

## Checklist

# Off-Licence or Renewal of Off-Licence

Sale and Supply of Alcohol Act 2012



### The following must be included in your application before it can be processed.

Please tick when completed:

- ☐ Completed application
  - ☐ Prescribed fee
  - ☐ Certificate of Incorporation
  - ☐ Map showing location of premises
  - ☐ A4 or A3 to scale plan, clearly labeled, showing all of the following
    - ☐ The parts of the premises to be used for the sale of alcohol
    - ☐ The parts of the premises (if any) intended to be restricted, supervised or undesignated areas
    - ☐ The principal entrance
    - ☐ If a supermarket or grocery, include any separate areas for foodstuffs (fresh meat, fruit & vegetables, delicatessen items)
  - ☐ Copies of Planning and Building certificates (if required, contact the relevant council to discuss)
  - ☐ Written statement from the owner that they have no objection to the licence being granted
  - ☐ Covering letter including any additional information relevant to this application
  - ☐ Completed Building Evacuation Declaration
  - ☐ Copies of Managers' Certificates
  - ☐ Photo or artist's impression of the premises
  - ☐ Copy of the Host Responsibility Policy
  - ☐ If a grocery, a verified statement of annual sales revenue (under clause 12 of the Regulations) or a statement of projected gross sales revenue (under clause 13 of the Regulations)
  - ☐ Where the application is made under section 34 of the Act, evidence that the sale of alcohol in a premises described in section 32 of the Act would not be economic
  - ☐ Where the application relates to the business of an auctioneer, a copy of the auctioneer's licence under the Auctioneers Act 1928
  - ☐ Public Notices (to be checked before you can place it in the newspaper and display it on the premises. Cannot be published until your application is lodged)
- IF REQUIRED:**
- ☐ Copy of staff training plan/systems
  - ☐ Security plan
  - ☐ CPTED (Crime Prevention Through Environmental Design) site assessment

#### Notes:

The applicant must be the person or entity that will take any money from the sale of alcohol.

Additional information may be requested during the processing period.

Applications take a minimum of 6-8 weeks to process.

Renewal applications must allow at least 20 working days prior to the expiry of the current licence.

It is the applicant's responsibility to attach the requested documentation to this application.

## Fees

Applications and Annual Fees are set by a cost/risk framework under the Sale and Supply of Alcohol (Fees) Regulations 2013. Information about the fee framework is available on your local council's website. Fees include GST and are non-refundable.

If it is determined that your fee category should be changed, any additional fee must be paid before the licence is issued.

For new applications, the application fee must be paid when the form is submitted, and the annual fee must be paid any time **before** the licence is issued. For all other applications, fees must be paid when the application is submitted.

Fee category	Application fee	Annual fee
Very low	\$368	\$161
Low	\$609.50	\$391
Medium	\$816.50	\$632.50
High	\$1023.50	\$1035
Very High	\$1207.50	\$1437.50

### Office Use Only:

Risk category:  Fee:  Payment received:  /  /

Public notices checked:  /  /  Initial:

Application

# Off-Licence or Renewal of Off-Licence

*Sale and Supply of Alcohol Act 2012*

To: The Secretary

District Licensing Committee

*(Please tick one)*

- ☐ Carterton  
☐ Masterton  
☐ South Wairarapa



NCS No. \_\_\_\_\_

## I Application Details

a) Application type (choose **one**):

- ☐ New Off-Licence (section 100)  
☐ Renewal of Off-Licence (section 127(2))  
☐ Renewal of Off-Licence with Variation (sections 120 and 127(2))

b) Variations to current licence conditions *(if any)*:

(i) Which condition(s) do you want to vary *(attach a separate page if necessary)*:

(ii) Full reasons why variation is sought *(attach a separate page if necessary)*:

## 2 Endorsements

Select the endorsement(s) sought / to be renewed:

- ☐ Auctioneer (s.39) ☐ Remote Sales only (s.40)

## 3 Applicant Details

a) Full name(s) to be on licence *(Exact company name as shown on certificate of incorporation, or your full legal name)*:

b) Status of Applicant:

