

# 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***

<b>Application Type:</b>	On/Off/Club New/Renewal/Variation (replacement)
<b>Premises Type:</b>	.....
<b>Fee rating:</b>	.....
<b>Application Fee:</b>	.....
<b>Annual Fee:</b>	.....

# 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.

# National guidance on alcohol promotions

## On-licensed premises

The Sale and Supply of Alcohol Act 2012 creates offences and penalties for certain 'irresponsible' alcohol promotions or activities. Irresponsible promotions can result in fines and licence suspensions, increase alcohol-related harm and can also damage the reputation and prospects of a business.

This guidance is intended to aid understanding of the advertising, promotions, activities and events that are likely to be considered acceptable or unacceptable.

The determination of an unacceptable promotion or event will always be decided on an individual basis.

### The Sale and Supply of Alcohol Act 2012

New measures to regulate irresponsible alcohol promotions came into force on 18 December 2013. Under the Act it is an offence to do any of the following:

- Encourage excessive consumption of alcohol. This applies anywhere – not just on licensed premises.
- Promote or advertise discounts on alcohol of 25% or more, anywhere that can be seen or heard from outside the licensed premises.
- It is not an offence to promote or have a discount on licensed premises of 25% or more if it cannot be seen or heard from outside the premises.
- It is not an offence to promote or have a discount that can be seen from outside the premises if it is less than 25%.
- Promote or advertise free alcohol.
- This does not apply to promotions inside licensed premises if they cannot be seen or heard from outside and providing excessive consumption is not encouraged.
- Offer goods, services, or prizes on condition that alcohol is purchased.
- However, this does not apply to offers made only **on** licensed premises relating to the buying of alcohol.
- Loyalty programmes where rewards or discounts are not primarily applied to the purchase of alcohol are allowed.
- Promote alcohol in a way that is aimed at or likely to have special appeal to minors.

### Other relevant legislation

## **Gambling Act 2003**

Under the Gambling (Prohibited Property) Regulations 2005 it is an offence to offer or use alcohol as a prize for gambling activities, for example raffle prizes.

## **Fair Trading Act 1986**

False or misleading representations about goods or services are a breach of the Fair Trading Act.

## On-licensed premises

Examples of promotions that can be seen or heard from OUTSIDE the premises

ACCEPTABLE	UNACCEPTABLE
<p>✓ Promotion of a particular brand of alcohol that provides incentives to purchase that brand, as long as the promotion does not encourage the consumption of alcohol to an excessive extent.</p>	<p>✗ Any promotion that encourages the excessive consumption of alcohol.</p>
<p>✓ Promotion of discounts of up to 25%.</p>	<p>✗ Promotion of alcohol at a discount that leads people, or is likely to lead people, to believe that the price is 25% or more below the price at which the alcohol is ordinarily sold.</p>
<p>✓ Promotion of a single price that does not lead people to believe it is a discount of 25% or more.</p>	<p>✗ Promotions that do not mention a discount but that customers are likely to believe will involve discounts of 25% or more because of the use of words describing discounts, e.g. promotions that use words such as 'crazy prices' or 'massive discounts'.</p>
<p>✓ Promotions involving competitions that do not require alcohol to be purchased.</p>	<p>✗ Promotion of the complimentary sampling of alcohol in on-licensed premises</p>
<p>✓ Promotion and advertising of loyalty programmes that provide rewards or discounts, as long as the rewards or discounts are not primarily redeemed for alcohol.</p>	<p>✗ Promotion of discounts that lead people, or are likely to lead people, to believe that the price is 25% or more below the price at which the alcohol is ordinarily sold, in but not limited to, print, broadcast and social media, including Facebook.</p>
	<p>✗ Promotion of alcohol as a prize for a competition or reward for purchasing a certain amount of alcohol.</p>
<p>✓ Promotion of a wine and food match</p>	<p>✗ Promotions that are aimed at or have special appeal to minors.</p>
	<p>✗ Promotion of free alcohol.</p>

**ACCEPTABLE PROMOTIONS must still be suitably monitored, managed and controlled to ensure excessive consumption of alcohol is not encouraged.**



