



# HURUNUI

## District Council

Telephone: (03) 3148816

Fax: (03) 3149181

### APPLICATION FOR RENEWAL OF LICENCE

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

Sections 18, 41, and 64, Sale of Liquor Act 1989

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

Application for the renewal of a licence is made in accordance with the details set out below.

#### **Details of Licensee**

Full Name (Company, Partnership) : \_\_\_\_\_

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

Email address: \_\_\_\_\_

Daytime contact name and phone number: \_\_\_\_\_

#### **Details of Duty Managers**

Full names and addresses of all managers currently employed, and certificate numbers of manager's certificates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **Details of Licence**

Type of licence *(tick where applicable)*:

On-licence	Off-licence	Club licence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number: \_\_\_\_\_

Date of expiry: \_\_\_\_\_



# **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. In no case may the application be filed after the licence has expired.

### **Every application shall be accompanied by the following:**

- a) two copies of the application
- b) the prescribed fee (fee \$793.24)
- 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.

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; or
- overnight accommodation is provided for more than 5 people.

Please contact Fire Safety/Hazard Management Service (telephone 03 371 3707) for Evacuation Schemes and Fire Safety Requirements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_