

**Far North District Licensing Committee**  
**Practice Note 8**  
**Filing of Applications**  
*Pursuant to the Sale and Supply of Alcohol Act 2012*

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Date: 01 May 2023

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The application for a licence is a process not an event. The Sale and Supply of Alcohol Act 2012 (the Act) prescribes the documents and particulars that must accompany an application.

The Committee deems an application **complete, and able to be received** when:

For a New ON, OFF and CLUB Licence the completed application must have attached:

- All parts of the application form have been accurately completed or marked N/A if not applicable.
- Applications for building and planning certificates, or the building and planning certificates if already issued.
- The particulars of the proposed certificated managers including the name, certificate number and date of expiry
- An accurately drawn scale floor plan of the premises highlighting the licensed area and any area/s that the applicant seeks to have designated as either a Restricted Area or a Supervised Area.
- The Fire Evacuation declaration
- The prescribed fee/s

Once received and receipted the application process begins for the Admin Team.

The complete application is sent to the Police and Medical Officer of Health (MOoH) for enquiry and report if they have matters in opposition.

The application is publicly notified either in the local newspaper or on the council's website within 20 working days of lodging the application with council.

Additional documents may be sought and added to the application as required, and as they come to hand.

- Food Menu/s (if applicable)
- A Drinks List showing the range and type of low and non-alcoholic beverages.
- Planning and Building Certificates as they become available.
- A letter from the owner (if not the applicant) that there is no objection to the applicant seeking an alcohol licence.
- Copies of the Manager's certificates
- Host/Social Responsibility Policy
- A copy of the Certificate of Incorporation (if relevant).
- A draft of the proposed public notification.
- Staff Rosters if deemed applicable.
- Reports from the MOoH, Fire & Emergency and the Police
- Public objections (if any)
- Inspectors report

Once all reports and relevant documents have been received, and the Inspector has reported, the entire file is to be promptly provided to the Chair of the DLC to determine the next steps for the application.



Ann Court  
**Chairperson – Far North DLC A**  
**Far North District Licensing Committee**



Murray Clearwater  
**Chairperson – Far North DLC B**  
**Far North District Licensing Committee**

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- the information provided does not alter the Sale and Supply of Alcohol Act 2012 ('the Act') or other laws of New Zealand and other official guidelines and requirements;
- this document sets out general principles which may be used as guidance for matters relating to the interpretation and application of "the Act" and other statutory instruments; it is not intended to interfere with, or fetter, the professional views and opinions of council officers when they are performing any function or exercising any power under "the Act". Each consent application will be considered on a case-by-case basis and on its own merits;
- Users should take specific advice from qualified professional people before undertaking any action as a result of information obtained in this practice note;
- Council does not accept any responsibility or liability whatsoever whether in contract, tort, equity or otherwise for any action taken as a result of reading or reliance placed on Council because of having read any part, or all, of the information in this practice note or for any error, or inadequacy, deficiency, flaw in or omission from the information provided in this publication.