- |                                                         |                                                                                                                                                              |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Private Company                | <input type="checkbox"/> Public Company                                                                                                                      |
| <input type="checkbox"/> Partnership                    | <input type="checkbox"/> Natural Person <i>(over 20 years old)</i>                                                                                           |
| <input type="checkbox"/> Registered Limited Partnership | <input type="checkbox"/> Board, Organisation or other Body                                                                                                   |
| <input type="checkbox"/> Body Corporate                 | <input type="checkbox"/> Licensing Trust or Community Trust                                                                                                  |
| <input type="checkbox"/> Trustee                        | <input type="checkbox"/> Department of State <i>(or other instrument of the Crown Manager under the Protection of Personal and Property Rights Act 1988)</i> |
| <input type="checkbox"/> Territorial Authority          |                                                                                                                                                              |

## c) Postal address for service of documents:

## d) Contact Details:

Name Telephone  Mobile Email Website Preferred means of formal contact ☐ Mail ☐ Email

## e) Description of the principal business, and any other businesses:

## f) State all criminal convictions (other than convictions for offences against provision of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies):

☐ No criminal convictions☐ Convictions - list here:

## 4 Further Details where the Applicant is a Natural Person

Full Legal Name Any Aliases (e.g. maiden name) ☐ Male ☐ FemaleResidential Address Date of Birth Place of Birth Occupation 

## 5 Further Details where the Applicant is a Body Corporate (e.g. company)

a) Act under which the Body Corporate is incorporated: b) If a **company**, the full legal names of directors (attach a separate sheet if necessary):Full Legal Name Residential Address Date of Birth Full Legal Name Residential Address Date of Birth

c) Where the applicant is a **private company** under the Companies Act 1993, select one of the following:

☐ Authorised Capital      ☐ Paid-up Capital

d) If a **private company**, the full details of each person who holds any shares issued by the company (*attach a separate sheet if necessary*):

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Face Value of Shares	<input type="text"/>	Occupation	<input type="text"/>

  

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Face Value of Shares	<input type="text"/>	Occupation	<input type="text"/>

  

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Face Value of Shares	<input type="text"/>	Occupation	<input type="text"/>

e) If a **public company**, the full details of each person who holds 20 percent or more of the shares, or any particular class of shares, issued by the company (*attach a separate sheet if necessary*):

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Designation	<input type="text"/>		

  

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Designation	<input type="text"/>		

  

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Designation	<input type="text"/>		

## 6 Further Details where the Applicant is a Partnership

Full details of each partner:

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Signature	<input type="text"/>		

  

<b>Full Legal Name</b>	<input type="text"/>		
Residential Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Place of Birth	<input type="text"/>
Signature	<input type="text"/>		

## 7 Premises Details

- a) Address
- b) Trading name for premises
- c) Is the licence sought conditional on completing building work? ☐ Yes ☐ No
- d) Does the applicant own the proposed licensed premises? ☐ Yes ☐ No
- If **no** attach a completed building owner's approval form (page 8 of this form)
- (i) What is the full name of the owner?
- 
- (ii) What form of tenure, and term of tenure, will the applicant have? (e.g. leasehold, tenancy)
- 

## 8 Managers' Details

Full Name	Date of Birth	Certificate Number	Expiry Date
<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"/>	<input type="text"/>	<input type="text"/>

## 10 Business Details

- a) What is the general nature of the business to be conducted in the premises if the license is granted? (*bottle store, tavern, winery cellar door, remote sales, supermarket, grocery, etc.*)
- 
- b) Will the sale of alcohol be the principal purpose of the business?
- ☐ Yes ☐ No
- If **no**, indicate what will be principal purpose of the business:
- 
- c) Is the applicant engaged, or intending to be engaged, in the sale or supply of 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**, describe the other goods or services:
- 
- d) If you intend to do remote sales, will they be by:
- ☐ Phone
- ☐ Internet sales
- ☐ Order form

e) Which days and hours do you propose to sell or supply alcohol under the licence?

f) Is the premises a grocery store? ☐ Yes ☐ No

If **yes**, attach 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, or a drink (other than milk) sold in a container with a capacity of one litre or less) and other revenue. The Statement of sales must exclude revenue sales from New Zealand lotteries (e.g. Keno, LOTTO and Instant Kiwi).

