

## New Off-Licence Checklist

### Section 100, Sale and Supply of Alcohol Act 2012

#### Application Process

1. Complete the attached application form and gather the required supporting documents.\*
2. Contact Council on 06 366 0999 to arrange an appointment with the Alcohol Licensing Inspector.
3. Bring this checklist, your completed application form and supporting documents with you to the meeting along with the appropriate fee.

**\*DID YOU KNOW - You can complete this application form online, securely upload electronic copies of all your required documents, and pay the fee online too?**

For more information see <https://www.horowhenua.govt.nz/AlcoholForms>

#### Supporting Documentation

The following **must** be included with your application:

- Certificate of Incorporation / Memorandum of Association (only if the application is for a Company, Incorporated Society or Club)
- Letter of consent from the owner of the premises (if you don't own the premises)
- Copy of the lease (if applicable)
- Scale floor plan showing the principal (main) entrance; the area where alcohol will be sold and each area to be designated (Supervised or Restricted) or undesignated; a seating plan of any outdoor areas or footpath area if applicable.
- Photo or artist's impression of the principal (main) entrance of the premises
- Aerial map showing the exact location of the premises
- Manager's Certificates for all managers
- Statement of annual sales revenue (grocery stores and bottle stores only)
- Host Responsibility Policy to be displayed in your premises
- Copy of a letter from Fire & Emergency New Zealand (FENZ) re the evacuation scheme – (phone 06 353 2500 or email [fireinfomanawatu@fireandemergency.nz](mailto:fireinfomanawatu@fireandemergency.nz) with 'Alcohol Application' in the subject line)
- Public Notice – Form 7 to be advertised on Horowhenua District Council website PAGE 15
- Public Notice – Form 7 to be displayed in premises window in an obvious place PAGE 16

Please note: If the information listed above is not provided with your application it won't be formally accepted and will be placed on hold until the relevant information has been provided.

#### Privacy Statement

A copy of our privacy statement can be viewed at [www.horowhenua.govt.nz/PrivacyStatement](http://www.horowhenua.govt.nz/PrivacyStatement)

- I have read and agree to the Privacy Statement

## Disclaimer

- I understand that by submitting this application I am consenting to the application being circulated to partner agencies (NZ Police, Health New Zealand - Te Whatu Ora and the Alcohol Licensing Inspector) for comment, before the Horowhenua District Licensing Committee makes a final decision.
- I understand that a Public Notice will be created and placed on the Public Notices page of Horowhenua District Council's website and I will be notified of the closure date for objections once this is done.

## Important Information

### Additional Documentation

In addition to the documentation listed on the previous page, please be aware that partner agencies (Police and Health New Zealand - Te Whatu Ora) may ask to view your records and registers as part of their compliance checks, including but not limited to:

- Duty, Acting and Temporary Managers registers
- Training register
- Up-to-date alcohol management plan and host responsibility form

### Building & Planning Approval for Licenced Premises

All new licence applications will also require an Application for Building & Planning Approval for Licenced Premises to be completed. This does not apply to conveyances.

This application will be reviewed by Building Officers and Resource Management Planners to ensure that the proposed use of the premises for the sale of alcohol meets the requirements of the Building Act 2004 and Resource Management Act 1991. It must be approved before a new licence application can be processed, however both forms may be submitted at the same time if desired.

The fee for an Application for Building & Planning Approval (also called a Certificate of Compliance New Liquor Licence) is separate from the new licence application fee.

### Local Alcohol Policy

Horowhenua District Council's Local Alcohol Policy (LAP) provides local guidance to the Council's District Licensing Committee in deciding whether to issue or renew a licence.

The LAP enables the District Licensing Committee to:

- Limit the location of licensed premises, for example near schools or churches
- Limit the number of licensed premises in particular areas
- Set the maximum trading hours for licensed premises in the District
- Impose or recommend conditions for licences

The goal of the LAP is to ensure that licensing decisions:

- Contribute to Horowhenua being a safe and healthy district
- Reflect the values, preferences and needs of the local community
- Encourage licensed environments that foster positive, responsible drinking behaviour and minimise alcohol-related harm

Applicants will need to be aware of the conditions set out in the Local Alcohol Policy and, in particular, the limits on maximum trading hours for licenced premises.

