



## FORM 2 - APPLICATION FOR ON LICENCE

### Section 9, Sale of Liquor Act 1989

Please note that the Sale of Liquor Act requires that every application for an on-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;
  - Each entrance to the premises that the applicant intends should be designated as a principal entrance.
- A Local Authority Compliance Certificate issued by the local authority that the proposed use of the premises meets the requirements of the Resource Management Act. The Resource Management Section of the ICC will be pleased to assist you with this.
- A Menu or other indication of the standard and style of food to be provided or proposed to be provided.
- (Where the application is made in respect of any conveyance that is a ship, ferry, hovercraft, train or aircraft) a current Safe Ship Management Certificate (if a ship, ferry, or hovercraft) or a current certificate of airworthiness (if an aircraft).
- If applicant is:
  - not the owner of the premises :- A copy of your lease agreement with the owner, also in writing the owners consent to the granted of an on licence for the premises;
  - 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 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.
- Fire Evacuation
- The Invercargill District Licensing Agency Liquor policy also requires that a written Host Responsibility Policy be submitted with the application. For assistance with this please refer to the attached guide.

**Please return the completed application form with the fee \$793.24 GST incl (On Licence) or (\$134.93 GST incl if an endorsed BYO application) to the District Licensing Agency, Private Bag 90104 Invercargill 9840.**

## 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. **Please ask.**

### 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. **Please ask.**

### 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 i.e. Police, Medical Officer of Health, 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 On-Licence

In considering this application for an on-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 or conveyance, 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) The applicant's proposals relating to—
  - (i) The sale and supply of non-alcoholic refreshments and food; and
  - (ii) The sale and supply of low-alcohol beverages; and
  - (iii) The provision of assistance with or information about alternative forms of transport from the licensed premises:".
- (f) Whether the applicant is engaged, or proposes to engage, in—
  - (i) The sale or supply of any other goods besides liquor and food; or
  - (ii) The provision of any services other than those directly related to the sale or supply of liquor and food,— and, if so, the nature of those goods or services:
- (g) Any matters dealt with in any report made under section 11 of the 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.



**FORM 2 - APPLICATION FOR ON LICENCE  
(for Premises)  
Section 9, Sale of Liquor Act 1989**

Application for an On Licence is made in accordance with the details set out below.

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

- (a) Full name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Occupation: \_\_\_\_\_
- (b) Postal address for service of documents: \_\_\_\_\_
- (c) Day time contact name: \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Telephone number: Work: \_\_\_\_\_ Home: \_\_\_\_\_
- (d) Liquor Manager(s) to be employed i e. (Persons who hold General Manager's Certificates)
- Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_  
 Address: \_\_\_\_\_
- Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_  
 Address: \_\_\_\_\_
- Name: \_\_\_\_\_ Certificate Number: \_\_\_\_\_  
 Address: \_\_\_\_\_
- (e) Status of applicant (tick appropriate box)
- Natural Person       Private Company       Public Company
- Body corporate to which section 8(1)(ba) of the Act applies       Board, organisation, or other body to which section 8(1)(bb) of the Act applies
- Licensing Trust       Partnership       Government Dept or other instrument of Crown
- Local Authority       Trustee       Manager under the Protection of Personal and Property Rights Act 1988

**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

**If Private Company**

(a)  Authorised Capital  Paid-up Capital

(b) Full details of each person who holds any shares issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation	Face Value shares held

**If Public Company**

(a) Full details of each person who holds 20% 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

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

(a) Full details of each partner as follows:

Name	Address	Date of Birth	Place of Birth	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? (For example: Hotel, Tavern, Restaurant, Entertainment/Nightclub)

\_\_\_\_\_  
\_\_\_\_\_

(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? What are you providing?  
\_\_\_\_\_

(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 only of 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?  
\_\_\_\_\_

(c) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?  
\_\_\_\_\_

(d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?  
\_\_\_\_\_

**FIRE EVACUATION SCHEME (tick (a), (b) or (c) as appropriate)**

An evacuation scheme is required for buildings where:

- The gathering together, for any purpose, of 100 or more persons
- Providing employment facilities for 10 or more persons
- Providing accommodation for more than 5 persons
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts

(a) **The building in which the premises is situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975, and the requirements as set out in the documentation of the approved evacuation scheme has been maintained in accordance with Section 21b of the Act** OR

(b) The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

(c) Have you held a trial evacuation at the premises? **YES / NO**  
These must be held every six (6) months and notified to the Fire Service.

**CHECK TICK LIST**

Have you enclosed your application fee of **\$793.24** for On-Licence **OR \$134.93** for BYO?  Yes  No  
Have you enclosed a photograph of premises , a location map , a plan of premises , a Local Authority Compliance Certificate , a Certificate of Incorporation , a Menu , and a **Host Responsibility Policy** .

Applicant \_\_\_\_\_ Dated \_\_\_\_\_ 20\_\_\_\_