

New Off Licence Application Form



Section 100 of the Sale and Supply of Alcohol Act 2012

How to apply for a new off licence

Follow the instructions below to apply for a new off licence to sell and supply alcohol for consumption off the premise. **Your 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 and public notice fee (see page 2)
- ☐ A building and planning certificate issued by the local authority that the proposed use of the premises meets the requirements of the resource Management Act 1991 and the building code. Please visit www.tcdc.govt.nz/apply-for-an-alcohol-licence for more information and application form
- ☐ Detailed A4 scale map 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
- ☐ 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 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
- ☐ Copies of each current managers certificate for those nominated to manage the premises
- ☐ Certificate of incorporation or partnership agreement if applicable
- ☐ Street map showing the location of the premises
- ☐ A photo or artists impression of outside the premises including the main entrance

- ☐ Building owner consent supporting the sale of alcohol and confirmation of term of tenure
- ☐ **For grocery stores;** A statement of 12 months sales figures (verified by an accountant) establishing the range of goods sold (as required by regulation 12 & 13 of The Sale and Supply of Alcohol Regulations 2013)

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 Type of Premises

- ☐ 15 Supermarket, Grocery store, Bottle store
- ☐ 10 Hotel, Tavern
- ☐ 5 Class 1,2 or 3 club, remote sale premises, premises not otherwise specified
- ☐ 2 Winery cellar door

1 - Enter your premises type points (p)

2 - Total Points *(tick one)*

Weighting Latest trading hour allowed by licence

- ☐ 0 10:00pm or earlier
- ☐ 3 Any time after 10:00pm

2 - Enter your trading time total (t)

Add your points together to get your total

1 - Total Points (p) + 2 - Total Points (t) = TOTAL WEIGHTING

Tick the risk rating that matches the total points

Total Points	Risk Rating	Application fee (incl GST)
☐ 0-2	Very low	\$368.00
☐ 3-5	Low	\$609.50
☐ 6-15	Medium	\$816.50
☐ 16-25	High	\$1,023.50
☐ 26+	Very High	\$1,207.50

Public notice \$115

Public notice will be published on our website. An administration fee of \$115 is required.

Total amount to pay:

Application fee	\$
Public notice fee	+ \$115
Total to pay	= \$

FULL PAYMENT IS TO BE MADE UPON APPLICATION

Information to note: Paying annual fee

You will be charged an annual fee if your application is approved, an invoice will be sent upon application approval. Please see the annual fee table below for your reference.

Total Points	Risk Rating	Annual fee (incl GST)
0-2	Very low	\$161.00
3-5	Low	\$391.00
6-15	Medium	\$632.50
16-25	High	\$1,035.00
26+	Very High	\$1,437.50

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/payments

Office use only	APPLICATION FEE (including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	☐ PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				

Application for New Off Licence

Section 100 of the Sale and Supply of Alcohol Act 2012



To the Secretary of the Thames-Coromandel District Licensing Committee this application for an off licence is made in accordance with the particulars set out below.

Applicants details

1)

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

2) 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

3) Are you applying as an individual? ☐ YES (go to question 4) ☐ NO (go to question 6)

4) What is your occupation?

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5) When and where were you born?

Date of birth dd/mm/yyyy	Place of birth
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6) 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			

7) State any experience or training the applicant has in relation to the sale and supply of alcohol (provide examples)?

Premises details

8)	Address of proposed licensed premises	Postcode
9)	Proposed trading name for the Premises	

10) What form of tenure and term of tenure will the applicant have?

Type of tenure:	Tenure expiry date:
Full legal name of owner:	

11) 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

12)	Does the premises already hold a current Licence?	☐ YES	☐ NO	Licence number
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13) What is the general nature of the business to be conducted by the applicant if the licence is granted?

For example: hotel, tavern, bottle store, grocery store

14) 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?

15) 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?

16) 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) _____	

17) Are you an auctioneer only? ☐ YES (go to question 18) ☐ NO (go to question 19)

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

19) Are you a remote seller only? ☐ YES (go to question 20) ☐ NO (go to question 21)

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

21) Manager details - list all certified managers for the premises:

Name	Address	DOB	Manager Certificate Details

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

Training	Who	When

23) 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/privacystatement

Applicant Name(s)	Applicant Signature(s)	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 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)
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