## On-licensed premises

Examples of Promotions which can be

seen or heard from INSIDE the premises

ACCEPTABLE	UNACCEPTABLE
✓ Any promotion that is acceptable outside the premises.	✗ Any promotion, signage, or activity that encourages the excessive consumption of alcohol or encourages faster than normal drinking.
✓ Promotion of discounts of up to and greater than 25%.	
✓ Promotion of the complimentary sampling of alcohol in on-licensed premises	
✓ Promotions such as a 'happy hour' providing they do not encourage the consumption of alcohol to an excessive extent.	
✓ Promotions involving free alcohol providing they do not encourage the consumption of alcohol to an excessive extent.	✗ Promotions involving large quantities of free alcoholic drinks, eg, free drinks for women all night.
✓ Promotions that have alcohol as a prize for a competition, providing they do not encourage the consumption of alcohol to an excessive extent.	✗ Promotions along the lines of 'all you can drink for \$x'.
✓ Promotions that offer a prize to people who buy more than a certain quantity of alcohol, providing they do not encourage the consumption of alcohol to an excessive extent.	✗ Promotions that are aimed at or have special appeal to minors.
	✗ Time-related promotions that may lead to excessive or rapid alcohol consumption, eg, 'free drinks until the first try'.

To find out more about the changes to the Sale and Supply of Alcohol Act go to:

- [Justice.govt.nz/policy/sale -and -supply -of-alcohol](http://Justice.govt.nz/policy/sale-and-supply-of-alcohol)
- [Alcohol.org.nz/legislation -policy/sale -and -supply -alcohol -act -2012](http://Alcohol.org.nz/legislation-policy/sale-and-supply-alcohol-act-2012)

# 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 On-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 an on-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 Licence sought for a <input type="checkbox"/> premise or <input type="checkbox"/> conveyance			
(g) Is this a <input type="checkbox"/> New On-Licence Application or <input type="checkbox"/> Renewal of On-Licence <input type="checkbox"/> Renewal of On-Licence with variation			
(h) Licence Number (if renewal):			
(i) Status of applicant:			
Natural Person	<input type="checkbox"/>	Private Company	<input type="checkbox"/>
		Public Company	<input type="checkbox"/>
Licensing Trust	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
		Government Department Or instrument of the Crown	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	Trustee	<input type="checkbox"/>
		Manager under the Protection of Personal and Property Rights 1988	<input type="checkbox"/>
Club	<input type="checkbox"/>	Body Corporate to Which Section 28 (1) (c) Of the Act applies	<input type="checkbox"/>
		Manager under the Protection of Personal and Property Rights Act 1988	<input type="checkbox"/>

**2. Further details where the licensee is a natural person**

(a) Full Name:

(b) Maiden or other name:

(c) Address:.....  
.....

(d) Contact Number:

Email:

(e) Gender:

Male

Female

(f) Date of Birth:

Place of Birth:

(g) Occupation:

(h) State any criminal convictions:.....  
.....

**3. Further details where the licensee is a company**

(a) Date of incorporation:

(b) Place of incorporation:

(c) Type of incorporation: Private company

Public company

**Full details of each director and the secretary**

Name:.....

Address:.....  
.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....  
.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....



#### 4. Further details where the licensee is a partnership

Full details of each partner

Name:.....

Address:.....

.....

Signature:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....

.....

Signature:.....

Place and date of birth:.....

State any criminal convictions:.....

#### 5. Details of premises (if not a conveyance)

(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) Does the licensee own the proposed licensed premises?      Yes            No     

#### 6. Details of conveyance

(a) Type of conveyance (eg. ship, railway carriage, bus):

(b) Does the licensee own the proposed conveyance? 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)?

(c) Home base address:

(d) Any name used or proposed for conveyance:

(e) Provide registration number:

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

## 7. Designated Areas

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

i. A restricted area

ii. A supervised area

## 8. Business Details

(a) What is the general nature of the business to be conducted by the applicant in the premises if the licence is granted? [*For example, hotel, tavern, restaurant, entertainment/nightclub*]

(b) Is the sale of alcohol 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 alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food? Yes  No

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

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

(e) (In the case only of a BYO restaurant) does the applicant wish to have the licence endorsed under section 37 of the Act?  Yes  No

## 9. 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 applicant intend to make for the sale and supply of :(List types)

- i. Food?
- ii. Non-alcoholic refreshments?
- iii. Low-alcohol beverages?
- iv. Drinking water?

(c) 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?

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

(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 applicant:

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

**10. Management of premises**

How many managers have been/will be appointed?

**Manager details**

Name:.....

Address:.....

.....

Certificate Number:.....

Name:.....

Address:.....

.....

Certificate Number:.....

Name:.....

Address:.....

.....

Certificate Number:.....

Name:.....

Address:.....

.....

Certificate Number:.....

Name:.....

Address:.....

.....

Certificate Number:.....

## 11. Signature and Date

Dated at Ashburton 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

## 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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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; <i><b>OR</b></i></li> <li>2. Because of the building’s current use, its owner is not required to provide and maintain such a scheme; <i><b>OR</b></i></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>