

# Information sheet – New or renewal of on-licence



To complete the application you will need to answer all questions, supply all requested documentation and attach the prescribed fee(s). Please ensure you attach this information sheet when lodging your application.

## What to include (please tick)

- The original application form plus one copy.
- The correct application & annual fees (*new applications only must include the annual fee*).
- Building & Planning certificates for the purpose of s.100 (f) of the Act.
- If the applicant is not the owner of the premises or conveyance, written consent from the owner to the effect that the owner has no objection to a licence being granted.
- A copy of all menus, food and drinks.
- A copy of the Certificate of Incorporation (*if applicable*).
- Good quality scale plans of the premises or conveyance that clearly show the following:
  - The design and layout of the premises,
  - The principle entrance,
  - Any designated areas must also be clearly highlighted.
- A photo of the exterior of the premises showing the principal entrance.
- A copy of your host responsibility policy and alcohol management plan. Details of how the matters described in the policy will be implemented must be included.
- If you are using an alcohol licensing consultant, a letter authorising your consultant to act on your behalf.

When you have all the required documentation, you can lodge your application. Failure to supply all required documents will result in the application being returned.

## Your application must be accompanied by the correct application fee. This is not refundable.

Use the fee calculator overleaf to calculate your risk rating and then tick the appropriate box from the table below. All applications must be accompanied by the correct application fee. New applications must also be accompanied by the correct annual fee. Renewal applications do not require an annual fee, this will be invoiced on a date determined by the Napier District Licensing Committee.

Please ensure you have accurately assessed your fee. Any errors will incur a further application payment and your licence will not be issued until all outstanding monies are received.

	Risk category (risk weighting)	Application/Renewal Fee (inc GST)	Annual Fee (inc GST)
<input type="checkbox"/>	Very low (0-2)	\$368.00	\$161.00
<input type="checkbox"/>	Low (3-5)	\$609.50	\$391.00
<input type="checkbox"/>	Medium (6-15)	\$816.50	\$632.50
<input type="checkbox"/>	High (16-25)	\$1,023.50	\$1,035.00
<input type="checkbox"/>	Very high (26 plus)	\$1,207.50	\$1,437.50

If you require assistance calculating your risk rating, please contact the Licensing Inspector on 06 834 4145.

## Lodgment Options

You can post your completed application form with cheque to: **Napier City Council, Private Bag 6010, Napier 4142.**

You can lodge your application in person with cash, cheque or Eftpos at **Napier City Council, 231 Hastings Street, Napier.**

Office use only	Cashier	Comments
Receipt No.:		
Receipt amount:		
Application Name:		ON

# Fee Calculator – New or renewal of on-licence

## Step 1 – Identify your premises type weighting

<b>P</b>	Premises type	Type of premises	Weighting
<input type="checkbox"/>	Your weighting	Class 1* restaurant, night club, tavern, adult premises	15
		Class 2* restaurant, hotel, function centre	10
		Class 3* restaurant, other premises not otherwise specified	5
		BYO restaurants, theatres, cinemas, winery cellar doors	2

Information – Restaurant Classes
Class 1 restaurant means a restaurant with a significant separate bar area which, in the opinion of the DLC, operates that bar at least one night a week in the nature of a tavern.
Class 2 restaurant means a restaurant that has a separate bar area (which may include a small bar area) but which, in the opinion of the DLC, does not operate that area in the nature of a tavern at any time.
Class 3 restaurant means a restaurant that only serves alcohol to tables and does not have a separate bar.

\*For restaurants, select the weighting you believe best describes your business. The DLC will need to assess your application and may need to inspect the premises prior to confirming the correct class.

## Step 2 – Identify your trading hours weighting

<b>H</b>	Trading hours	Latest trading time authorised by licence	Weighting
<input type="checkbox"/>	Your weighting	2.00 am or earlier	0
		2.01 am to 3.00 am	3
		After 3.00 am	5

Information – Trading hours
For new applications, select the weighting that corresponds with the trading hours you are applying for.
For renewals with no variation, select the weighting that corresponds with the hours currently described on your licence.
For renewals with variation sought, select the weighting that corresponds with the proposed trading hours that you are seeking through the variation.

## Step 3 – Identify your enforcement/holdings weighting

<b>E</b>	Enforcement	Number of Holdings in last 18 months	Weighting
<input type="checkbox"/>	Your weighting	None	0
		1	10
		2 or more	20

Information – Holdings
A holding is a conviction for any offence prescribed within section 288 of the Sale and Supply of Alcohol Act 2012, or a conviction for any equivalent offence under the Sale of Liquor Act 1989.

## Step 4 – Calculate your risk rating

**P** + **H** + **E** = Risk rating

+  +  =

Return to the fees table on page 1 and tick the box that corresponds with your risk rating.

# Application form – New or renewal of on-licence

Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012



## The application

To the Secretary, Napier District Licensing Committee:

Application for:

- A new on-licence is made in accordance with the details below, or
- Renewal of on-licence under the same conditions is made in accordance with the details below, or
- Renewal of on-licence with changes sought to the existing conditions is made in accordance with the details below.

