

Renewal Application for ON, OFF or CLUB



Section 127(2) of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to apply to renew an on, off and club licence. Your application must be made before the expiry date of the current licence. **The application will not be processed unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted.**

What you need to do

- Supply completed application form
- Supply all required supporting documents
- Calculate and pay all required fees

How to submit your application

- Post - Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand
- Email - customer.services@tcdc.govt.nz
- Drop off your application at any of our service centres

What to include

- Application fee, annual fee and public notice fee
- Copies of each managers certificate for manager currently employed at the premises

On and Club licence

- Detailed (A4 size) scale map of the layout of the premises showing:
 - » All areas used for the sale of alcohol
 - » The areas that are to be designated (restricted, supervised or undesignated)
 - » The principal entrance
 - » All other parts of the premises - where tables, chairs, toilets and kitchen are located
- Current menu
- A host responsibility policy - this should outline the strategies that your premises undertake to provide a safe drinking environment. It should cover (but is not limited to) the availability of low alcohol and non-alcoholic beverages, food, signage, alcohol promotions, security, staff training, transport, prohibited persons, minors and intoxication. Please refer to www.alcohol.org.nz for tips on how to create a host responsibility plan.

Off licence

- For Grocery stores only;** a revenue statement showing 12 months of sales figures as set out by the Regulations. This must be verified by a chartered accountant (ask us for the required form).
- Detailed (A4 size) scale map of the layout of the premises showing:
 - » The areas used for the sale of alcohol
 - » The areas that are to be designated (restricted, supervised or undesignated)
 - » The principal entrance
 - » Layout of the interior of the premises

- For supermarket and grocery stores:**
- » The single alcohol area where alcohol will be displayed must be clearly shown
 - » Proposed permitted area for the display and promotion of alcohol, and any proposed sub-area

- A drink safe policy - this should outline the strategies that your premises implements as a responsible supplier of alcohol. It should cover (but is not limited to) the availability of low and non-alcoholic beverages, signage, alcohol promotions, security, staff training and the refusal of service to prohibited person. Please refer to www.alcohol.org.nz for tips on how to create a drink safe policy.

Calculating the fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk based fee for all alcohol licenses. Use the tables below to calculate the fee to be paid when lodging your application.

1 - Total Points (tick one)

Weighting	Licence Type	Type of Premises
<input type="checkbox"/> 15	On Licence	Class 1 restaurant, night club, tavern
<input type="checkbox"/> 10	On Licence	Class 2 restaurant, hotel, function center
<input type="checkbox"/> 5	On Licence	Class 3 restaurant, other
<input type="checkbox"/> 2	On Licence	BYO restaurant, theatre, cinema, winery cellar door
<input type="checkbox"/> 15	Off Licence	Supermarket, grocery store, Bottle store
<input type="checkbox"/> 10	Off Licence	Hotel, Tavern
<input type="checkbox"/> 5	Off Licence	Class 1,2 or 3 club, remote sales, premises not otherwise specified
<input type="checkbox"/> 2	Off Licence	Winery cellar door
<input type="checkbox"/> 15	Club Licence	Class 1 club
<input type="checkbox"/> 10	Club Licence	Class 2 club
<input type="checkbox"/> 5	Club Licence	Class 3 club

1 - Total Points

Definitions

Class 1 restaurant - Restaurants with a significant separate bar area which, in the opinion of the Territorial Authority operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables in the bar area.

Class 2 restaurant - A restaurant that has a separate bar (which may include a small bar area) but which, in the opinion of the Territorial Authority, does not operate that area in the nature of a tavern at any time.

Class 3 restaurant - A restaurant that only serves alcohol to the tables and does not have a separate bar area.

Class 1 clubs - clubs which, in the opinion of Territorial Authority, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of Territorial Authority, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).

Class 2 clubs - clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs).

Class 3 clubs - clubs which, in the opinion of Territorial Authority, are small clubs (with fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs).

2 - Total Points (tick one)

Weighting	Licence Type	Latest trading hour allowed by licence
<input type="checkbox"/> 0	On licence or club licence	2:00am or earlier
<input type="checkbox"/> 3	On licence or club licence	Between 2:01am and 3:00am
<input type="checkbox"/> 5	On licence or club licence	Any time after 3:00am
<input type="checkbox"/> 0	Off Licence (excl remote sales premises)	10:00pm or earlier
<input type="checkbox"/> 3	Off Licence (excl remote sales premises)	Any time after 10:00pm
<input type="checkbox"/> 0	Remote sales premises	Not applicable

2 - Total Points**3 - Total Points** (tick one)

