

APPLICATION FOR RENEWAL OF LICENCE

(For On-Licence Off Licence, or Club Licence)

Notes

1. This form should be used in respect of on-licences, off-licences, and club licences. Special licences are not renewable.
2. This application should be filed with the District Licensing Agency no later than 20 days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. For the matters that are to accompany this application, see regulation 18(2) of the Sale of Liquor Regulations 1990 (*as follows*) –

Every application shall be accompanied by the following:

- a) two copies of the application
- b) the prescribed fee (fee \$776.00)
- c) host responsibility policy
- d) copy of menu
- e) a completed fire evacuation scheme statement (form attached)

Please complete this form and return with your renewal application

Fire Evacuation Scheme Statement For Your Premise

I (*name*) _____ declare that the

(*Hotel/Tavern/Club*) known as _____

situated at (*address*) _____

has: (*delete where applicable*) (a) A Fire Evacuation Scheme in existence, or

(b) The premise does not require a fire Evacuation Scheme.

Signed: _____

Date: _____