

# Application for New On Licence, Renewal or Variations Checklist – Form 3

## Checklist for a New or Variation to an On Licence Application

- ☐ Application form (Includes police supplement forms which must be signed by **all** Directors)
- ☐ Prescribed fee (please visit [www.qldc.govt.nz](http://www.qldc.govt.nz) to see the fee matrix)
- ☐ Floor plan showing the area to be licensed, each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.
- ☐ Certificate of incorporation – If applicable
- ☐ Details of shares for Company or Partnership
- ☐ A copy of the menu and the range of food
- ☐ Host Responsibility Policy
- ☐ Amenity and Good Order details & Fire Evacuation Statement
- ☐ Compliance certificate application (\$275.00) application form attached.
- ☐ Alcohol Management Plan – Where the sale of alcohol intended to be the principal purpose of business
- ☐ Where the owner is not the applicant, a written statement from the owner to effect that the owner has no objection to the grant of an on-licence.
- ☐ A map or a portion of a map showing the location of the premises.
- ☐ A photograph of exterior of the premises.

## Checklist for Renewal On Licence Application

Alcohol Management Plan - Where the sale of alcohol intended to be the principal purpose of business

- ☐ Application form (Includes police supplement forms which must be signed by **all** Directors, and the amenity and good order details)
- ☐ Prescribed fee (please visit [www.qldc.govt.nz](http://www.qldc.govt.nz) to see the fee matrix)
- ☐ Copy of original licence
- ☐ Host Responsibility Policy
- ☐ Fire Evacuation Statement

## For further information please contact

Queenstown Lakes District Council  
10 Gorge Road  
Private Bag 50072  
Queenstown

Phone: (03) 441 0499  
Email: [services@qldc.govt.nz](mailto:services@qldc.govt.nz)

Fax: (03) 442 4778

# Application for New On Licence or Renewal On Licence – Form 3

To the Secretary  
District Licensing Committee, Queenstown Lakes District Council

## Application for

New On-Licence ☐ Renewal On-Licence ☐ Variation or Redefinition

## Endorsements

Please tick which type of licence you are applying for

BYO Restaurant (s.37) ☐ On-Licence Caterers (s.38) ☐

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## PART A – APPLICANT

### Details of applicant

Full legal name or names to be on licence \_\_\_\_\_

Whether licence already held for premises or conveyance concerned

Yes ☐ No ☐

If yes, please state what kind of licence \_\_\_\_\_

### Applicant Status

- ☐ Private Company
- ☐ Natural Person or Persons (20 years or over)
- ☐ Body Corporate to which Section 28(1)(b) of the Act applies
- ☐ A Board, Organisation, Other body to which section 28(1)(f) (that is authorised by an enactment other than this Act to sell alcohol or hold a licence)
- ☐ Licensing trust or Community Trust
- ☐ Limited Partnership (registered under section 51 of the Limited Partnerships Act 2008 whose partnership agreement does not contain a restriction preventing it from selling alcohol or from holding a licence)
- ☐ Partnership
- ☐ Department of State or other instrument of the Crown
- ☐ A Territorial Authority
- ☐ A Trustee (Trustee Act 1956)

### Natural Person(s) or Partnership

Full legal name \_\_\_\_\_ Sex \_\_\_\_\_

Aliases \_\_\_\_\_

Residential Address \_\_\_\_\_

Preferred mode of contact \_\_\_\_\_

Occupation \_\_\_\_\_ Any internet site \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_

Email \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

**Body corporate, state the authority under which incorporated:**

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

**For applicant that is not a natural person or persons, provide details of contact person**

Full legal name \_\_\_\_\_

Email \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_

Postal address for service \_\_\_\_\_

Principal purpose of business \_\_\_\_\_

Preferred method of contact \_\_\_\_\_

**Company**

(Whether incorporated under the Companies Act 1993 or equivalent foreign legislation)

Please state details of all directors below (please use another sheet if necessary).