Weighting	Licence Type	Number of holdings in the last 18 months
<input type="checkbox"/> 0	All licence types	None
<input type="checkbox"/> 10	All licence types	1
<input type="checkbox"/> 20	All licence types	2 or more

3 - Total Points**Add your points together to get your total**

1 - Total Points + 2 - Total Points + 3 - Total Points = TOTAL WEIGHTING

Tick the risk rating that matches the total points

Total Points	Risk Rating	Application fee (incl GST)	Annual fee (incl GST)
<input type="checkbox"/> 0-2	Very low	\$368.00	\$161.00
<input type="checkbox"/> 3-5	Low	\$609.50	\$391.00
<input type="checkbox"/> 6-15	Medium	\$816.50	\$632.50
<input type="checkbox"/> 16-25	High	\$1,023.50	\$1,035.00
<input type="checkbox"/> 26+	Very High	\$1,207.50	\$1,437.50

Public notice \$100

The public notice will be published on our website at a cost of \$100.

Payment options

By Mail - Send a cheque with the application to Thames-Coromandel District Council, Private Bag 1001, Thames 3540

In person - You can pay by cash, eftpos or credit card at any of our service centers Thames, Whangamta, Whitianga and Coromandel or online at www.tcdc.govt.nz/Your-Council/Payment-Options/

Office use only	APPLICATION FEE (Including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				

Application for renewal of On, Off or Club Licence



Section 127 of the Sale and Supply of Alcohol Act 2012

To the Secretary District Licensing Committee, Thames Coromandel District Council, this application is made in accordance with the details set out below.

Type of licence: ON OFF CLUB

Status of applicant or club (tick appropriate box)

Natural Person Company Partnership Incorporated society

Other
(specify) _____

Full legal name/s (name to appear on licence)	
Applicant's date of birth (if an individual or partnership)	Postal address
Contact phone number	
Email address	

If applying for a club licence, fill in grey area (not required for on or off licence):

Secretary details	
Secretary name	
Contact phone number	Email address
Does the club share the premises with any other club? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, please provide details, name of club and when they use it: 	
Total club membership	Of these how many are under 18 years of age?

Does the applicant (or any club members) have any criminal convictions? YES NO

If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

Premises Details

Address of licensed premises

Trading name

What form of tenure and term of tenure does the applicant have (owner or lease)?

What part, if any, of the premises is intended to be designated (leave blank if entire premises are undesignated)?

Restricted area
(no one under 18 allowed on site) _____

Supervised area
(minors allowed only with parent or legal guardian) _____

Business Details

What is the general nature of the business to be conducted under the licence?

For example: hotel, tavern, restaurant, function centre, bottle store, supermarket, sports club, chartered club

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?

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 and supply of alcohol and food?

YES NO

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

Is a variation sought to the current conditions of the licence?

YES NO

If yes- what are the changes?

On Licence

Does the applicant wish to have the licence endorsed under:

Section 37 of the Act? YES NO

Section 38 of the Act? YES NO

Off Licence

Does the applicant wish to have the licence endorsed under:

Section 39 of the Act? YES NO

Section 40 of the Act? YES NO

On which days and during which hours does the applicant intend to sell alcohol?

<input type="checkbox"/> MONDAY	(hours from) _____	(to) _____	<input type="checkbox"/> TUESDAY	(hours from) _____	(to) _____
<input type="checkbox"/> WEDNESDAY	(hours from) _____	(to) _____	<input type="checkbox"/> THURSDAY	(hours from) _____	(to) _____
<input type="checkbox"/> FRIDAY	(hours from) _____	(to) _____	<input type="checkbox"/> SATURDAY	(hours from) _____	(to) _____
<input type="checkbox"/> SUNDAY	(hours from) _____	(to) _____			

Managers details - For each manager or responsible person state full legal name, date of birth, address and managers certificate number.

Name	Address	DOB	Manager Certificate Details

IMPORTANT NOTE:

The New Zealand Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The form is also publicly available on request.

_____ Applicant Name	_____ Applicant Signature	_____ Date (DD/MM/YYYY)
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Evacuation Scheme Declaration Form



NOTE: This declaration is to be completed, signed and returned with your application, even if an evacuation scheme is not required.

Application for: ON OFF CLUB

I _____ licence holder of the premises known as _____
FULL NAME TRADE NAME

situated at _____
PREMISES ADDRESS

State that:

The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 218 of the Fire Services ACT 1975

Or

Because of the building's current use, its owners are not required to provide and maintain such a scheme;

Or

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

Note:

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

Please contact the NZ Fire and Emergency for more information about evacuation schemes and fire safety requirements.

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)