



## APPLICATION FOR RENEWAL OR VARIATION OF ON LICENCE

Section 127 (2), Sale and Supply of Alcohol Act 2012

An application for renewal of an On Licence must be made no later than 20 working days before the expiry of the licence.

**Please submit the following information with your application for a renewal or variation of On Licence:**

- A scale plan showing:
  - Those parts of the premises that are used for the sale or supply of alcohol.
  - Those parts of the premises (if any) that are designated as restricted areas or as supervised areas.
  - The designated principal entrance.
- A menu or other indication of the standard and style of food your plan to provide.
- If the applicant is *not the owner of the premises*:- A letter from the owner giving consent to the renewal of the On Licence for the premises.
- A written Host Responsibility Policy. For assistance with this please call Public Health South on (03) 211 0900.
- The prescribed fee. For assistance with this calculation please contact the Invercargill District Licensing Committee Administration Support Person on (03) 211 1777.
- A Local Authority Compliance Certificate from the City Council may be required for a variation of licence. The District Licensing Committee will contact you if required.

## **Other information for the applicant on the requirements of the Sale and Supply of Alcohol Act 2012**

Following receipt of your application, you will be sent an acknowledgement letter, a public notice and a site notice.

### **Public Notice**

The Invercargill District Licensing Committee advertises the public notice for all applications on the Invercargill City Council website, at no cost to you.

### **Site Notice**

Within 10 working days after filing the application, you must ensure that the site notice is displayed where it can be easily seen from outside the premises, in a conspicuous place on or adjacent to the site to which the application relates.

### **Processing of the application**

The completed application form and supporting documents should be submitted to the Invercargill District Licensing Committee along with payment, at least 20 working days before the expiry date of the licence.

The Invercargill District Licensing Committee will send a copy of the application to the statutory reporting agencies. The Licensing Inspector, Police, Medical Officer of Health and NZ Fire Service will enquire into the application.

When reports and objections, if any, have been received the application will be processed and a decision made by the Invercargill District Licensing Committee.

### ***Please note:***

It will take a minimum of 30 working days, from when it is submitted, before the licence may be renewed. However, it may take longer.

### **Criteria for On Licence**

1. In deciding whether to renew a licence, the Licensing Authority or the Licensing Committee concerned must have regard to the following matters:
  - (a) The object of the Act.
  - (b) The suitability of the applicant.
  - (c) Any relevant local alcohol policy.
  - (d) The days on which and the hours during which the applicant proposes to sell alcohol.
  - (e) The design and layout of any proposed premises.
  - (f) Whether the applicant is engaged in, or proposes on the premises to engage in, the sale of goods other than alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which goods.
  - (g) Whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low-alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services.
  - (h) Whether (in its opinion) the amenity and good order of the locality would be likely to be increased, by more than a minor extent, by the effects of a refusal to renew the licence.
  - (i) Whether the applicant has appropriate systems, staff, and training to comply with the law.
  - (j) Any matters dealt with in any report from the Police, an inspector, or a Medical Officer of Health made under Section 129.

- (k) The manner in which the applicant has sold (or, as the case may be, sold and supplied), displayed, advertised, or promoted alcohol.

**Please note:**

The Invercargill District Licensing Committee places considerable importance on the Object of the Sale and Supply of Alcohol Act 2012.

- (1) The object of this Act is that:
  - (a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
  - (b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.
  
- (2) For the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes:
  - (a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and
  - (b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).



**APPLICATION FOR RENEWAL OR VARIATION OF ON LICENCE**  
(for Premises)  
Section 127 (2), Sale and Supply of Alcohol Act 2012

To: The Secretary  
Invercargill District Licensing Committee  
Private Bag 90104  
INVERCARGILL 9840

Please tick one:  RENEWAL     VARIATION     RENEWAL AND VARIATION

Application for a renewal of On Licence is made in accordance with the details set out below:

**1. Details of Applicant(s)**

- (a) Full name on Licence: \_\_\_\_\_
- (b) Trading name of premises: \_\_\_\_\_
- (c) Address of premises: \_\_\_\_\_
- (d) Postal address for service of documents: \_\_\_\_\_
- (e) Premises phone number: \_\_\_\_\_

**2. Details of existing licence**

- (a) Licence Number \_\_\_\_\_
- (b) Expiry Date \_\_\_\_\_

**3. Contact person**

- (a) Name: \_\_\_\_\_
- (b) Residential Address: \_\_\_\_\_
- (c) Daytime contact number: \_\_\_\_\_
- (d) Email address: \_\_\_\_\_

**4. Criminal Convictions**

(a) Has the applicant ever been convicted of any offence? (Please attach a separate sheet if necessary) **YES/NO**

| Nature of Offence | Date of Conviction | Penalty Suffered |
|-------------------|--------------------|------------------|
|                   |                    |                  |
|                   |                    |                  |
|                   |                    |                  |

**NOTE: Failure to disclose may result in the Police opposing the renewal of the licence.**

**5. Changes to ownership of business**

- (a) Have there been any changes to the ownership of the business since the last renewal of the licence? (If yes, please provide details) **YES/NO**

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**6. Premises Details**

- (a) Does the applicant own the proposed licensed premises? **YES/NO**

If no, state:

- i What is the full name and address of the owner? (A letter is required from the owner of the premises stating approval of renewal or variation of licence.)