Name	Address	Date of Birth	Place of Birth	Position Held
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____

**For a private company incorporated under the Companies Act 1993**

Authorised Capital ☐ Paid-Up Capital ☐

(In the case only of a Private Company) Full details of each person who holds any shares issued by the company:

**For a private company incorporated under the Companies Act 1993** Authorised

Capital                      Paid-Up Capital

**For a private company incorporated under the Companies Act 1993 (continued)**

Name Address Date of Birth Place of Birth Face value of shares held

_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____
_____	_____	____/____/____	_____	_____

**Criminal convictions**

*[state all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)]*

Full Name	Conviction	Date of Conviction

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**PART B – PREMISES****Details of premises (if not a conveyance)**

Any name, trading name, or name of building \_\_\_\_\_

Address \_\_\_\_\_

If not owned by applicant,—

Tenure *[state whether to be held as leasehold, or under tenancy agreement or licence]* \_\_\_\_\_

Full legal name of owner \_\_\_\_\_

Address of owner \_\_\_\_\_

Whether licence conditional on completion of building work

Yes ☐ No ☐

**Details of Conveyance**

If yes, please state details:

\_\_\_\_\_

Kind (eg, ship, railway carriage, bus, etc) \_\_\_\_\_

Do you own the proposed conveyance? (please tick)

Yes ☐ No ☐

If no, is it operated under charter, lease or licence? \_\_\_\_\_

If not owned by applicant please provide the following:

Full legal name \_\_\_\_\_

Address of owner \_\_\_\_\_

Any registration number \_\_\_\_\_

Any home base address \_\_\_\_\_

Any name used or proposed for conveyance \_\_\_\_\_

Is licence conditional on completion of construction work? (please tick)

Yes ☐ No ☐

If yes, state details \_\_\_\_\_

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## PART C - MANAGERS

**Details of managers for each manager or proposed manager:**

Full legal name \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Full legal name \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Full legal name \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Full legal name \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Full legal name \_\_\_\_\_

Certificate Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

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## PART D – PROPOSED BUSINESS

### Business details

General nature of the business to be conducted by applicant in the premises if licence granted (Hotel, Tavern, Restaurant, Entertainment/Nightclub etc)

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Whether sale of alcohol intended to be principal purpose of business (Please tick)

Yes ☐ No ☐

If “No”, intended principal purpose of business \_\_\_\_\_

Whether applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food. (please tick)

Yes ☐ No ☐

If “Yes”, nature of other goods or services \_\_\_\_\_

In the case only of a BYO restaurant, do you wish to have licence endorsed under section 37 of the Act? (please tick)

Yes      No

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## PART E - CONDITIONS

### Trading times

What are the days and hours during which the applicant intends to sell alcohol?

Inside Areas \_\_\_\_\_

Outdoor Areas \_\_\_\_\_

### Training

What experience and training regarding the sale and supply of alcohol does the applicant have?

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## Designations

What part(s) of the premises will be designated:

Restricted <sup>1</sup> area	
Supervised <sup>2</sup> area	
Undesignated	

(Restricted <sup>1</sup>: under 18 years prohibited; Supervised <sup>2</sup> under 18 years only with parent or legal guardian)

## General

What provision does the applicant intend to make for the sale and/or supply of:

Food intended to be available for purchase (or free) (please describe type and range)

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Non-alcoholic refreshments (please describe type and range)

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Low-alcohol beverages (please describe type and range)

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To what extent, and where, drinking water is intended to be **freely** available to patrons and how is this advertised e.g. signs?

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If no access to mains water supply, what is the potability of water intended to be available?

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The steps intended to be taken to provide help with and information about transport options from the premises:

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What steps does the applicant propose to be taken to prevent the sale and supply of alcohol to prohibited people?

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Please describe any other steps proposed to promote the responsible consumption of alcohol

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Describe the systems (including training systems), and staff in place (or to be in place) for compliance with the Act

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Dated at (date and place) \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_

Signature of applicant \_\_\_\_\_

#### Notes

- 1 This form must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).
- 4 All applications must be accompanied with a completed 'Amenity and Good order' details.

\*\* If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.

The deposit fee must be paid prior to or at the time of the application and proof of payment must be submitted with the application.



