

## How to apply for your renewal

Follow the instructions below to apply to vary or cancel a condition of your existing licence. Examples of varying the conditions include extending your licensed hours, increasing your licensed area or changing the type of premises. **Your application must be made before the expiry date of your licence. Your application will not be lodged unless the application is completed correctly, and all documentation is supplied. Incomplete applications will not be accepted.**

**Before application, check with our building and planning teams whether you need to secure a new building and planning certificate.**

## What you need to do

- Supply a completed application form
- Supply all required supporting documents (see 'what to include' and 'what to include – licence specific')
- Calculate and pay fee (see page 3) – Please note payment is to be made upon application

## What to include

- Completed application form
- Application fee and public notice fee (see pages 3 to 4)
- A building and planning certificate issued by the local authority that the proposed use of the premises meets the requirements of the resource Management Act 1991 and the building code.
- Detailed A4 scale map of the interior of the premises showing:
  - The areas used for the consumption of alcohol (include outdoor areas)
  - 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
  - **For supermarket and grocery stores;** Proposed permitted area for the display and promotion of alcohol, and any proposed sub-area
- Copy of existing licence
- Supporting documentation relevant to the condition(s) to be varied or cancelled
- Building owner consent supporting the sale of alcohol and confirmation term of tenure

### IMPORTANT NOTE:

Applications may take up to a minimum of 6 to 8 weeks to process. Additional information may be requested during the processing period. To ensure the application is processed quicker, please include all requested documents upon application.

## What to include – licence specific

### Off-Licence applications

Drink safe policy – this is to outline the strategies that your premises will implement as a responsible supplier of alcohol. Please refer to [www.alcohol.org.nz](http://www.alcohol.org.nz) for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);

- What low-alcohol and non-alcohol drinks will be provided
- Staff training and the refusal of service to prohibited persons; minors, and intoxicated people
- Information relating to alcohol promotions and alternative transport options
- What security systems will be in place

### On-Licence applications

A copy of the menu and food registration number

Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to [www.alcohol.org.nz](http://www.alcohol.org.nz) for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);

- What food will be provided
- What low-alcohol and non-alcohol drinks will be provided
- Managing prohibited persons, minors, and intoxicated people
- Information relating to alcohol promotions and alternative transport options
- What security systems will be in place

### Club Licence applications

A copy of the menu and food registration number

Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to [www.alcohol.org.nz](http://www.alcohol.org.nz) for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);

- What food will be provided
- What low-alcohol and non-alcohol drinks will be provided
- Managing prohibited persons, minors, and intoxicated people
- Information relating to alcohol promotions and alternative transport options
- What security systems will be in place

## How to calculate your fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk-based fee for all alcohol licences. Use the tables below for your specific licence type to calculate the fees you need to pay when lodging your application. You will need 3 Total Points; 1 Total Points and 2 Total Points are licence type specific; 3 Total Points can be found bottom of the page.

### Off-licence application fee

Weight	Type of premises
<input type="checkbox"/> 15	Supermarket, grocery store, bottle store
<input type="checkbox"/> 10	Hotel, tavern
<input type="checkbox"/> 5	Class 1, 2 or 3 club, remote sales, other
<input type="checkbox"/> 2	Winery cellar door
<hr/>	
<input type="checkbox"/> 1 Total Points	

Weight	Latest trading hours allowed
<input type="checkbox"/> 0	10:00pm or earlier
<input type="checkbox"/> 3	Any time after 10:00pm
<hr/>	
<input type="checkbox"/> 2 Total Points	

### On-licence application fee

Weight	Type of premises
<input type="checkbox"/> 15	Class 1 restaurant, night club, tavern
<input type="checkbox"/> 10	Class 2 restaurant, hotel, function centre
<input type="checkbox"/> 5	Class 3 restaurant, other
<input type="checkbox"/> 2	BYO restaurant, theatre, cinema, winery
<hr/>	
<input type="checkbox"/> 1 Total Points	

Weight	Latest trading hours allowed
<input type="checkbox"/> 0	2:00am or earlier
<input type="checkbox"/> 3	Between 2:01am and 3:00am
<input type="checkbox"/> 5	Any time after 3:00am
<hr/>	
<input type="checkbox"/> 2 Total Points	

### Club licence application fee

Weight	Type of premises
<input type="checkbox"/> 15	Class 1 club
<input type="checkbox"/> 10	Class 2 club
<input type="checkbox"/> 5	Class 3 club
<hr/>	
<input type="checkbox"/> 1 Total Points	

