

# Variation Application Form



*Under section 120 of the Sale and Supply of Alcohol Act 2012*

Follow the instructions below to apply to vary (change) or cancel a condition of your existing licence. Examples of varying the conditions include extending your licensed hours, increasing licensed area, or changing the type of premises. **Your application will not be processed unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted. Incomplete applications will not be accepted.**

Check whether you need a new planning and building certificate first. If you are applying to vary the conditions of the licence you will need to speak to the duty planner and building team.

## What you need to do

- Supply completed application form
- Supply all required supporting documents
- Calculate and pay application and public notice fee

## How to submit your application

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

## What to include

- Application fee and public notice fee
- On and club licence** detailed floor plan of the interior of the premises showing:
  - » The areas used for the consumption of alcohol (include outdoor areas)
  - » The areas that are to be designated (restricted, supervised, undesignated)
  - » The principal entrance
  - » Layout of the interior of the premises - where tables, chairs, toilets and kitchen are located
- Off licence** detailed plan of the interior 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 host responsibility policy - this is to outline the strategies that your premises will implement to provide a safe drinking environment. It should cover (but not limited to) 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](http://www.alcohol.org.nz) for tips on how to create a host responsibility plan.
- Supporting documentation relevant to the condition(s) to be varied or cancelled
- A new building and planning certificate - if required

# 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)
<input type="checkbox"/> 0-2	Very low	\$368.00
<input type="checkbox"/> 3-5	Low	\$609.50
<input type="checkbox"/> 6-15	Medium	\$816.50
<input type="checkbox"/> 16-25	High	\$1,023.50
<input type="checkbox"/> 26+	Very High	\$1,207.50

**Public notice \$100**

The public notice will be published on our website. An administration fee of \$100 is required.

**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/internetbanking](http://www.tcdc.govt.nz/internetbanking)

<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 Variation or Cancellation of Condition



Section 120 of the Sale and Supply of Alcohol Act 2012

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

Status of applicant (tick appropriate box)

Natural Person   
  Company   
  Partnership   
  Other (specify) \_\_\_\_\_

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

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

## Licence details

Type of licence:  ON  OFF  CLUB

Licence number	Expiry date
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## Premises Details

Address of licensed premises
Trading name for the Premises

# Application Details

Is the application for a:  Variation OR  Cancellation

Which licence conditions does the applicant wish to vary or cancel?

Please provide reasons for a variation or cancellation:

**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)

# 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)