I confirm payment method as follows:

Payment Type \_\_\_\_\_

Amount Paid – Please see fee matrix [www.qldc.govt.nz](http://www.qldc.govt.nz)

Date of Payment \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Cheque payable to Queenstown Lakes District Council

☐ Bank transfer to account 02 0948 0002000 00 please use the first 5 letters of the applicant's name. (If paying from overseas swiftcode - BKNZNZ22)

☐ Visa/Mastercard on the website – [www.qldc.govt.nz](http://www.qldc.govt.nz)

☐ Visa/Mastercard on the phone – please call 03 441 0499

## **NEW ZEALAND POLICE REPORT**

**Assessing the suitability of the entity applying for the licence is a requirement under the Sale and Supply Act 2012. All directors of the entity are required to complete this form. The Police are required to report on this application. That report may include the release of any previous convictions you may have which will be a public record. You will receive a copy of that report.**

Full Name of Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male/Female: \_\_\_\_\_

Maiden (or other) names: \_\_\_\_\_

Driver's Licence: Identity Number: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

**Persons who are not New Zealand residents or citizens are requested to provide the following additional information:**

Details of current work or visitors permit: \_\_\_\_\_

Your last permanent address: \_\_\_\_\_

Country: \_\_\_\_\_

Current Passport or certificate identity number: \_\_\_\_\_

Country where passport or certificate issued: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **NEW ZEALAND POLICE REPORT**

**Assessing the suitability of the entity applying for the licence is a requirement under the Sale and Supply Act 2012. All directors of the entity are required to complete this form. The Police are required to report on this application. That report may include the release of any previous convictions you may have which will be a public record. You will receive a copy of that report.**

Full Name of Applicant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male/Female: \_\_\_\_\_

Maiden (or other) names: \_\_\_\_\_

Driver's Licence: Identity Number: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

**Persons who are not New Zealand residents or citizens are requested to provide the following additional information:**

Details of current work or visitors permit: \_\_\_\_\_

Your last permanent address: \_\_\_\_\_

Country: \_\_\_\_\_

Current Passport or certificate identity number: \_\_\_\_\_

Country where passport or certificate issued: \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Application for Compliance Certificate

Section 100(f), Sale and Supply of Alcohol Act 2012.

This form is in support of a new alcohol licence application or a variation to the current licence conditions. This form is not required for a renewal application if no changes are sought to the current licence conditions.

Please select one of the following:

- ☐ New licence sought ☐ Variation to current alcohol licence conditions – See section 4

## 1. APPLICANT'S DETAILS – The company or person who is receiving the money from the sale of alcohol

Company/ Entity/ Trust/ Natural person: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Postal address for service: \_\_\_\_\_  
Business phone number: \_\_\_\_\_ Mobile phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

## 2. PREMISES DETAILS

Trading name of premises: \_\_\_\_\_  
Address of premises: \_\_\_\_\_  
Valuation number: \_\_\_\_\_  
Lot no: \_\_\_\_\_ DP no: \_\_\_\_\_

Please select one of the following.

- ☐ A new build (not built yet or in the process of being built)  
Building consent number: \_\_\_\_\_  
☐ An existing building with alterations being made and/or the use is being changed  
Building consent number: \_\_\_\_\_  
☐ An existing building - alterations are being made but are not subject to a building content.  
☐ An existing building - no alterations or change in use.

Maximum number of permitted occupants in YOUR tenancy? \_\_\_\_\_

## 3. ALCOHOL LICENCE DETAILS

Is the premises currently licensed? NO / YES – Licence number(s): \_\_\_\_\_

Do you (or the premises) have a valid resource consent? NO / YES

Consent number(s) \_\_\_\_\_

Type of licence sought / varying. Please select below:

### On licence

- ☐ Restaurant ☐ Tavern ☐ Hotel  
☐ Other (specify) .....

### Off licence

- ☐ Bottle store ☐ Grocery store ☐ Supermarket ☐ Cellar door  
☐ Remote seller ☐ Tavern ☐ Hotel

### Club

Type of club (e.g. sports club, RSA etc.) .....

#### 4. VARIATION

If this application is in support of a variation, please state what conditions to the alcohol licence you wish to change:

- ☐ Licensed area
- ☐ Licensed hours
- ☐ Designation
- ☐ Class of licence
- ☐ Other: \_\_\_\_\_

#### 5. LICENSED HOURS SOUGHT

##### New licensed hours sought

Days: \_\_\_\_\_

Inside hours: \_\_\_\_\_

Outside hours: \_\_\_\_\_

##### In the case of a variation, state current licensed hours

Days: \_\_\_\_\_

Inside hours: \_\_\_\_\_

Outside hours: \_\_\_\_\_

#### 6. SUPPORTING DOCUMENTS TO BE INCLUDED WITH APPLICATION

- Copy of floor plan including carpark, storage areas **and indicating** principal entrance, bar, toilets, CCTV camera locations. Highlight the entire area to be licensed (including outside areas in a different colour if applicable). If this application is in support of a tavern or hotel licence, highlight the supervised designation on the floor plan.
- Photograph of the principal entry of the premises or for a proposed building copies of architectural drawings.
- Map indicating the location of premises.

