



# HURUNUI

## District Council

Telephone: (03) 3148816  
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### APPLICATION FOR OFF-LICENCE

Sections 31, Sale of Liquor Act 1989

To: The Secretary  
The District Licensing Agency  
P O Box 13  
**Amberley**

Application for an off-licence is made in accordance with the details set out below.

#### 1. Details of Applicant(s)

- (a) Full Name : \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_
- (b) Postal address: \_\_\_\_\_  
(for service of documents)  
\_\_\_\_\_
- (c) Daytime contact name and phone number: \_\_\_\_\_
- (d) Full name and address of proposed manager (if any): \_\_\_\_\_  
\_\_\_\_\_

(e) Status of applicant (tick appropriate box):

Natural Person

Private Company

Public Company

Licensing Trust

Partnership

Government Department or other  
Instrument of Crown

Local Authority

Trustee

Manager under the Protection of  
Personal and Property Rights Act 1998

Club

**2. Further Details Where Applicant is a Company**

(a) Date of incorporation : \_\_\_\_\_

(b) Place of incorporation: \_\_\_\_\_

(c) Full details of each director and the secretary, as follows:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

(d) *(In the case only of a private company)*

Authorised Capital  Paid up Capital

(e) *(In the case only of a private company)* Full details of each person who holds any shares issued by the company:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Face value of shares held: \_\_\_\_\_

(f) *(In the case only of a public company)* Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Place of Birth: \_\_\_\_\_  
 Designation: \_\_\_\_\_

**3. Premises Details**

(a) Address of proposed licensed premises: \_\_\_\_\_  
 \_\_\_\_\_

(b) Type of premises *(tick appropriate box)*:

Hotel or tavern	Club	Premises on which principal business is manufacture or sale of liquor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supermarket	Grocery Store	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(c) Proposed trading name for premises *(if any)*:  
 \_\_\_\_\_

(d) Is a licence sought conditional upon construction or completion of the premises?:

Yes  No

(e) Does the applicant own the proposed licensed premises?:

Yes  No

If No

(i) What is the full name and address of the owner?

\_\_\_\_\_

(ii) What form of tenure of the premises will the applicant have (*including term of tenure*)?:

\_\_\_\_\_

(f) What part (*if any*) of the premises does the applicant intend should be designated as:

(i) A restricted area? \_\_\_\_\_

(ii) A supervised area? \_\_\_\_\_

#### **4. Business Details**

(a) Does the applicant seek the licence in connection with the business of a caterer?:

Yes  No

(b) Does the applicant seek the licence in connection with the business of an auctioneer?:

Yes  No

(c) Is the sale of liquor intended to be the principal purpose of the business?

Yes  No

If NO what is intended to be the principal purpose of the business?

\_\_\_\_\_  
\_\_\_\_\_

(d) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

Yes  No

If YES – what is the nature of those other goods or services? \_\_\_\_\_

\_\_\_\_\_

(e) On which days and during which hours does the applicant intend to sell liquor under the licence? \_\_\_\_\_

\_\_\_\_\_

#### **5. Conditions**

(a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?:-

\_\_\_\_\_

\_\_\_\_\_



## Off-Licence Application

Every application for an off-licence shall be accompanied by the following:

- a) Two copies of the application.
- b) (*Where the applicant is incorporated*) A copy of the certificate of incorporation or other documentary evidence of its incorporation.
- c) (*Where the applicant is a company*) A copy of the memorandum of association or other documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor.
- d) (*Where the applicant is a club*) Evidence that the club
  - I. Held a charter under section 164 of the Sale of Liquor Act 1962 immediately before the first day of April 1990; or
  - II. Holds a club licence under the Sale of Liquor Act 1989, and is not a sports club.
- e) (*Where the application relates to a hotel or tavern*) A reference to the number of the on-licence held by the applicant in respect of the hotel or tavern.
- f) (*Where the application relates to premises in which the principal business is the manufacture or sale of liquor*) Particulars of the principal business conducted on the premises, and (where that principal business is wine making) the number of the licence held under the Wine Makers Act 1981.
- g) (*Where the application relates to a supermarket*) Particulars of the floor area of the supermarket, including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items.
- h) (*Where the application relates to a grocery store*) Particulars of the principal business of the store.
- i) A photograph of the exterior or an artist's impression of the proposed premises as they will look when they are finished.
- j) A map, or a copy of a map or of a portion of a map, showing the location of the premises.
- k) A plan showing –
  - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
  - (ii) Those parts of the premises (*if any*) that the applicant intends should be designated as restricted areas or as supervised areas; and
  - (iii) Each entrance to the premises that the applicant intends should be designated as a principal entrance.
- l) (*Where the applicant is not the owner of the premises*) A written statement from the owner to the effect that the owner has no objection to the grant of the Licence.
- m) A copy of the Host Responsibility Policy
- n) A certificate by the local authority that the proposed use of the premises meets town planning requirements (*Currently \$160*).
- o) A certificate by the local authority that the proposed use of the premises meets building requirements (*Currently \$100*).
- p) The prescribed fee (*Currently \$776.00*)