If any changes are sought to the existing conditions of an on-licence, describe every change sought:

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## Endorsements

Tick the endorsement, if any, that is sought, or sought to be renewed:

- Caterer,
- BYO.

## The applicant

Company name or full legal name(s) of persons to be on licence:

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### Existing licence(s)

Is a licence of any type of already held for the premises or conveyance concerned?

Yes  No

If Yes, provide the details of the licence or licences:

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### Status of the applicant (*tick appropriate option*)

- |   |  |
|---|--|
| <input type="checkbox"/> Natural person   | <input type="checkbox"/> Private Company |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/> Local Authority |
| <input type="checkbox"/> Public Company   | <input type="checkbox"/> Licensing Trust |
| <input type="checkbox"/> Trustee  |  |
| <input type="checkbox"/> Board, organisation or other body to which section 28 (1) (c) of the Act applies |  |
| <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988            |  |
| <input type="checkbox"/> Body Corporate to which section (28 (1) (b) of the Act applies                   |  |
| <input type="checkbox"/> Government department or other instrument of the Crown                           |  |

**Applicant details (natural persons only)**

For an applicant that is a natural person or persons, provide the following details for each applicant:

Full legal name of the applicant:

Any aliases used by the applicant:

Full residential address:

Postcode:

Email address:

Male  Female

Occupation:

Date of birth:

Place of birth:

Daytime contact name and telephone number:

Preferred mode of contact:

*If any additional applicants exist, provide their details as a separate attachment.*

Tick this box if further applicant details have been supplied as a separate attachment.

**Applicant details (applicants other than natural persons)**

For all applicants other than natural persons, provide the following details:

Name of contact person:

Daytime phone number:

Mobile phone number:

Fax number:

Email address:

Preferred mode of contact:

**Postal address for service of documents**

Building name (if any):

Street number:

Street name:

Suburb:

City:

Postcode:

**Business details**

Describe the principle business, or any other business conducted by the applicant:

**Criminal convictions:**

Has the applicant been convicted of any criminal convictions?

Yes  No

If Yes, provide details including dates of convictions and penalties imposed.

*\*State all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004)]*

## Further details where the applicant is a Body Corporate

For an applicant that is a body corporate, under which authority is the body incorporated?

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## Further details where applicant is a company

For an applicant that is a company (*whether incorporated under the Companies Act 1993, or equivalent foreign legislation*), provide the full legal name of every director:

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## Further details where applicant is a partnership

For an applicant that is a partnership, provide the following details:

Full legal name:

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Address:

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Postcode:

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Date of birth:

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Place of birth:

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Signature of partner.

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Full legal name:

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Address:

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Postcode:

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Date of birth:

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Place of birth:

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Signature of partner.

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*If any additional partners exist, provide their details as a separate attachment.*

*Tick this box if further partner details have been supplied as a separate attachment.*

## Further details where applicant is a public company

For an applicant that is a public company, provide the full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company.

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Full legal name of shareholder:

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Address of shareholder:

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Postcode:

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Date of birth:

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Place of birth:

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Designation:

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Full legal name of shareholder:

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Address of shareholder:

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Postcode:

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Date of birth:

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Place of birth:

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Designation:

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*If any additional public shareholders exist, provide their details as a separate attachment.*

*Tick this box if further public shareholder details have been supplied as a separate attachment.*

## Further details where applicant is a private company

For an applicant that is a company incorporated under the Companies Act 1993, provide the following details:

Authorised capital:	Paid up capital:
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### Shareholder details

Full legal name of shareholder:

Address of shareholder:

	Postcode:
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Date of birth:	Place of birth:
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Designation:	Face value of shares held:
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Full legal name of shareholder:

Address of shareholder:

	Postcode:
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Date of birth:	Place of birth:
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Designation:	Face value of shares held:
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*If any additional private shareholders exist, provide their details as a separate attachment.*

Tick this box if further private shareholders details have been supplied as a separate attachment.

## Premises details

Legal address:

	Postcode:
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Any name, trading name or name of building:

Does the applicant own the premises?  Yes  No

If No, what is the full legal name and address of the owner:

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

Is a licence conditional upon construction or completion of building work?  Yes  No

If Yes, provide details:

### Fire safety declaration

For an application that is made in respect of premises, the applicant must confirm that—

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by s.21B of the Fire Service Act 1975; or
- Because of the building's current use, its owner is 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.

## Conveyance details

Type of conveyance:

Address of home base:

Trading name of conveyance (if any):

Registration number (if any):

Does the applicant own the conveyance?

Yes  No

If No, what is the full legal name and address of the owner:

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

Is a licence conditional upon completion of construction work?