#### 7. APPLICATION FEE OF \$275

Cheques to be made payable to *Queenstown Lakes District Council*.

Bank transfer to account number **02 0948 0002000 00**.

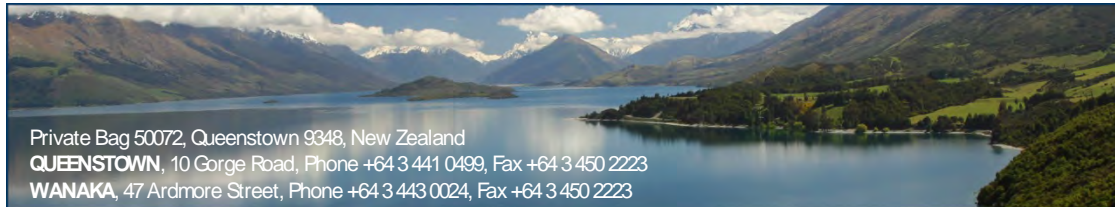
Credit card payments can be made through our customer services team by phoning 03 441 0499.

Please note: a credit card fee of 1.5% applies.

I declare that all information provided within this application form to be correct.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Private Bag 50072, Queenstown 9348, New Zealand  
**QUEENSTOWN**, 10 Gorge Road, Phone +64 3 441 0499, Fax +64 3 450 2223  
**WANAKA**, 47 Ardmore Street, Phone +64 3 443 0024, Fax +64 3 450 2223

 **QUEENSTOWN  
LAKES DISTRICT  
COUNCIL**

[www.qldc.govt.nz](http://www.qldc.govt.nz)

## **PUBLIC NOTICE DECLARATION**

I (full name) \_\_\_\_\_ have displayed the notice prescribed by form 3 in accordance with the requirements of the Sale and Supply of Alcohol Act 2012.

This notice was displayed (describe where) \_\_\_\_\_

From (date) \_\_\_\_\_ to \_\_\_\_\_

Signed by applicant \_\_\_\_\_

### **Notes:**

- Within **10 working days** after filing the application, the applicant must ensure that notice of the application in accordance with form 3 is attached in a conspicuous place on or adjacent to the site to which the application relates.
- The notice shall be displayed until the close of the public objection period. (The public objection period is **15 working days** from the first public notice being advertised in the newspaper)
- This declaration shall be forwarded to the Secretary of the District Licensing Committee, together with the public notices printed in the newspaper.

# EVACUATION SCHEME STATEMENT

To accompany all new and renewal applications for On, Off & Club Licences

Section 100 (d) of the Sale and Supply of Alcohol Act 2012 which relates to new and renewal applications for on, off and club licences requires one of the statements below to be signed by the applicant:

☐

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

Signed by the applicant \_\_\_\_\_

**OR**

☐

The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency Act 2017.

Signed by the applicant \_\_\_\_\_

## Evacuation Scheme

An evacuation scheme is required for buildings where;

- The gathering together, for any purpose, of 100 persons or more
- 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

Please direct enquiries to:

Stu Ide  
Fire Risk Management Officer  
PO Box 2360  
Wakatipu

Phone: (03) 441 4551

John Smalls  
Fire Risk Management Officer  
PO Box 2360  
Wakatipu

Phone: (03) 441 4550

# Public Notice of application for On, Off, Club licence or application for variation of conditions – Form 7

## Section 101, Sale and Supply of Alcohol Act 2012

[Full name, address, and occupation of applicant] \_\_\_\_\_

has made application to the District Licensing Committee at Queenstown for the issue (or renewal or variation of conditions of) of a [state kind of licence] \_\_\_\_\_ in respect of the premises situated at [address] (or the [specify kind of conveyance] \_\_\_\_\_ known as \_\_\_\_\_.

The general nature of the business conducted (or to be conducted) under the licence is [type of business, for example, hotel, tavern, restaurant, entertainment/night club] \_\_\_\_\_.

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] \_\_\_\_\_.

The application may be inspected during ordinary office hours at the office of the Queenstown District Licensing Committee at 10 Gorge Road, Queenstown.

