

Variation Application Form



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

Follow the instructions below to apply to vary 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 lodged 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 (see page 2) – Please note payment is to be made upon application

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
- ☐ **On and club licence.** 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 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.** 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
- ☐ **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

- ☐ Supporting documentation relevant to the condition(s) to be varied or cancelled
- ☐ 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.
- ☐ Copy of existing licence

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
☐	15	On Licence	Class 1 restaurant, night club, tavern
☐	10	On Licence	Class 2 restaurant, hotel, function centre
☐	5	On Licence	Class 3 restaurant, other
☐	2	On Licence	BYO restaurant, theatre, cinema, winery cellar door
☐	15	Off Licence	Supermarket, grocery store, Bottle store
☐	10	Off Licence	Hotel, Tavern
☐	5	Off Licence	Class 1,2 or 3 club, remote sales, premises not otherwise specified
☐	2	Off Licence	Winery cellar door
☐	15	Club Licence	Class 1 club
☐	10	Club Licence	Class 2 club
☐	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
☐ 0	On licence or club licence	2:00am or earlier
☐ 3	On licence or club licence	Between 2:01am and 3:00am
☐ 5	On licence or club licence	Any time after 3:00am
☐ 0	Off Licence (excl remote sales premises)	10:00pm or earlier
☐ 3	Off Licence (excl remote sales premises)	Any time after 10:00pm
☐ 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
☐ 0	All licence types	None
☐ 10	All licence types	1
☐ 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)
☐ 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

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

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/payments

Office use only	APPLICATION FEE (Including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	☐ 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.

Licence details

1) What type of licence is held? ☐ ON ☐ OFF ☐ CLUB

Licence
number

Expiry
date

Applicants details

2)

Applicant name (name to appear on licence)	
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) Are you applying as an individual? ☐ YES (go to question 5) ☐ NO (go to question 7)

5) What is your occupation?

6) When and where were you born?

Date of birth
dd/mm/yyyy

Place of
birth

Premises details

7)

Address of proposed licensed premises

Postcode

8)

Trading name of the premises

Application details

9)

Is the application for a:

☐ VARIATION

OR

☐ CANCELLATION

10)

Which licence condition/s does the applicant wish to vary or cancel?

11)

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 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

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)
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