This statement of annual sales revenue must be for a 12-month period ending no more than 90 days before the application is made. The statement of annual sales revenue is to be verified as correct, according to prepared accounts, by a chartered accountant.

If the application is for a new business (operating less than 12 months) or a business that has changed materially in the last 12 months, the statement of projected gross sales revenue is to be for the following 12 months.

## II Conditions

a) Describe your experience and training in the sale and supply of alcohol:

b) Describe the steps that will be taken to prevent the sale and supply of alcohol to minors and intoxicated people:

c) Describe what other steps will be taken to promote the responsible consumption of alcohol:

d) Describe any other systems (including training) and staff that are, or will be, in place to comply with the Act. Attach a copy of your staff training plan/systems if applicable:

**NOTES:**

1. The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.
2. This application, including personal information, will be available to the public and media as part of the District Licensing Committee's decision-making process.
3. This form must be accompanied by the prescribed fee.
4. The applicant must give public notice of this application (in Form 7) within 25 working days of filing with the District Licensing Committee (10 days for a renewal). The notice must comply with regulation 36, 37 or 38 (whichever applies) of the Sale and Supply of Alcohol Regulations 2013.
5. 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, within 10 working days of filing with the District Licensing Committee. The Secretary of the District Licensing Committee may waive this requirement if it is deemed impracticable or unreasonable to display the notice.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**Applications must be submitted to the local council where the premises is located:**

<b>District Licensing Committee Masterton District Council</b> PO Box 444 Masterton 5840  T 06 370 6300 E alcohol@mstn.govt.nz www.mstn.govt.nz	<b>District Licensing Committee Carterton District Council</b> PO Box 9 Carterton 5743  T 06 379 4030 E health@cdc.govt.nz www.cdc.govt.nz	<b>District Licensing Committee South Wairarapa District Council</b> PO Box 6 Martinborough 5741  T 06 306 9611 E health@swdc.govt.nz www.swdc.govt.nz
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Off-Licence

## Building Evacuation Declaration

Premises name

Premises address

### I HEREBY STATE THAT

☐

The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by [section 76](#) of the Fire and Emergency New Zealand Act 2017

### OR

☐

Because of the building's current use, its owner is not required to provide and maintain such a scheme.

*If you are unsure that the building has an approved evacuation scheme, check with the building owner.  
For the requirements of an evacuation scheme, refer to Fire and Emergency New Zealand web site.  
[www.fireandemergency.nz/business\\_and\\_landlords](http://www.fireandemergency.nz/business_and_landlords)*

**NOTE:** Even if an approved evacuation scheme is not required, the building must have an evacuation procedure that meets Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire Emergency New Zealand

---

**Building Owner's Signature**


---

**Licensee Signature**


---

**Building Owner's Name (print)**


---

**Licensee Name (print)**


---

**Date**


---

**Date**




# Building Owner’s Approval

*If the applicant is not the owner of the building, the owner must complete this form.*

Premises name

Premises address

**I HEREBY STATE THAT** I have no objection to the Off-Licence being granted to allow the sale and supply of alcohol from the above premises.

**Building Owner's Signature**

**Building Owner's Name (print)**

**Date**



## Off-Licence

**CPTED Checklist for Off-licensed Premises****WINDOWS**

There is at least 50% transparency in the front of the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There is good visibility to and from the premises and the street	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

**INTERNAL LAYOUT**

The cash register is positioned near the main entrance	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The cash register area is raised to improve visibility	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Where there may be blind spots, mirrors or CCTV are installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The safe is out of public view	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
No stock displays are greater than 1.3 metres	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The entire premises can be seen by the cashier	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There is good visibility into cold stores	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

