

Application for off-licence or renewal of off-licence

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

To: The Secretary
Tasman District Licensing Committee
Private Bag 4
Richmond 7050

Application for: Off-licence Renewal of off-licence Renewal with Variation of Conditions

Endorsements: Auctioneers Remote sales

Applicant details

Full legal name or names to be on licence:

Postal Address for service of documents:

Applicant status: *(Tick applicable, continued overleaf)*

Natural Person

Details of Applicant that is a Natural Person or Persons:

Name:

Residential Address:

Sex: Male Female

Occupation:

D.O.B: / / Place of Birth:

Ph.(Bus): Ph.(Pvt):

Mobile: Fax:

Email:

Private Company

For a private company incorporated under the Companies Act 1993, state:

Authorised capital:

Paid-up capital:

Company name:

Name of contact person:

Address:

Ph.(Bus):

Ph.(Pvt):

Mobile:

Fax:

Email:

Full legal names of all Directors (*list*):

Note: Shareholders who hold 20% or more of the shares, or of any particular class of shares, issued by the company must fill in details on back page, see 'Further details where applicant is a company'.

Partnership

Full legal details for each partner:

Name:

Address:

D.O.B:

/ /

Place of Birth:

Signature:

Name:

Address:

D.O.B:

/ /

Place of Birth:

Signature:

Note: For additional partners fill in details on back page, see 'Further details where applicant is a partnership'.

Body Corporate

Details of Applicant that is a Body Corporate, authority under which incorporated:

Other: (Tick one)

- Licensing Trust**
- Trustee**
- Manager under the Protection of Personal and Property Rights Act 1988**
- Local Authority**
- Government Department or other instrument of Crown**

Details of contact person:

Name: _____

Ph.(Bus): _____ Ph.(Pvt): _____

Mobile: _____ Fax: _____

Email: _____

Criminal convictions

Has the applicant been convicted of any offence, diversion or any matter currently before the Court (including traffic offences)? Yes No

If "Yes", what are the details of each offence?

Nature of Offence	Date of Conviction	Penalty Suffered

Details of premises

Address: _____

Any name, trading name, or name of building: _____

Is there a licence already held for premises concerned?: Yes No

If "Yes", state kind of licence

Does the applicant own the building?: Yes No

Tenure: (state whether to be held as leasehold, or under tenancy agreement or licence)

Full legal name and address of owner:

Name: _____

Address: _____

Is the licence conditional on completion of building work?: Yes No

If "Yes", state details

Business details

General nature of the business to be conducted by applicant in the premises if licence granted (*tick one*):

Supermarket Grocery store Hotel or Tavern Club Bottle store Winery Other

If "**Other**", please describe:

Is the sale of alcohol intended to be principal purpose of business?: Yes No

If "**No**", intended principal purpose of business:

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**", nature of other goods or services:

Days and hours proposed for sale of alcohol:

Days alcohol proposed to be sold:

Proposed hours each day:

Details of managers

For each manager or proposed manager, full legal name, number and expiry date of manager's certificate:

Name:	
Managers Certificate #:	Expiry Date of Managers Certificate: / /

Name:	
Managers Certificate #:	Expiry Date of Managers Certificate: / /

Name:	
Managers Certificate #:	Expiry Date of Managers Certificate: / /

Supporting information *(All of the following information is required to be submitted with your application)*

1. Experience and training of applicant
2. To what extent, and where, drinking water is intended to be freely available to patrons *(describe)*
3. If private water supply, provide details of water treatment system
4. Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people *(describe)*
5. Any other steps the applicant proposes to promote the responsible consumption of alcohol *(describe)*
6. Other systems *(including training systems)*, and staff in place *(or to be in place)* for compliance with the Act *(describe)*

Attachments

- Copy of Local Authority Certificate
- Where it must be determined whether the premises are a grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the Sale and Supply of Alcohol Regulations 2013
- Floor plan showing:
 - each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and
 - the principal entrance
- For body corporate applicants, copy of certificate of incorporation *(or equivalent document)*
- Photograph of principal entrance of the premises

Variation of conditions *(To be filled in for each condition to which the application relates)*

Are there any changes sought to the present conditions of the licence? Yes No

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

Evacuation Statement

I Hereby State that: *(Please tick whichever is applicable.)*

Either:

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

Or:

- (ii) The building, by reason of its current use, does not require such a scheme.

Or:

- (iii) The building is exempt from having to meet the requirements for such a scheme

IMPORTANT – PLEASE ENSURE THE APPLICATION FORM IS SIGNED

Signed at

this

day of

20

(location)

(date)

(month)

(year)

Signature of applicant:

Cost/Risk Rating

Using the attached table, what have you assessed your cost/risk rating to be?:

Assessed Rating <i>(please tick assessed rating)</i>	Cost/Risk Rating	Application Fee for all renewals, new licences and variations incl GST (\$)
<input type="radio"/>	Very low	368.00
<input type="radio"/>	Low	609.50
<input type="radio"/>	Medium	816.50
<input type="radio"/>	High	1023.50
<input type="radio"/>	Very High	1207.50

Notes

1. This form must be accompanied by the prescribed fee, see attached form for details. Renewal application fees are as detailed in invoice.

What next?

1. Your application will be assessed to make sure you have provided all of the required information.
2. Your application must be publicly advertised within 20 working days (10 working days for renewal applications). You will be provided with the wording of the public notice and further instructions.

Further details where applicant is a company

Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

Name:	
Address:	
D.O.B: / /	Place of Birth:
Designation:	Face value of shares held:

Name:	
Address:	
D.O.B: / /	Place of Birth:
Designation:	Face value of shares held:

Name:	
Address:	
D.O.B: / /	Place of Birth:
Designation:	Face value of shares held:

Further details where applicant is a partnership

Full legal details for each partner:

Name:	
Address:	
D.O.B: / /	Place of Birth:
Signature:	

Name:	
Address:	
D.O.B: / /	Place of Birth:
Signature:	

How to calculate your cost / risk rating and fees

A + **B** + **C** = **TOTAL WEIGHTING**

Types of premises	Weighting	Latest time allowed by licence	Weighting	Number of enforcement holdings in last 18 months	Weighting	Total Weighting	Cost/Risk Rating	Application Fee for all renewals, new licences and variations incl GST (\$)	Annual Licence Fee incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	15	On-licences and clubs 2.00 am or earlier	0	None	0	0 - 2	Very low	368.00	161.00
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	10	Off-licences 10.00 pm or earlier	3	1	10	3 - 5	Low	609.50	391.00
Class 3 restaurant, other premises, Class 2 Club, Club off-licence, remote sale off-licence, other off licence premises	5	On-licences and clubs between 2.01 am and 3.00 am Off-licences any time after 10.00 pm	5	2 or more	20	6 - 15	Medium	816.50	632.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	2	On-licences and clubs any time after 3.00 am	5			16 - 25	High	1023.50	1035.00
						26 plus	Very High	1207.50	1437.50

- Definitions**
- Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the relevant TA, operate that bar at least one night a week in the manner of a tavern.
 - Class 2 restaurants** – restaurants that have a separate bar but which, in the opinion of the relevant TA, do not operate that area in the nature of tavern at any time.
 - Class 3 restaurants** – restaurants that only serve alcohol to the table and do not have a separate bar area.
 - Class 1 clubs** – clubs which has at least 1,000 of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern at any time.
 - Class 2 clubs** – clubs which are not class 1 or class 3 clubs.
 - Class 3 clubs** – clubs has fewer than 250 members of purchase age and operates a bar for no more than 40 hours each week.
 - Enforcement Holding** – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.