



# HURUNUI

## *District Council*

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

Sections 9, Sale of Liquor Act 1989

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

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

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

(a) Full Name (Company, Partnership) :

\_\_\_\_\_

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

Occupation: \_\_\_\_\_

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

(b) Postal address: \_\_\_\_\_  
(for service of documents)

\_\_\_\_\_

(c) Daytime contact name and phone number: \_\_\_\_\_

(d) Full name and address of proposed manager/s: \_\_\_\_\_

\_\_\_\_\_

(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

**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. Further Details Where Applicant is a Partnership**

(a) Full details of each partner as follows:

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

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

(b) Signature of each partner:

\_\_\_\_\_

**4. Premises Details**

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

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

(c) Is a licence sought conditional upon construction or completion of the premises?:  
Yes  No

(d) 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*)?:  
\_\_\_\_\_

(e) What part (*if any*) of the premises does the applicant intend should be designated as:  
(i) A restricted area? \_\_\_\_\_  
(ii) A Supervised area: \_\_\_\_\_

**5. Business Details**

(a) What is the general nature of the business to be conducted by the applicant if the licence is granted? (*eg hotel, tavern, restaurant, entertainment*)  
\_\_\_\_\_

(b) 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?  
\_\_\_\_\_  
\_\_\_\_\_

(c) 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? \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

- (e) (*In the case of a BYO restaurant*) Does the applicant wish to have the licence endorsed under section 28 of the Act?

Yes  No

## 6. **Conditions**

- (a) What provision does the applicant intend to make for the sale and supply of:-

(i) Food? \_\_\_\_\_

(ii) Non alcoholic refreshments? \_\_\_\_\_

(iii) Low alcohol beverages? \_\_\_\_\_

- (b) 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?

\_\_\_\_\_

\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
**Applicant**

## On-Licence Application

Every application for an on-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) A photograph of the exterior or an artist's impression of the proposed premises as they will look when they are finished.
- (d) A map, or a copy of a map or of a portion of a map, showing the location of the premises.
- (e) 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.
- (f) (*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.
- (g) A copy of the proposed menu
- (h) A copy of the Host Responsibility Policy
- (i) A certificate by the local authority that the proposed use of the premises meets town planning requirements (*please refer to the Planning Certificate application form for this fee*).
- (j) A certificate by the local authority that the proposed use of the premises meets building requirements (*please refer to the Certificate of Compliance application form for this fee*).
- (k) The prescribed fee (*Currently \$793.24*)