

How to apply for a new off licence

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

What you need to do

- Supply a completed application form
- Supply all required supporting documents (see 'what to include')
- Calculate and pay fee (see page 2) – Please note payment is to be made upon application

What to include

- Completed application form
- Application fee and public notice fee (see page 3)
- 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. Please visit [our website here](#) for more information and application form.
- 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
 - Proposed permitted area for the display and promotion of alcohol, and any proposed sub-area
- 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 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
- Copies of each current manager's certificate for those nominated to manage the premises
- Certificate or partnership agreement if applicable
- Street map showing the location of the premises
- A photo or artists impression of outside the premises including the main entrance
- 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 and 13 of the Sale and Supply of Alcohol Regulations 2013).

IMPORTANT NOTE:

Applications may take up to 8 weeks to process. To ensure the application is processed quicker, please include all requested documents upon application, otherwise there may be delays with your application.

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 licenses. Use the tables below to calculate the fee to be paid when lodging your application.

Select one box from both tables below, then add it together to get your total weighting for your 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 sale premises, premises not otherwise specified
<input type="checkbox"/> 2	Winery cellar door
<hr/>	
<input type="checkbox"/>	1 Total Points

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

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

1 Total Points + 2 Total Points = Total Weight

Tick the risk rating that matches the total points

	Total Points	Risk Rating	Application fee (incl GST)
<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

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	\$
Total to pay	\$

FULL PAYMENT IS TO BE MADE UPON APPLICATION

Annual Fee Information

You will be charged an annual fee if your application is approved, an invoice will be sent upon application approval. Please see the annual fee table below for your reference.

Total Points	Risk Rating	Application fee (incl GST)
0 – 2	Very low	\$161.00
3 – 5	Low	\$391.00
6 – 15	Medium	\$632.50
16 – 25	High	\$1,035.00
26 +	Very High	\$1,437.50

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 \$ Payment Received Y / N	Cashier Name
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Administration

Date Application Received	Date Application Vetted	Date Application Completed	Admin
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To the Secretary of the Far North District Licensing Committee this application for an off licence is made in accordance with the particulars set out below.

Applicant details

1

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

Contact name:

Contact phone:

Postal address for service documents:

Contact email:

2 Has the applicant (or any company directors) 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

3 What experience and training does the applicant have with operating a licensed premises?
Please provide examples.

4 Are you applying as an individual? Yes skip question 7 No go to question 7

5 What is your occupation?

6

Date of birth:
(DD / MM / YYYY)

Place of birth:

Company details

7 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

8

9

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

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

Restricted area:
(no one under 18 allowed on-site)

Supervised area:
(minors only permitted with parents/legal guardians)

Business details

12 Has the premises held a licence previously? Yes No

13 What is the general nature of the business to be conducted by the applicant if the licence is granted?
E.g. hotel, tavern, bottle store, grocery store

14 Is the sale of alcohol intended to be the principal purpose of the business?
If no, what is intended to be the principal purpose of the business? Yes No

15 Will there be the intention to sell any other goods other than alcohol and food, or providing services other than those related to alcohol and food?
If yes, what is the nature of those other goods or services? Yes No

16 The days and hours where the premises intend to sell alcohol under the licence:

<input type="checkbox"/> Monday	hours from _____ to _____	<input type="checkbox"/> Friday	hours from _____ to _____
<input type="checkbox"/> Tuesday	hours from _____ to _____	<input type="checkbox"/> Saturday	hours from _____ to _____
<input type="checkbox"/> Wednesday	hours from _____ to _____	<input type="checkbox"/> Sunday	hours from _____ to _____
<input type="checkbox"/> Thursday	hours from _____ to _____		

17 Manager details – list of all certified managers of the premises:

Name	Date of birth	Certificate number	Certificate expiry

18 What staff training will be provided to ensure compliance with the Act and your drink safe policy?
Please provide a plan of what the training is, who it's provided by and when its planned for or when completed.

Training	Provider	Planned / Completed

19 Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason? Yes No

Licensing details

20 Do you intend to sell packs of ice for consumption? Yes No

If yes, you are required to apply for a Food Registration. Please visit our website [here](#) for more information.

Food Registration:	Expiry:
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21 Are you an auctioneer only and intend to be endorsed under section 39 of the Act for auctioneer sales only? Yes No

22 Are you operating as a remote seller only and intend to be endorsed under section 40 of the Act for remote sales only? Yes No

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 applicant 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)