



FORM 15 - APPLICATION FOR RENEWAL OF LICENCE For On Licence, Off Licence and Club Licence

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

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

1. Details of Licensee

- (a) Full name _____
- (b) Postal address for service of documents _____
- (c) Day time contact name _____ Cell Phone _____
Telephone number: _____ Day time After-hours _____

2. Details of Liquor Managers employed

- Name: _____ Certificate Number: _____
- Address: _____
- Name: _____ Certificate Number: _____
- Address: _____
- Name: _____ Certificate Number: _____
- Address: _____
- Name: _____ Certificate Number: _____
- Address: _____

3. Details of Licence

- (a) Type of licence ON / OFF / CLUB
- (b) Licence number 073/ _____ (c) Date of expiry _____

4. Details of Premises (To be included only where the licence applies to any premises)

- (a) Street address _____
- (b) Trading or other name (if any) _____
- (c) (If a club licence) Does the club share the premises with any other club? **Yes/No** If yes:
(i) What is the name and address of the other club? _____

(ii) What months of the year do the respective clubs use the premises?

4. Details of Conveyance (Ship, Ferry, Hovercraft, Aircraft, Train) - to be included only where the licence applies to any conveyance)

- (a) Type of conveyance _____
- (b) Address of home base (if any) _____
- (c) Trading or other name (if any) _____

5. Conditions / Resource Consents

Are any changes sought to the present conditions of the licence? **YES / NO**

If yes, what changes are sought? _____

Describe fully why the changes are sought?

NOTE: You may require a new Local Authority Compliance Certificate for the above changes. Please contact Council's Planning Department for clarification and or information regarding the changes. Tel: 211 1777

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

- Yes** **No** Have you enclosed your application fee of **\$793.24**?
- Yes** **No** Have you enclosed your application fee of **\$134.93 for BYO endorsed licence**?
- Yes** **No** Have you enclosed a copy of your **Host Responsibility Policy**
- Yes** **No** Have you enclosed a letter from the owner of the premises in support of this application. This is required if you do not own the building / premises.

Signature:- Licensee / Manager / Secretary

Dated at Invercargill: _____ 20____

**Please return the original form, and the fee of \$793.24 or \$134.93 (BYO)
No later than 20 working days before the expiry date of licence**

Advertisements:- Within 10 working days after filing the application, the applicant shall give public notice of the application in the paper. The Liquor Licensing staff will help you with this form.