



APPLICATION FOR VARIATION OR CANCELLATION OF CONDITIONS OF LICENCE

Section 120, Sale and Supply of Alcohol Act 2012

Endorsements: (State by type every endorsement sought):

☐

Caterer

☐

BYO

1 DETAILS OF APPLICANT

Company name or full legal name(s) if individual to be on licence:

Other names/aliases known by:

Date of Birth:

Sex:

☐

male

☐

female

Occupation/Current employment:

Residential address:

Website:

Convictions of Company Directors, Partners, or individuals:

Have you ever been convicted of any offence (including traffic but not parking)? **Note:** As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinite disqualified from driving.

☐

Yes

☐

No

If YES, give details

You may wish
to explain the
circumstances on
another page.

Nature of offence:

Date of
conviction:

Penalty suffered:

Postal address for service of documents:

Suburb:

City:

Post Code:

COUNCIL USE ONLY

Risk category:

Fee:

Receipt number:

Date:

Check by Inspector: (date and initials)

Daytime Contact Name:

Phone:

Mobile:

Email:

Preferred mode of contact:

Status of applicant: (tick appropriate box)

- | | | |
|--|--|---|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Private Company | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Licensing Trust | <input type="checkbox"/> Partnership | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Government Department | <input type="checkbox"/> Local Authority | |
| <input type="checkbox"/> Manager under the protection of Personal and Property Rights Act 1988 | | |
| <input type="checkbox"/> Body Corporate to which section 28(1)(b) of the Act applies. Authority incorporated under: <input type="text"/> | | |
| <input type="checkbox"/> Board, organization, or other body to which section 28(1)(c) | | |

2 DETAILS OF MANAGERS

Full details of manager(s) to be employed and certificate numbers of Manager's Certificate(s):

Name:	Address:	Certificate number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3 FURTHER DETAILS OF WHERE APPLICANT IS A COMPANY

Date of incorporation:

Place of incorporation:

Full details of each director, and the secretary (if any), as follows:

Full name:	Address:	Date of birth:	Place of birth:	Designation:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Private Company only: Authorised Capital:

Paid-up Capital:

Private Company: Full details of each person who holds any shares issued by the company:

Full name:	Address:	Date of birth:	Place of birth:	Designation:	Face value of shares held:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Public Company: Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company.

Full name:	Address:	Date of birth:	Place of birth:	Designation:

4 FURTHER DETAILS OF WHERE APPLICANT IS A PARTNERSHIP

Full details of each partner as follows:

Full name:	Address:	Date of birth:	Place of birth:	Designation:

Signature of each partner:

5 PREMISES AND LICENCE DETAILS

Address of licensed premises:

If premises is a conveyance:

Type of conveyance (ship, bus, plane, railway carriage):

Registration number:

Home base address:

Trading name for premises/conveyance (if any):

Licence Number:

Does the applicant own the licensed premises?

☐ Yes ☐ No

If NO:

Owners full name:

Owners address:

Form and term of tenure:

Details of premises area - the current licensed area includes:



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

- **RESTRICTED DESIGNATION:** no person under 18 may be present on the premises.
- **SUPERVISED DESIGNATION:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **UNDESIGNATED:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

A restricted area:

A supervised area:

6 BUSINESS DETAILS

What is the general nature of the business to be conducted by the applicant in the premises if the licence is granted?

(e.g. hotel, tavern, restaurant, entertainment/nightclub):

Is the sale of alcohol intended to be the principal purpose of the business?

☐ Yes☐ No

If NO:

What is intended to be the principal purpose of the business?

Is the 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?

☐ Yes☐ No

If YES:

What is the nature of those other goods or services?

On which days and during which hours does the applicant intend to sell alcohol under this licence?

BYO Restaurants only: Does the applicant wish to have the license endorsed under Section 37 of the Act?

☐ Yes☐ No

7 CONDITIONS

The following questions relate to the conditions you are applying to vary or cancel.

Terms of condition at present:

Action sought:

☐

Variation

☐

Cancellation

If VARIATION:

In what respect does the applicant seek to vary the condition? (This includes hours, premises area, nature of the business)

Full reasons for variation or cancellation:



The following questions relate to Host Responsibility. In conjunction with completing the questions, you are required to produce your 'Host Responsibility Policy' by using the guidelines attached or by visiting our website at www.ccc.govt.nz/alcohol. A copy of the completed policy is to accompany this application to the DLC.

What provisions does the applicant intend to make for the sale and supply of alcohol?

- **FOOD** (attach menu's, including all day or snack menu):

- **NON-ALCOHOLIC REFRESHMENTS:**

- **LOW-ALCOHOLIC BEVERAGES** (specify if you intend to have free water available at all times):

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premise, for staff and patrons?

What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

To what extent, and where, is drinking water intended to be freely available to patrons?

What appropriate systems, staff and training does/will the applicant have in place to ensure compliance with the law?

What are the current and possible future noise levels and how does the applicant intend to mitigate them?



What are the current and possible future levels of nuisance and vandalism and how does the applicant intend to mitigate them?

What other licensed premises are there in the vicinity of this proposed premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?

8 PLEASE ATTACH THE FOLLOWING DOCUMENTS


- ☐ **Host Responsibility Policy**
- ☐ **Floor plans** (for whole of premises, including any outside areas)
- ☐ **Photo of the principal entrance of the premises**
- ☐ **Menu**
- ☐ **Certificate of Compliance (Alcohol)** (if required)
- ☐ **Fee** – Please make cheque payable to the Queenstown Lakes District Council

IMPORTANT TO NOTE - Public notification of application

1. 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 2012 (whichever applies to this application).
2. 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).

9 AUTHORISATION

Dated at Queenstown this day of 20

 **Applicant's Signature:**
(must not be signed by
an Agent or Solicitor)





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:



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:

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: _____

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.