

# PUBLIC NOTICE FOR *Alcohol Licence Guide*

## HOW TO PLACE YOUR PUBLIC NOTICE

After you lodge your application, you need to notify the public. To do this, you must place your public notice in the following two places.

**A.** On the premises or conveyance

**B.** In a local newspaper:  
Hawke's Bay Today

### 1. PLACING YOUR PUBLIC NOTICE ON THE PREMISES

Within 10 working days of lodging your application, you must place the notice where a person outside the premises can easily read it. Use the public notice template on the next page.

### 2. PLACING YOUR PUBLIC NOTICE IN THE NEWSPAPER

Important note: Please advertise correctly - mistakes may result in the need to re- advertise.

Two\* public notices are to be advertised in a local newspaper.

The first notice must be published:

**A.** For all new licence applications two public notices are required the first public notice should be placed within 10 working days after making the application.

**\*Please note: For renewals of premises or conveyances in the very low-risk or low-risk fees category only one newspaper notification is required.**

The public notices must be at least 5 days apart but not more than 10 days

It's recommended the second notice is published on the same day of the following week.

The public notice for the newspaper must be in the form as shown on the next page.

If you are unsure on how to run your public notice please contact the Alcohol Licensing Inspector on **06 835 7579**.

# PUBLIC NOTICE

Section 101, Sale and Supply of Alcohol Act 2012

Public notice of application for an on / off / club licence.

**Note: It is your responsibility to ensure the notice meets the requirements of the Act.**

Full company name of APPLICANT/LICENCE holder:

has made application to the DISTRICT LICENSING COMMITTEE IN NAPIER for an ON/OFF/ CLUB-LICENCE in respect of the premises situated at (address):

Known as (TRADING NAME):

The general nature of the business conducted under the licence is (type of business i.e. BOTTLE STORE, HOTEL, TAVERN, RESTAURANT, ENTERTAINMENT/NIGHTCLUB):

The DAYS on which, and the HOURS during which, alcohol is (or is intended to be) sold under the licence are (specify days and hours i.e. Monday to Sunday 8am to 10pm)

The application may be inspected during ordinary office hours at the office of the NAPIER CITY COUNCIL LICENSING COMMITTEE AT HASTINGS STREET, 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 the first notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Napier City Council, 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.

**This is the first/second publication of this notice. THE FIRST PUBLICATION WAS MADE ON:**