

New Off Licence Application Form



Section 100 of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to apply for a new off licence to sell and supply alcohol for consumption off the premise. **Your application will not be processed unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted.**

What you need to do

- Supply completed application form
- Supply all required supporting documents
- Calculate and pay application fee

How to submit your application

- Post - Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand
- Email - customer.services@tcdc.govt.nz
- Drop off your application at any of our service centres

What to include

- Application fee and public notice fee
- A planning and building certificate
- Detailed A4 scale map of the interior of the premises showing:
 - » The areas used for the sale of alcohol
 - » The areas that are to be designated (restricted, supervised or undesignated)
 - » The principal entrance
 - » Layout of the interior of the premises
 - » For supermarket and grocery stores; the single alcohol area where alcohol will be displayed must be clearly shown
 - » Proposed permitted area for the display and promotion of alcohol, and any proposed sub-area
- A safe drink policy - this is to outline the strategies that your premises will implement to provide a safe drinking environment. It should cover (but not limited to) low alcohol and non-alcoholic beverages, Food, Signage, Alcohol Promotions, Security, Staff training, transport, Prohibited persons, minors and intoxication. Please refer to www.alcohol.org.nz for tips on how to create a host responsibility plan.
- Copies of each current managers certificate for those nominated to manage the premises
- Certificate of incorporation or partnership agreement
- Street map showing the location of the premises
- A photo or artists impression of outside premises
- Building owner consent supporting the sale of alcohol and confirmation term of tenure
- For grocery stores; A statement of 12 months sales figures (verified by an accountant) establishing the range of goods sold (as required by regulation 12 & 13 of The Sale and Supply of Alcohol Regulations 2013)

Calculating the fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk based fee for all alcohol licenses. Use the tables below to calculate the fee to be paid when lodging your application.

1 - Total Points *(tick one)*

Weighting Type of Premises

- 15 Supermarket, Grocery store, Bottle store
- 10 Hotel, Tavern
- 5 Class 1,2 or 3 club, remote sale premises, premises not otherwise specified
- 2 Winery cellar door

1 - Enter your premises type points (p)

2 - Total Points *(tick one)*

Weighting Latest trading hour allowed by licence

- 0 10:00pm or earlier
- 3 Any time after 10:00pm

2 - Enter your trading time total

Add your points together to get your total

1 - Total Points (p) + 2 - Total Points (t) = TOTAL WEIGHTING

Tick the risk rating that matches the total points

Total Points	Risk Rating	Application fee <i>(incl GST)</i>
<input type="checkbox"/> 0-2	Very low	\$368.00
<input type="checkbox"/> 3-5	Low	\$609.50
<input type="checkbox"/> 6-15	Medium	\$816.50
<input type="checkbox"/> 16-25	High	\$1,023.50
<input type="checkbox"/> 26+	Very High	\$1,207.50

Public notice \$100

Public notice will be published on our website. An administration fee of \$100 is required.

Payment options

By Mail - Send a cheque with the application to Thames-Coromandel District Council, Private Bag 1001, Thames 3540

In person - You can pay by cash, eftpos or credit card at any of our service centers Thames, Whangamta, Whitianga and Coromandel or online at www.tcdc.govt.nz/internetbanking

Office use only	APPLICATION FEE <i>(including GST)</i>	RECEIPT NUMBER	RECEIPT AMOUNT	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	\$		\$		
COMMENTS					

Application for New Off Licence



Section 100 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the Thames-Coromandel District Licensing Committee this application is made in accordance with the details set out below.

Status of applicant (tick appropriate box)

Natural Person
 Company
 Partnership
 Other (specify) _____

Applicant name <i>(name to appear on licence)</i>	
Applicant's date of birth <i>(if an individual or partnership)</i>	Gender
Contact name	
Contact phone number	Postal address
Email address	

Is a licence already held for the premises? YES NO

If YES, please state kind of licence:

--

Does the applicant (or any company directors) have any criminal convictions? YES NO

If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

What experience and training does the applicant have relative to operating licensed premises?

--

State the full details of each director/shareholder or partner. If a public company also supply details of each person who holds 20% or more of the shares, or of any class of shares issued by the company

	Shareholder/Director/Partner	Shareholder/Director/Partner	Shareholder/Director/Partner
Name			
Address			
Date of Birth			
Place of Birth			
Designation			
Number of Shares			

Premises Details

Address of proposed licensed premises

Proposed trading name for the Premises

What form of tenure and term of tenure will the applicant have?

What part, if any, of the premises is intended to be designated (leave blank if entire premises are undesignated)?

- Restricted area
(no one under 18 allowed on site) _____
- Supervised area
(minors allowed only with parent or legal guardian) _____

Business Details

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

For example: hotel, tavern, supermarket, grocery store, bottle store

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 and supply of alcohol and food?

YES NO

If YES, what is the nature of those other goods or services?

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

<input type="checkbox"/> MONDAY (hours from) _____ (to) _____ <input type="checkbox"/> WEDNESDAY (hours from) _____ (to) _____ <input type="checkbox"/> FRIDAY (hours from) _____ (to) _____ <input type="checkbox"/> SUNDAY (hours from) _____ (to) _____	<input type="checkbox"/> TUESDAY (hours from) _____ (to) _____ <input type="checkbox"/> THURSDAY (hours from) _____ (to) _____ <input type="checkbox"/> SATURDAY (hours from) _____ (to) _____
---	--

Auctioneer - Does the applicant wish to have the licence endorsed under section 39 of the Act?

YES NO

Remote sales - Does the applicant wish to have the licence endorsed under section 40 of the Act?

YES NO

Managers details - For each manager or responsible person state full legal name, date of birth, address and managers certificate number.

Name	Address	DOB	Manager Certificate Details

IMPORTANT NOTE:

The New Zealand Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The form is also publicly available on request.

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)

Evacuation Scheme Declaration Form



NOTE: This declaration is to be completed, signed and returned with your application, even if an evacuation scheme is not required.

Application for: ON OFF CLUB

I _____ licence holder of the premises known as _____
FULL NAME TRADE NAME

situated at _____
PREMISES ADDRESS

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 owners are not required to provide and maintain such a scheme;

Or

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

Note:

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

Please contact the NZ Fire and Emergency for more information about evacuation schemes and fire safety requirements.

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)