## Application Fee

The fee is determined by a cost/risk rating. The cost/risk rating is the sum of the highest applicable score. A score is determined by: the type of premises; the latest alcohol sales time; and the number of recent enforcement actions

Calculate your cost/risk rating by completing the table below:

	Score	Enter Your Score
<b>Type of Premises</b> (select 1)		
Supermarket, Grocery Store, Bottle Store	15	
Hotel, Tavern	10	
Class 1, 2 or 3 Club, Remote Sales Premises, Other	5	
Winery Cellar Doors	2	
<b>Latest trading hour allowed by licence</b> The latest trading hour allowed under the Horowhenua District Council Local Alcohol Policy 2020 is 1.00am for On-Licences, 10:00pm for Off-Licensed premises, 10:15pm for Supermarket/Grocery stores		
10:00pm or earlier	0	
After 10:00pm – 10:15pm	3	
<b>Number of enforcement holdings brought by ARLA in the last 18 months</b> (select 1) For serious breaches of the Sale & Supply of Alcohol Act 2012		
None	0	
1	10	
2 or more	20	
<b>Total</b>		
Add together the three scores above and enter your <b>total risk rating</b> here:		

Based on your total risk rating, **find your fee category** in the table below:

Total Risk Rating	0-2	3-5	6-15	16-25	26 +
Fee category	Very low	Low	Medium	High	Very high
Application fee	\$368.00	\$609.50	\$816.50	\$1,023.50	\$1,207.50
Annual fee	\$161.00	\$391.00	\$632.50	\$1,035.00	\$1,437.50

**Enter the fee payable below.** New applications will need to pay both the application fee and the annual fee at the time of lodgement.

Application Fee (new applications only)	\$
Annual Fee	\$
Total Fee Payable	\$

**FORM 4**  
**Application for Off-Licence**  
**Section 100, Sale and Supply of Alcohol Act 2012**

To: The Secretary  
Horowhenua District Licensing Committee  
C/- Horowhenua District Council  
Private Bag 4002  
Levin 5540

Application for Off-Licence is made in accordance with the particulars set out below.

**1. Details of Licence**

**Is a licence already held for this premises or conveyance?**  Yes  No

If yes, please provide details of licence: \_\_\_\_\_

\_\_\_\_\_

**2. Details of Applicant**

The Applicant is the person(s) or organisation whose name will be on the licence.

**Full legal name or names to be on licence (Licensee/Company name):**

\_\_\_\_\_

**Postal address for service of documents:**

\_\_\_\_\_

**Has the Applicant ever been convicted of any criminal offences?**  Yes  No

If yes, state all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies.

Nature of Offence	Date of Conviction	Penalty/Sentence

**Applicant status:**

- Natural person (Individual)
- Partnership
- Limited partnership
- Public Company
- Private Company
- Trustee
- Board, organisation or other body
- Licensing or Community Trust
- Body Corporate
- Territorial Local Authority
- Government Department or instrument of Crown
- Manager under the Protection of Personal and Property Rights Act 1988

**3. Contact Details**

**Contact details for all applicants**

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

Preferred method of contact: \_\_\_\_\_

**Additional contact details for individuals** (i.e. Licence is in your name)

Any other names you are known by: \_\_\_\_\_

Usual residential address: \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Occupation: \_\_\_\_\_

- **Public/Private Company go to section 4**
- **Body Corporate go to section 5**
- **Partnership go to section 6**
- **Everyone else go to page 8**

#### 4. Company

Further details where applicant is a public or private company

##### Full legal names and date of birth for each director (Public Company only)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

##### Type of Capital (Private Company only)

Authorised capital: \$ \_\_\_\_\_

Paid Up capital: \$ \_\_\_\_\_

##### Full details of each shareholder (continue on separate sheet if necessary)

Note: For public companies, list full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company

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

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

Date and Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held (private company only): \_\_\_\_\_

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

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

Date and Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held (private company only): \_\_\_\_\_

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

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

Date and Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held (private company only): \_\_\_\_\_

**5. Body Corporate**

Further details where applicant is a body corporate

**Authority under which incorporated:**

\_\_\_\_\_

**6. Partnership**

Further details where applicant is a partnership

**Full details of each partner** (continue on separate sheet if necessary)

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

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

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please Attach**

- Floor Plan
- Photo or Artists impression of the principal (main) entrance
- Aerial map of location

