

**FORM 6 - APPLICATION FOR OFF LICENCE**  
**Section 31, Sale of Liquor Act 1989**

Please note that the Sale of Liquor Act requires that every application for an off-licence shall be accompanied by the following:

- A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished:
- A map, or a copy of a map or of a portion of a map, showing the location of the premises:
- A scale plan showing—
  - Those parts of the premises that are to be used for the sale or supply of liquor; and
  - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas:
  - *(Except where the applicant is a club)* Each entrance to the premises that the applicant intends should be designated as a principal entrance:
- A certificate by the local authority that the proposed use of the premises meets town planning requirements. The Resource Management Section of the ICC will be pleased to assist you with this.
- Where the application is made in reliance on
  - *section 36(2)(a) of the Act*:- Evidence to show that the sale of liquor in premises of a kind described in paragraph (c) or paragraph (d) of section 36(1) of the Act would not be economic:
  - *section 36(2)(b) of the Act*:- Particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complementary:
- 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:
  - *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:
  - *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:
  - *a grocery store*:- Particulars of the principal business of the store, including evidence and certified accounts showing the percentage of turnover that is derived from sale of main order household foodstuffs:
- If 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:
  - *incorporated*:- A copy of the certificate of incorporation or other documentary evidence of its incorporation:
  - *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:
  - *a local authority*:- A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act:
  - *a club*:- Evidence that the club is not a sports club and -
    - (i) Held a charter under section 164 of the Sale of Liquor Act 1962 immediately before the 1st day of April 1990; or
    - (ii) Holds a club licence under the Sale of Liquor Act 1989,—
  - *a board, organisation, or body to which section 8(1)(bb) of the Act applies*:- a reference to the Act under which the applicant is authorised to sell liquor or hold on-licence under the Act:
  - *the holder of an auctioneer's licence*:- *The number of the licence held under the Auctioneers' Act 1928*:
  - *a caterer*:- evidence to show that the applicant is or will be conducting the business of a caterer, including the frequency and types of functions that are or are proposed to be catered for:
  - *a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988*:- A copy of the property order:

**Please return the completed application with \$793.24 (GST incl) (or \$134.93 (GST incl) if Caterer or Auctioneer). The fee must be submitted with the original application form, to the District Licensing Agency – Private Bag 90104 Invercargill 9520.**

## Other information for the applicant on the requirements of the Sale of Liquor Act

### Newspaper Advertisement

Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application. The wording of the notices is contained in the Sale of Liquor Regulations. The notice must be published twice in the public notices section of either the Southland Times or Southland Express, with not less than 5 days and not more than 10 days between the two dates of publication.

**The applicant must deliver a copy of each public notice and details of the dates and newspapers in which the notices were published to the Secretary of the District Licensing Agency.**

**Please note:-** to assist you with this process Invercargill District Licensing Agency will draft an appropriate notice for you when your application is submitted.

### Site Notice

Within 10 working days after filing the application, the applicant must ensure that a notice is displayed in a conspicuous place on or adjacent to the site to which the applicant relates. The wording of the notice is specified in the Sale of Liquor Regulations. The Notice must be at least A4 size with the print being legible and prominent.

**Please note:-** to assist you with this process Invercargill District Licensing Agency will draft an appropriate notice for you when your application is submitted.

### Processing of the application

- The completed application form and supporting documents should be submitted to the Invercargill District Council along with payment.
- The District Licensing Agency will send a copy of the application to the statutory reporting agencies ie Police, and the Liquor Inspector with a request for a report on the application. The applicant will receive a copy of these reports and any objections received.
- When report(s) and objections, if any, have been received the application will be processed for a decision by the Invercargill District Licensing Agency in accordance with its liquor policy and delegations or by the Liquor Licensing Authority.

**Please note** - It will take a minimum of 30 working days, from when it is submitted, before the licence can be issued. However it may take longer. If you have an intended opening date please let the Invercargill District Licensing Agency know and we will do our best to help.

### Criteria for Off-Licence

In considering this application for an off-licence, the Liquor Licensing Authority or the Invercargill District Licensing Agency is required to consider:

- (a) The suitability of the applicant:
- (b) The days on which and the hours during which the applicant proposes to sell liquor:
- (c) The areas of the premises, if any, that the applicant proposes should be designated as restricted areas or supervised areas:
- (d) The steps proposed to be taken by the applicant to ensure that the requirements of this Act in relation to the sale of liquor to prohibited persons are observed:
- (e) Whether the applicant is engaged, or proposes to engage, in—
  - (i) The sale or supply of any other goods besides liquor; or
  - (ii) The provision of any services other than those directly related to the sale or supply of liquor,—  
and, if so, the nature of those goods or services:
- (f) Any matters dealt with in any report made under section 33 of this Act.

**Please note:-** the Invercargill District Licensing Agency places considerable importance on the steps taken to avoid intoxication, avoid the sale of liquor to minors, and on host responsibility.