

# Renewal Application for ON, OFF AND 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 lodged unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted.**

## What you need to do

- Supply a completed application form
- Supply all required supporting documents (see 'what to include')
- Calculate and pay fee (see page 2) – Please note payment is to be made upon application

## What to include

- Completed application form
- Application fee, annual fee and public notice fee (see page 2)
- Copies of each managers certificate for managers 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
- Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to [www.alcohol.org.nz](http://www.alcohol.org.nz) for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);
  - » What food will be provided
  - » What low alcohol and non-alcohol drinks will be provided
  - » Managing prohibited persons, minors and intoxicated people
  - » Information relating to alcohol promotions and alternative transport options
  - » What security systems will be in place

### 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
- Drink Safe Policy** – this is to outline the strategies that your premises will implement as a responsible supplier of alcohol. Please refer to [www.alcohol.org.nz](http://www.alcohol.org.nz) for tips on how to create a drink safe policy. The policy should cover (but not be limited to);
- » What low alcohol and non-alcohol drinks will be provided
  - » Staff training and the refusal of service to prohibited persons
  - » Information relating to alcohol promotions and signage
  - » What security systems will be in place

## 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 centre
<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"/> 10	Club Licence	Class 1 club
<input type="checkbox"/> 5	Club Licence	Class 2 club
<input type="checkbox"/> 2	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
<hr/>		
<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
<hr/>		
<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 <i>(incl GST)</i>	Annual fee <i>(incl GST)</i>
<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 FEE + \$100.00 = \$ 100.00  
*(Public notice will be published on our website)*

**Total to pay \$**

**FULL PAYMENT IS TO BE MADE UPON APPLICATION**

## Payment options

In person - You can pay by cash, eftpos or credit card at any of our service centres Thames, Whangamata, Whitianga and Coromandel

Online at [www.tcdc.govt.nz/Your-Council/Payment-Options/](http://www.tcdc.govt.nz/Your-Council/Payment-Options/)

<b>Office use only</b>	APPLICATION FEE <i>(Including GST)</i> \$	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.

1) 

Licence number	Expiry date dd/mm/yyyy
----------------	---------------------------

## Applicants details

2) 

Applicant name <i>(name to appear on licence)</i>	
Contact name	
Contact phone number	Postal address for service documents
Email address	

3) Does the applicant (or any company directors) 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

4) Licence Type:  ON (go to question 5)  OFF (go to question 5)  CLUB (go to question 9)

5) Status of applicant:  Individual (go to question 6)  Company/Partnership/Incorporated Society (go to question 8)

6) What is your occupation?

7) When and where were you born? 

Date of birth dd/mm/yyyy	Place of birth
-----------------------------	----------------

- 8) State the full details of each director/shareholder or partner. If a public company also supply details of each person who holds 20% or more of the shares, or any class of shares issued by the company.

	Shareholder/Director/Partner	Shareholder/Director/Partner	Shareholder/Director/Partner
Name			
Address			
Date of Birth			
Place of Birth			
Designation			
Number of Shares			

- 9) 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

- 10) Does the club share the premises with any other club?  YES  NO

If YES, please provide details, name of club and when they use it:

--

- 11) Total club membership  Of these how many are under 18 years of age

## Premises details

- 12) Address of licensed premises  Postcode

- 13) Trading name for the Premises

- 14) What form of tenure and term of tenure will the applicant have (if you own the premises please write Owner)?

Type of tenure:
Tenure expiry date:

- 15) 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

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

*For example: hotel, restaurant, tavern, sports club*

17) 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?*

18) 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?*

**On Licence only – if you are not applying to renew an on licence go to question 25.**

19) Are you a BYO-only restaurant?  YES  NO (go to question 21)

20) Do you wish to have the licence endorsed under s37 of the act for a BYO-only restaurant?  YES  NO

21) Are you a caterer only wishing to sell alcohol outside of your licensed premises (such as events)?  YES  NO (go to question 23)

22) Do you wish to have the licence endorsed under s38 of the act for caterer sales only?  YES  NO

23) Will you be offering outdoor dining?  YES  NO (go to question 29)

24) Do you wish to include this area on your alcohol licence?  YES  NO

**Off Licence only – if you are not applying to renew an off licence go to question 29.**

25) Are you an auctioneer only?  YES  NO (go to question 27)

26) Do you wish to have the licence endorsed under s39 of the act for auctioneer sales only?  YES  NO

27) Are you a remote seller only?  YES  NO (go to question 29)

28) Do you wish to have the licence endorsed under s40 of the act for remote sales only?  YES  NO

### All Licence types:

29) On which days and during which hours do you intend to sell alcohol under the licence?

MONDAY (hours from) \_\_\_\_\_ (to) \_\_\_\_\_

TUESDAY (hours from) \_\_\_\_\_ (to) \_\_\_\_\_

WEDNESDAY (hours from) \_\_\_\_\_ (to) \_\_\_\_\_

THURSDAY (hours from) \_\_\_\_\_ (to) \_\_\_\_\_

FRIDAY (hours from) \_\_\_\_\_ (to) \_\_\_\_\_

SATURDAY (hours from) \_\_\_\_\_ (to) \_\_\_\_\_

SUNDAY (hours from) \_\_\_\_\_ (to) \_\_\_\_\_

30) Manager details - list all certified managers of the premises:

Name	Address	DOB	Manager Certificate Details

31) Is a variation sought to the current conditions of the licence?  YES (provide details below)  NO

32) What staff training will be provided regarding compliance with the Act and your host responsibility policy/drink safe policy? Provide a plan of What, Who and When.

Training	Who	When

33) Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?  YES (provide details below)  NO

**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 personal information that you provide in this form will be held and protected by TCDC in accordance with our privacy statement, available at [www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/](http://www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/)

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

# 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 76 of the Fire and Emergency New Zealand Act 2017

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)