises, I advise I have no objection to the grant of this licence(s).

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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



# Fire Evacuation Statement

Sale and Supply of Alcohol Act 2012

Information required to accompany your application for renewal of on, off, club and special licences.

Premises:
Address:
Applicants Name:
Licence Type:    On <input type="checkbox"/> Off <input type="checkbox"/> Club <input type="checkbox"/> Special <input type="checkbox"/>
Contact Name & Phone Number:
<b>Building Warrant of Fitness</b>
When does the premises building WOF expire? (Please enclose copy) (for On/Off/Clubs only)
<b>Fire Evacuation Scheme</b>
A registered Evacuation Scheme is required when: <ul style="list-style-type: none"> <li>• the building can hold more than 100 people;</li> <li>• there are more than 10 employees in the entire building; or</li> <li>• overnight accommodation is provided for more than 5 people.</li> </ul> <p>Section 100(d) and 127(e) of the Sale and Supply of Alcohol Act 2012 requires the applicant to complete the following:</p> <p><b>I STATE THAT –</b> <b>(delete if not applicable)</b></p> <ol style="list-style-type: none"> <li>1. The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Services Act 1975; <b><i>OR</i></b></li> <li>2. Because of the building’s current use, its owner is not required to provide and maintain such a scheme; <b><i>OR</i></b></li> <li>3. Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.</li> </ol> <p>Signed by the applicant : .....</p> <p>Date : .....</p>