**LIGHTING**

Internal lighting is suitable	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Lighting allows for door staff to check ID and similar	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Lighting allows customers to be seen as they enter the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
External lighting is suitable	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
External lighting discourages loitering	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Car parks and loading bays are well lit	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Street lighting is outside the premises and is working properly	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

**CCTV**

CCTV is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
CCTV is positioned to monitor vulnerable areas	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Patrons are aware of the CCTV system	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff know how to operate the CCTV system	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

*continued*

## CPTED Checklist continued

SECURITY			
Doors and windows are reinforced	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Nothing encourages loitering outside the premises (e.g. notice boards etc.)	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There are no recessed entrances to the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Intruder alarm is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Alarm is monitored by a monitoring centre	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Panic buttons are linked to intruder alarm	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
A door buzzer notifies staff of customers entering the store	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There are sufficient numbers of staff to ensure control of the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Two ore more workers are on duty after dark	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff are visible to customers upon entering the store	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff greet/acknowledge customers entering the store	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

**Public Notice : Off-Licence**

Section 101 Sale and Supply of Alcohol Act 2012

Licensee Name

Address

has made an application to the District Licensing Committee at:

☐ **Carterton District Council**
☐ **Masterton District Council**
☐ **South Wairarapa District Council**
for the ☐ Grant ☐ Renewal ☐ Renewal with variation

of an Off-Licence in respect to the premises situated at (address):

Known as (business name):

The general nature of the business conducted / to be conducted under the licence is (e.g. supermarket, bottle store, tavern, etc.):

The days and hours during which alcohol is / is intended to be sold under the licence are:

The following variation(s) to the conditions of licence are sought (if applicable):

The application may be inspected during ordinary office hours of the relevant District Licensing Committee where the premises is located. Any person who is entitled to object, and who wishes to object to the grant of the application, may, no later than 25 working days after the date of the first publication of this notice, file their objection in writing with the Secretary of the relevant District Licensing Committee:

**Masterton District Council**

64 Chapel Street, Masterton  
PO Box 444  
Masterton 5840

**Carterton District Council**

Holloway Street, Carterton  
PO Box 9  
Carterton 5743

**South Wairarapa District Council**

19 Kitchener Street, Martinborough  
PO Box 6  
Martinborough 5741

☐ 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,
**OR**
☐ 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.
This is the ☐ **First** ☐ **Second** ☐ **Only** publication of this notice (date) \_\_\_\_\_

The first publication was on (date) \_\_\_\_\_

**This notice must be completed and attached to the Off Licence application so a Licensing Inspector can check it before it is placed in a newspaper. The notice can only be published in the paper after the application has been made. It is the applicant's responsibility to advertise this notice in the Wairarapa Times-Age.**

**Public Notice : Off-Licence**

Section 101 Sale and Supply of Alcohol Act 2012

Licensee Name

Address

has made an application to the District Licensing Committee at:

☐ **Carterton District Council**      ☐ **Masterton District Council**      ☐ **South Wairarapa District Council**for the ☐ Grant    ☐ Renewal    ☐ Renewal with variation

of an Off-Licence in respect to the premises situated at (address):

Known as (business name):

The general nature of the business conducted / to be conducted under the licence is (e.g. supermarket, bottle store, tavern, etc.):

The days and hours during which alcohol is intended to be sold under the licence are:

The following variation(s) to the conditions of licence are sought (if applicable):

The application may be inspected during ordinary office hours of the relevant District Licensing Committee where the premises is located. Any person who is entitled to object, and who wishes to object to the grant of the application, may, no later than 25 working days after the date of the first publication of this notice, file their objection in writing with the Secretary of the relevant District Licensing Committee:

**Masterton District Council**

64 Chapel Street, Masterton  
PO Box 444  
Masterton 5840

**Carterton District Council**

Holloway Street, Carterton  
PO Box 9  
Carterton 5743

**South Wairarapa District Council**

19 Kitchener Street, Martinborough  
PO Box 6  
Martinborough 5741

☐ 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,

**OR**

☐ 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.

**This notice must be completed and attached to the Off-Licence application so a Licensing Inspector can check it before it is displayed on the premises.**