Yes  No

If Yes, provide details:

## Management

Provide the following details in respect of each manager or proposed manager:

Full legal name:

Certificate number:

Certificate expiry date:

Full legal name:

Certificate number:

Certificate expiry date:

Full legal name:

Certificate number:

Certificate expiry date:

Full legal name:

Certificate number:

Certificate expiry date:

*If any additional managers are to be employed, provide their details as a separate attachment.*

*Tick this box if further manager's details have been supplied as a separate attachment.*

## Business details

Describe the general nature of the business to be conducted by the applicant if the licence is granted? (*For example: hotel, tavern, restaurant, nightclub, transportation of passengers by ship, aircraft, rail or coach*)

Is the sale of alcohol intended to be the principle purpose of the licence?

Yes  No

If No, what is intended to be the principle purpose of the business?

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

Yes  No

If Yes, what is the nature of those other goods or services?

### Proposed trading hours

Describe the trading hours proposed for the sale of alcohol:

### BYO

In the case of a BYO restaurant only, does the applicant wish to have the licence endorsed under section 37 of the Sale and Supply of Liquor Act 2012?

Yes  No

## Conditions

What provision does the applicant intend to make for the sale of:

Food:

Non-alcoholic refreshments:

Low-alcohol beverages:

### Drinking water

To what extent, and where, is drinking water intended to be freely available:

If no access to mains water, is potable water intended to be available?



### Alternative transport

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premises or conveyance?

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### Prohibited persons

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

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### Other steps to be taken

What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

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### Other systems in place

What systems (including staff training) and staff are in place (or to be in place) for compliance with the Act?

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### Applicants experience

Describe any relevant experience or training of the applicant:

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## Amenity and Good Order

### Noise

Are there any current noise issues affecting the locality, and could granting the application exacerbate or introduce new noise issues? If so, what plan does the applicant have to mitigate noise issues?

### Nuisance and vandalism

Are there any current levels of nuisance or vandalism affecting the locality, and could granting the application exacerbate or introduce the level of nuisance or vandalism? If so, what plan does the applicant have to reduce the level of nuisance or vandalism?

### Other licensed premises

What other licensed premises are there in the vicinity of the premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

### Neighboring land use

What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighboring land use? If so, in what way

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### Attachments

Tick this box to confirm that you have read page 1 and have provided all of the items listed.

### Notes:

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Signed at (place):..... On (date):.....

Applicant name:..... Applicant signature:.....

# Public notices - new or renewal of on-licence

Within 10 working days of lodging a renewal application or 20 working days for new applications, a notice of the application (form 7) must be placed in the Napier Mail or the Hawkes Bay Today. The renewal of very-low and low risk premises requires the placement of only one notice. For all other applications, notices must be placed twice in the same paper, not more than 10 working days apart. This is known as the “news-paper notice”.

Except in the case of a conveyance, within 20 working days of lodging any application, a notice of the application (form 7) must be attached in a conspicuous place on or adjacent to the site to which this application relates for a period of not less than 10 days. This is known as the “site notice”.

## Public Notice – Site Notice

The correct form of the notice to be displayed on or adjacent to the premises is as follows:

<b>Form 7</b> Public notice of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence) <i>Section 101, Sale and Supply of Alcohol Act 2012</i>
Full name of the licence holder:
Address:
Occupation:
Has made application to the District Licensing Committee at Napier for the <i>(issue or renewal or variation of conditions)</i> of a: <i>(state kind of licence)</i>
In respect of premises situated at: <i>(or the [specify kind of conveyance] known as)</i>
The general nature of the business conducted (or to be conducted) under the licence is: <i>(type of business, e.g. hotel, tavern, restaurant, entertainment/night club)</i>
The days on which and the hours during which alcohol <i>(is or is intended to be)</i> sold under the licence are: <i>(specify days and hours)</i>
The application may be inspected during ordinary office hours at the office of the Napier District Licensing Committee at: 231 Hastings Street, Napier South, Napier.  Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at: Private Bag 6010, Napier 4142.  No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.  No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

## Public Notice – Newspaper Notice

The correct form of the notice to be displayed within the Hawkes Bay Today or Napier Mail is as follows:

<p><b>Form 7</b></p> <p><b>Public notice of application for on-licence, off-licence, or club licence</b> <b>(or application for variation of conditions of on-licence, off-licence, or club licence)</b> <i>Section 101, Sale and Supply of Alcohol Act 2012</i></p>
Full name of the licence holder:
Address:
Occupation:
Has made application to the District Licensing Committee at Napier for the <i>(issue or renewal or variation of conditions)</i> of a: <i>(state kind of licence)</i>
In respect of premises situated at: <i>(or the [specify kind of conveyance] known as)</i>
The general nature of the business conducted (or to be conducted) under the licence is: <i>(type of business, e.g. hotel, tavern, restaurant, entertainment/night club)</i>
The days on which and the hours during which alcohol <i>(is or is intended to be)</i> sold under the licence are: <i>(specify days and hours)</i>
<p>The application may be inspected during ordinary office hours at the office of the Napier District Licensing Committee at: 231 Hastings Street, Napier South, Napier.</p> <p>Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at: Private Bag 6010, Napier 4142.</p> <p>No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.</p> <p>No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.</p>
This is the <i>[state whether first, second, or only]</i> publication of this notice:
This notice was first published on: <i>[state date]</i> .



