

Application for New off-licence, renewal or variation of off-licence checklist – Form 4

Checklist for a New or Variation to an Off Licence Application

- ☐ Application form (Includes police supplement forms which must be signed by **all** Directors)
- ☐ Prescribed fee (please visit 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
- ☐ 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.
- ☐ Compliance certificate application (\$275.00) application form attached.

Checklist for Renewal Off Licence Application

- ☐ 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 to see the fee matrix)
- ☐ Copy of original licence
- ☐ Host Responsibility Policy
- ☐ Fire Evacuation Statement
- ☐ Alcohol Management Plan – Where the sale of alcohol intended to be the principal purpose of business

For further information please contact

Queenstown Lakes District Council
10 Gorge Road
Private Bag 50072
Queenstown

Phone: (03) 441 0499

Fax:

(03) 442 4778

Application for New off-licence, renewal or variation of off-licence – Form 4

To the Secretary
District Licensing Committee, Queenstown Lakes District Council

Application for

New Off-Licence ☐ Renewal Off-Licence ☐

Endorsements

Please tick which type of licence you are applying for

Auctioneer (s.39) ☐ Remote (internet) Sales (s.40) ☐

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

- ☐ Natural Person or Persons (20 years or over)
- ☐ Body Corporate to which Section 28(1)(b) of the Act applies
- ☐ Private Company
- ☐ 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 _____

Email _____

Preferred mode of contact _____

Occupation _____ Any internet site _____

Date and Place of Birth _____

Email _____ Mobile (____) _____

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

Full legal name of company _____

Email _____ Mobile (____) _____

Postal address for service _____

Principal purpose of business _____

Preferred method of contact _____

Details of Directors

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 1993Authorised Capital ☐ Paid-Up Capital ☐

Details of each person holding shares

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

PART B – PREMISES

Details of premises (if not a conveyance)

Any name, proposed 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 _____

The general nature of the business conducted by the applicant in the premises if the licence is granted:

Hotel ☐ Tavern ☐ Bottle Store ☐ Grocery ☐

Supermarket ☐ Other ☐ Specify:.....

Note: If the premises is a grocery store, include with this application a statement of annual sales revenue detailing gross sales revenue, excluding GST, of food, products, household items alcohol, tobacco and convenience foods (confectionary, ready-to-eat prepared food, snack food, drinks (other than milk) sold in containers with a capacity of one litre or less.

The statement is to be for a 12 month period ending no more than 90 days prior to this application being made and verified by a chartered accountant.

If the application is for a new business or a business that has changed materially in the last 12 months, the statement is to be for the following predicted sales over the following 12 months.

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 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 _____

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 _____

PART D – PROPOSED BUSINESS

Business details

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 _____

What days and hours do you intend to sell liquor under the licence?

PART E - CONDITIONS

Trading times

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

Training

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

Designations

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

Restricted ¹ area	
Supervised ² area	
Undesignated	

(Restricted ¹: under 18 years prohibited; Supervised ² 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:

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

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

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

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

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

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

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: _____

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: _____

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Country where passport or certificate issued: _____

Signature of Applicant: _____

Date: _____

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.

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

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

- 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?

- 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.?

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

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

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).

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

k) Soundproofing - what soundproofing has been undertaken?

What outside advertising involving liquor will you be doing?

l) Newspaper/magazine?

m) Shop windows?

n) On your premises - roof/other?

Design drawings of your advertising would be of assistance.

Systems and staff training

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

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

- 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.

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

2. Is this your first licensed premises?

Yes ☐ No ☐

If so, have you prepared a financial plan?

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

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

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

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

Renewals only

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

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

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

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:

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



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

PUBLIC NOTICE DECLARATION

I (full name) _____ have displayed the notice prescribed by form 4 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 4 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.

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