



Southland*district*Licensing*agency*
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

APPLICATION FOR ON LICENCE (FOR PREMISES)

Section 9 Sale of Liquor Act 1989

General Information

How long does the application process take?

The Police have 15 working days to report. Note the Sale of Liquor Act defines the period between 20 December and 15 January as non-working days.

If the application is opposed by the Inspector, Police, Medical Officer of Health, or a member of the public, the application is determined before the Licensing Authority. The Authority usually sits in Invercargill two to four times a year.

The Inspector has no statutory limit on time to report. Typically if the application is complete and there are no objections, the Inspector will report soon after the other reporting agencies. If the application is incomplete, the Inspector will place the application on hold until all the supporting documentation has been submitted.

The late placement of advertisements can also hold the application up. The Agency cannot grant the application until 10 working days after the first publication of the advertisement.

I have criminal convictions; can I still apply for an On Licence?

Criminal convictions do not necessarily exclude a person from being granted an On Licence. The Agency recommends that you discuss this with the Invercargill Police Liquor Licensing Squad (03 211 0400) before making your application for guidance.

If I decide to withdraw my application, can I get a refund of my application fee?

The application fee is not refundable.

How many General Managers do I need to employ?

The requirement is to have a person with a General Manager's Certificate on duty at all times when liquor is being sold or supplied to the public. Two is regarded as a minimum but this is determined on a case by case basis.

What hours should I apply for?

If there is an existing licence, then the hours applied for will generally be the same as the existing. If the application relates to new business, the hours will be confined to those granted by the resource consent, if one was required.

Reference should be made to the Agency's *Sale of Liquor Policy* for more detailed guidance on hours.

Can an On Licence be transferred into a new name at a later date?

No, an On Licence is issued to a specific applicant. If the licence is issued to natural person who later forms a company, then a new On Licence must be obtained in the name of the company. Similarly, if a partnership dissolves, the new entity would have to seek a new licence.

What is a "designated area"?

The types of designated areas are defined as follows:

- (a) Restricted area: Where no-one under 18 may be on that part of the premise unless they are employed to prepare or serve a meal, clean or repair etc, remove or replace equipment, stocktake, check or remove cash.
- (b) Supervised area: Where no-one under 18 may be on that part of the premise unless they are accompanied by their parent or legal guardian, or are employed as above or are employed for the sale and supply of alcohol.
- (c) Undesignated area: Where anyone of any age can be on that part of the premise.



Southland*district***Licensing***agency*
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

APPLICATION FOR ON LICENCE (FOR PREMISES)

Section 9 Sale of Liquor Act 1989

Checklist

Please use the checklist below before submitting your application.

The following must be included with your application:

- (Where the applicant is incorporated) - A copy of the certificate of incorporation.
- The Host Responsibility Policy. The policy should be first discussed with a Health Promotion Officer at Public Health South, 92 Spey Street, Invercargill (phone 03 211 0900). This Policy must be attached to the interior of the premises so as to be easily read by persons using the premises.
- A menu.
- 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 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; and
 - The principal entrance.
- (Where the 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.
- The fee of \$793.24 (or \$134.93 for a BYO) for the On Licence application, and the fee of \$152.72 for the certificate advising that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the Building Code. Any cheques should be made payable to the Southland District Council.

To do:

- Place a notice of the application (which will be sent to you) where it is easily noticeable either on or adjacent to the site to the licensed premises, within 10 working days of filing the application. Note failure to display this notice may invalidate your application.
- Your application must be advertised twice in the Southland Times (or another newspaper as agreed to by the Licensing Inspector) within 20 working days of filing the application. A template is available on the Southland District Council website or is available from your Licensing Inspector. Placing them on the same day in two consecutive weeks complies with the legal requirement. A Licensing Inspector can assist in preparing the draft. Note the ads must not be placed until the application is lodged and all supporting information has been provided.

This page may be detached for your records



Southland*district***Licensing***agency*
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

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:

Please PRINT Clearly

1. DETAILS OF APPLICANT(S)

(a) Full name, address and occupation

Enter the address and occupation if the applicant is a natural person. If the applicant is a company, the name of company only required. If a Trust, full details (full name, address and occupation) of one of the trustees, who must hold the licence on behalf of the named trust. If a partnership, full details of each partner (full name, address and occupation).

The applicant is the person or entity that receives the profits from the sale of liquor. For example if a company is to be created and profits are paid into the company account, then the company is the applicant.

(b) (If applicant is a natural person) Place and Date of Birth:

	/	/
--	---	---

(c) Postal address for service of documents

(d) Daytime contact number and telephone number:

Name

--

Telephone No.

--

(e) Details of managers to be employed

List persons who either have manager's certificates or those who will shortly apply for a manager's certificate.

Last Name

--

First Names

--

Certificate No.

--

Last Name

--

First Names

--

Certificate No.

--

Last Name

--

First Names

--

Certificate No.