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- ii What form of tenure of the premises will the applicant have (including term of tenure)?

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- (b) What part (if any) of the premises is currently designated?

i A restricted area: \_\_\_\_\_

ii A supervised area: \_\_\_\_\_

**7. Details of business**

- (a) Nature of business conducted: \_\_\_\_\_

- (b) Does the applicant wish to apply for the On Licence to be endorsed? **YES/NO**

(If yes, please specify)  BYO (Section 37)  Caterer (Section 38)

- (c) Is the sale of alcohol the principal purpose of business? **YES/NO**

- (d) If no, state principal purpose of business: \_\_\_\_\_

- (e) 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 or supply of alcohol and food? **YES/NO**

- (f) If yes state the nature of those other goods or services: \_\_\_\_\_

**8. Conditions**

- Are any changes sought to the present conditions of the licence? **YES/NO**

- (a) If yes, what changes are sought? \_\_\_\_\_

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- (b) Describe fully why the changes are sought? \_\_\_\_\_

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- (c) What experience and training does the applicant have? \_\_\_\_\_

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- (d) What provision does the applicant intend to make for the sale and supply of:
- i. Food (describe variety): \_\_\_\_\_
  - ii. Non-alcoholic beverages (describe variety): \_\_\_\_\_
  - iii. Low-alcohol beverages (describe variety): \_\_\_\_\_
- (e) Free drinking water (where will this be available from – this will be included in the Licence conditions): \_\_\_\_\_
- If no access to mains water supply, potability of water intended to be available: (describe):  
 \_\_\_\_\_
- (f) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? \_\_\_\_\_
- \_\_\_\_\_
- (g) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed? \_\_\_\_\_
- \_\_\_\_\_
- (h) i. What other steps does the applicant propose to take to promote the responsible consumption of alcohol: \_\_\_\_\_
- ii. Other systems (including training systems) and staff in place for compliance with the Act:  
 \_\_\_\_\_

**9. Manager(s) employed (Persons who hold a Manager's Certificate) (please attach a separate sheet if necessary).**

Full legal name: \_\_\_\_\_

Address: \_\_\_\_\_

Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Address: \_\_\_\_\_

Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Address: \_\_\_\_\_

Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**10. Additional questions**

- (a) The granting of this renewal will not decrease the amenity or good order of the area by more than a minor extent because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(b) The design and layout of our premises complies with the Act because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) The granting of this renewal will contribute to the Object of the Act by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. Fire Evacuation Scheme** *(Tick (a) or (b) as appropriate)*

Applications for a licence under the Sale and Supply of Alcohol Act 2012 require the licensed premises to comply with Section 75 of the Fire and Emergency New Zealand Act 2017 which legislates that all relevant buildings must provide and maintain an evacuation scheme. Among the buildings that require an evacuation scheme are those buildings for:

- The gathering together, for any purpose, of 100 or more persons
- Providing employment facilities for 10 or more persons
- Providing accommodation for more than five persons
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

Please tick one.

- (a) Fire Evacuation Scheme. The building in which the premises is situated has an evacuation scheme for public safety which meets the requirements of Section 75 of the Fire and Emergency New Zealand Act 2017, and the requirements as set out in the documentation of the approved evacuation scheme has been maintained in accordance with Section 76 of the Act.

Have you held a trial evacuation at the premises? **YES/NO**

What was the last date of a trial evacuation? \_\_\_\_\_

*(These must be held every six (6) months and notified to the Fire Service.)*

- (b) Procedure Only. The building, by reason of its current use, is not required to provide and maintain a Fire Evacuation scheme or, because of the nature of the building, the building is exempt from having to meet the requirements to provide and maintain such a scheme. Evacuation Procedures are required to be in place with this information being readily available, such as fire action notices displayed identifying those procedures.

Note: If you do not have your procedures displayed and readily available, you may be subject to penalties under the Fire and Emergency New Zealand (Offences) Regulations 2018 which came into effect on 13 December 2018.

**Applicant's signature:** \_\_\_\_\_ **Dated at Invercargill:** \_\_\_/\_\_\_/\_\_\_

**Applicant's signature:** \_\_\_\_\_ **Dated at Invercargill:** \_\_\_/\_\_\_/\_\_\_

**Applicant's signature:** \_\_\_\_\_ **Dated at Invercargill:** \_\_\_/\_\_\_/\_\_\_

**Applicant's signature:** \_\_\_\_\_ **Dated at Invercargill:** \_\_\_/\_\_\_/\_\_\_