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 this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 50072, Queenstown.

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.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

(In case of publication in newspaper(s)) This is the [state whether first, second, or only] publication of this notice. \_\_\_\_\_.

(In case of second publication in newspaper(s)) This notice was first published on [state date] \_\_\_\_\_.

### Notes

To be forwarded to the Otago Daily Times newspaper (Queenstown Office phone 442-6157 / facsimile 442-6156) for publication, except Kingston which is to be forwarded to the Southland Times newspaper for publication), within 20 working days after lodging the application.

The notice must be published twice, with no less than 5 days and not more than 10 days between the two dates for publication.

After publication, newspaper copies are to be submitted, please forward the whole page from each publication.

**DO NOT advertise before you file the application as this cannot be accepted.**

This publication must be attached in a conspicuous place on or adjacent to the site to which the application relates to within 10 working days of filing the application.



# Public Notice of application for On, Off, Club licence or application for variation of conditions – Form 7

## Section 101, Sale and Supply of Alcohol Act 2012

[Full name, address, and occupation of applicant] \_\_\_\_\_

has made application to the District Licensing Committee at Queenstown for the issue (or renewal or variation of conditions of) of a [state kind of licence] \_\_\_\_\_ in respect of the premises situated at [address] (or the [specify kind of conveyance] \_\_\_\_\_ known as \_\_\_\_\_.

The general nature of the business conducted (or to be conducted) under the licence is [type of business, for example, hotel, tavern, restaurant, entertainment/night club] \_\_\_\_\_.

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] \_\_\_\_\_.

The application may be inspected during ordinary office hours at the office of the Queenstown District Licensing Committee at 10 Gorge Road, Queenstown.

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 this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 50072, Queenstown.

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No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

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### Notes

To be forwarded to the Otago Daily Times newspaper (Queenstown Office phone 442-6157 / facsimile 442-6156) for publication, except Kingston which is to be forwarded to the Southland Times newspaper for publication), within 20 working days after lodging the application.

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# Amenity and Good Order – Section 105 & 106

**All applications filed after 18 June 2013 require the Agency to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (section 105).**

**To support your application please supply the information required and answer the questions listed in this form.**

## Scale Floor Plan

Provide a scale floor plan which also shows the design and layout of the premises.

This should include:

- Seating and tables
- A list of facilities
- CCTV placement
- Security lighting

Also, for Off-licences:

- A description of your product types, where they are displayed and stored.

## 1. The reporting agencies must consider the effects the issue of the licence will have on amenity and good order - please answer the following.

### For all licences:

- a) Advise proximity of all childcare centres, schools and churches within 500m - a site plan would assist.

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- b) How many residential neighbours would you have within 50 metres?

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- c) Security - what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other?).

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- d) Internal layout - can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?

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- e) Windows is there good visibility into and from the premises and the street?

Yes ☐ No ☐

- f) Lighting - does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc.?

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g) Security - will you employ security staff and when will they be used?

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h) Security staff - how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?

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**Additional information required for On-licence and Club licences. Noise**

i) Explain clearly all types\* of entertainment you will be providing and when (\*amplified music or large crowd noise related).

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j) Noise management - do you have a noise management plan or acoustic report?

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k) Soundproofing - what soundproofing has been undertaken?

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**What outside advertising involving liquor will you be doing?**

l) Newspaper/magazine?

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m) Shop windows?

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n) On your premises - roof/other?

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Design drawings of your advertising would be of assistance.

## Systems and staff training

- o) Are you involved in any mystery shopper/pseudo CPO programmes?

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- p) What till prompt systems do you have regarding age checks?

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- q) What staff training is provided with regard to Sale of Alcohol compliance and Host Responsibility practices - explain content, duration and how often this training is provided.

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- r) Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

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## 2. Is this your first licensed premises?

Yes ☐ No ☐

**If so, have you prepared a financial plan?**

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- a) What percentage of the front windows will be clear and transparent?

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- b) What is the target market for the business?

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- c) What is your policy regarding pricing and promotions?

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d) Will there be single sales (Off-licence)?

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**Renewals only**

e) Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

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f) Has your business been subject to a Police Controlled Purchase Operation (CPO)? If so, what were the results?

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g) Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

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**3. The granting, or renewal, of this application will contribute to the Object of the Act by:**

- Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

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- The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by:

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