--

(f) Status of applicant (tick one)

Natural person	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Public Company	<input type="checkbox"/>
Body corporate to which Section 8(1)(ba) of the Act applies	<input type="checkbox"/>	Board, organisation, or other body to which Section 8(1)(bb) of the Act applies	<input type="checkbox"/>	Department or other instrument of the Crown	<input type="checkbox"/>
Licensing Trust	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Manager under the Protection of Personal and Property Rights Act 1988	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	Trustee	<input type="checkbox"/>		

2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY

Your lawyer or accountant will need to assist with this part.

(a) Date of Incorporation

(b) Place of Incorporation

(c) Details of each Director, and the Secretary, as follows:

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / /
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / /
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / /
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>

(d) (In the case only of a private company)

Authorised Capital \$ Paid Up Capital \$

(e) (In the case only of a private company) Details of each person who holds any shares issued by the Company:

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>
Face value of share held	<input type="text"/>

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>
Face value of share held	<input type="text"/>

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>
Face value of share held	<input type="text"/>

(f) (In the case only of a public company) Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the Company:

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>
Designation	<input type="text"/>

3. FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP

(a) Full details of each partner as follows:

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>

Last Name	<input type="text"/>
First Names	<input type="text"/>
Place and Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Street Address	<input type="text"/>
	<input type="text"/>

(b) Signature of each partner:

<input type="text"/>
<input type="text"/>

4. PREMISES DETAILS

(a) Street address of proposed licensed premises:

<input type="text"/>
<input type="text"/>

(b) Proposed trading name for premises (if any):

<input type="text"/>

(c) Is the Licence sought conditional upon construction or completion of the premises (tick one) Yes No

(d) Does the applicant own the proposed licensed premises: (tick one) Yes No

If NO -

(i) What is the full name and address of the owner?

Name

Street Address

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

For example a lease of the premises expiring on whatever date.

(e) What part (if any) of the premises does the applicant intend should be designated as:

(i) A Restricted Area

(ii) A Supervised Area

See "What is a designated area?" on the General Information page.

A typical hotel or tavern would have "all bars" designated as supervised, and no restricted areas. A café or restaurant would not have any areas designated. If for example no area is to be designated restricted, write "N/A".

Gaming machines must be in a supervised or restricted area of the premises but must not be in a separate gaming room. The Liquor Licensing Authority will not grant a designation to any part of the premises for the express purpose of gaming. The gaming area must be a part of the main area where the principal income is liquor, ie at one end of the bar

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? (tick one) Yes No

If NO - what is intended to be the principal purpose of the business?

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

(tick one)

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? (tick one)

A "24 hour licence" as follows:

- (i) At any time on any day for consumption on the premises to any person who is for the time being living on the premises, whether as a lodger, or an employee of the licensee, or otherwise; or
- (ii) At any time on any day for consumption on the premises to any person who is present on the premises for the purpose of dining; or
- (iii) At any time on any day for consumption on the premises, to any person who is present on the premises, excluding Good Friday, Easter Sunday, Christmas Day and ANZAC Day before 1.00 pm.

Days and hours as follows:

(e) If the application is for a BYO restaurant, does the applicant wish to have the licence endorsed under Section 28 of the Act? (tick one)

Yes No

6. CONDITIONS

(a) What provision does the applicant intend to make for the sale and supply of:

- (i) Food? At all times when the premises are open for the sale of liquor, snack foods in the nature of pies, sandwiches, filled rolls, pizzas and the like, shall be conveniently available for all patrons and the availability of those foodstuffs shall be notified to them by appropriate notices throughout the premises.
- (ii) Non-alcoholic refreshments? At all times when the premises are open for the sale of liquor, a full range of non-alcoholic refreshments will be available for purchase by patrons.

(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?

- (i) Appropriate signage will be erected, adjacent to every point of sale, detailing the statutory restrictions on the sale and supply of liquor to minors and the complete prohibition on sales to intoxicated persons, and
- (ii) All persons suspected of being under the age of 18 years will be required to produce acceptable photo identification such as a photo driver's licence, or any other card which may from time to time be declared as acceptable by the Minister of Justice.

Applicant's signature

	/ /
	Date

NEXT STEP

Send this form with the supporting documentation and fee (see the checklist after the General Information page) to the Secretary, Southland District Licensing Agency, PO Box 903, Invercargill 9840, or hand in to your local office of Southland District Council

For Office Use Only:

Officer in Charge of Liquor Licensing
New Zealand Police

Memo Licensing Inspector

Medical Officer of Health
PO Box 1364
Invercargill 9840

Section 11 - Sale of Liquor Act 1989

Please report in respect of the application for an On Licence

Date: _____

No intention of filing a report containing
any matters in opposition to the application.

New Zealand Police

Date: _____



Bruce Halligan
for **SECRETARY**

Pursuant to the provisions of Section 11 of the
Sale of Liquor Act 1989, I have inquired into
this application and have no objection to the
issue of the On Licence.

Licensing Inspector

Date: _____

No intention of filing a report containing
any matters in opposition to the application.

Medical Officer of Health

Date: _____