Weight	Latest trading hours allowed
<input type="checkbox"/> 0	2:00am or earlier
<input type="checkbox"/> 3	Between 2:01am and 3:00am
<input type="checkbox"/> 5	Any time after 3:00am
<hr/>	
<input type="checkbox"/> 2 Total Points	

### All licence applications

Weight	Licence type	Number of holdings in the last 18 months
<input type="checkbox"/> 0	All	None
<input type="checkbox"/> 10	All	1
<input type="checkbox"/> 20	All	2 or more
<hr/>		
<input type="checkbox"/> 3 Total Points		

Add your points together from the above sections to get your weighting

1 Total Points +  2 Total Points +  3 Total Points =  Total Weighting

Using the total of your weighting calculated on the previous page, tick the box below that this weight matches

<input type="checkbox"/>	Total Points	Risk Rating	Application Fee <i>Including GST</i>		Annual fee <i>Including GST</i>	=	Total Cost
<input type="checkbox"/>	0 – 2	Very low	\$368.00	+	\$161.00	=	\$529.00
<input type="checkbox"/>	3 – 5	Low	\$609.50	+	\$391.00	=	\$1,000.50
<input type="checkbox"/>	6 – 15	Medium	\$816.50	+	\$632.50	=	\$1,449.00
<input type="checkbox"/>	16 – 25	High	\$1,023.50	+	\$1,035.00	=	\$2,058.50
<input type="checkbox"/>	26+	Very High	\$1,207.50	+	\$1,437.50	=	\$2,645.00

## Public notice

In order to satisfy the notification requirements of section 101 of the Act please ensure you:

- Within 10 working days after filing the application you must fix a notice of the application in the prescribed form in a conspicuous place on or adjacent to the site which the application relates to
- Within 20 working days after filing the application, give public notice of the application
- Council will place a copy of the application on the Council website at a cost of **\$47.50**

### Total amount to pay (application fee + public notice fee)

Application fee	\$
Public notice fee	\$ 47.50
<b>Total to pay</b>	<b>\$</b>

**FULL PAYMENT IS TO BE MADE UPON APPLICATION**

## Payment options

You can pay by cash, eftpos or credit card in person at any of our Council service centres. Alternatively, you can pay online at <https://www.fndc.govt.nz/Our-services/Pay-a-council-invoice>.

### Office Use Only

#### Payment

Application Fee (incl GST)	Receipt Number	Receipt Amount \$	Cashier Name
\$		Payment Received Y / N	

#### Administration

Date Application Received	Date Application Vetted	Date Application Completed	Admin

To the Secretary of the Far North District Licensing Committee this application is made in accordance with the details set out below.

## License details

1 Licence type  On  Off  Club

Licence number:  Expiry date:

## Applicant details

2 Full legal name of applicant:  
*(name to appear on licence)*

Contact name:  Postal address for service documents:

Contact phone:

Contact email:

3 Status of the applicant/club:  Natural person  Company  Partnership  
 Club  Other: \_\_\_\_\_

4 Has the applicant (or any company directors or committee members) had 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

5 Are you applying as an individual?  Yes *skip question 8*  No *go to question 8*

6 What is your occupation?

7 Date of birth:  *(DD / MM / YYYY)* Place of birth:

## Company details

- 8 Full details of each director/shareholder or partner. If this is a public company, please supply details of each person who holds 20% or more of the shares, or 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

- 9 Address of proposed licensed premises:  Postcode:
- Proposed trading name of the premises:

## Application details

- 10 This application is for:  Variation  Cancellation

- 11 Which licence condition(s) does the applicant wish to vary or cancel?

- 12 Please provide reasons for a variation or cancellation of the above condition(s):

## IMPORTANT NOTE

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

The personal information that you provide in this form will be held and protected by Far North District Council in accordance with our privacy statement, available here.

Applicant's full name: \_\_\_\_\_

Applicants signature \_\_\_\_\_

Date (DD / MM / YYYY) \_\_\_\_\_

# Evacuation Scheme Declaration Form

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

I \_\_\_\_\_ licence holder of the premises known as \_\_\_\_\_  
*Full name* *Trade name*

situated at \_\_\_\_\_  
*Premises address*

state:

- 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
- Because of the building's current use, its owners are not required to provide and maintain such a scheme;
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

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

Applicant's full name: \_\_\_\_\_

\_\_\_\_\_  
*Applicants signature*

\_\_\_\_\_  
*Date (DD / MM / YYYY)*

Owners full name: \_\_\_\_\_

\_\_\_\_\_  
*Owners signature*

\_\_\_\_\_  
*Date (DD / MM / YYYY)*