- If the licence is for a **Premises - go to section 7**
- for a **Conveyance** (i.e. any vehicle used to transport people) - **go to section 8**

## 7. Details of Premises

### Details of Premises

Proposed trading name for premises (if any): \_\_\_\_\_

Street address of proposed licensed premises: \_\_\_\_\_

### Details of Ownership/Lease

Does the applicant own the proposed licensed premises?  Yes  No

If no: Full legal name of the premises owner: \_\_\_\_\_

Postal address of owner: \_\_\_\_\_

Email address of owner: \_\_\_\_\_

Phone number of owner: \_\_\_\_\_

Tenure (e.g. leasehold, tenancy, licence): \_\_\_\_\_

**Please Attach**

- Letter of consent from the owner of the premises
- Copy of lease

### Details of Building Work

Is the licence sought conditional on the completion of building work?  Yes  No

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

Building Consent number: \_\_\_\_\_

### Details of Designated Areas

What part (if any) of the premises are you designating as:

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

\_\_\_\_\_

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

\_\_\_\_\_

Supervised = where minors must be with their parent or legal guardian

Restricted = R18

If no parts of the premises are to be designated, write NONE in the spaces above.



Please Attach

Floor Plan

## 8. Details of Conveyance

### Details of Conveyance

Type of conveyance (eg ship, railway carriage, bus, etc): \_\_\_\_\_

Proposed trading name for conveyance (if any): \_\_\_\_\_

Registration number of conveyance vehicle (if any): \_\_\_\_\_

Street address of home base (if any): \_\_\_\_\_

Principal route travelled: \_\_\_\_\_

### Details of Ownership/Lease

Does the applicant own the proposed licensed conveyance?  Yes  No

If no: Full legal name of the conveyance owner: \_\_\_\_\_

Postal address of owner: \_\_\_\_\_

Email address of owner: \_\_\_\_\_

Phone number of owner: \_\_\_\_\_

Tenure (e.g. charter, lease or licence): \_\_\_\_\_

Please Attach

Letter of consent  
from the owner of  
the premises

### Details of Designated Areas

What part (if any) of the conveyance are you designating as:

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

\_\_\_\_\_

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

\_\_\_\_\_

Supervised = where minors must be with their parent or legal guardian

Restricted = R18

If no parts of the conveyance are to be designated, write NONE in the spaces above.

**Please Attach**  
Copies of Managers  
Certificates

## 9. Details of Managers

**Manager 1** - Full legal name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_

Manager's Certificate expiry date: \_\_\_\_\_

Was their Manager's Certificate issued by Horowhenua District Council?  Yes  No

**Manager 2** - Full legal name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_

Manager's Certificate expiry date: \_\_\_\_\_

Was their Manager's Certificate issued by Horowhenua District Council?  Yes  No

**Manager 3** - Full legal name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_

Manager's Certificate expiry date: \_\_\_\_\_

Was their Manager's Certificate issued by Horowhenua District Council?  Yes  No

*(continue on separate sheet if necessary)*

## 10. Details of Business

General nature of the business to be conducted: \_\_\_\_\_

\_\_\_\_\_

Is the sale of alcohol the principal purpose of the business?  Yes  No

If no, state intended principal purpose of business: \_\_\_\_\_

\_\_\_\_\_

**Please Attach**  
Statement of Annual  
Sales Revenue  
(Grocery and  
bottle stores only)

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

If yes, state the nature of those other goods or services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

On which days and during which hours are proposed for sale of alcohol?

*Horowhenua District Council's Local Alcohol Policy is available online and sets out the maximum allowable trading hours for licenced premises.*

Monday		Hrs
Tuesday		Hrs
Wednesday		Hrs
Thursday		Hrs
Friday		Hrs
Saturday		Hrs
Sunday		Hrs

## 11. Conditions

What experience and training does the applicant have: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fully describe what is to be available with regards to:

Non-alcoholic refreshments (eg fizzy drink, coffee, tea, etc):

\_\_\_\_\_

Low-alcohol beverages:

*Note: Low-alcohol beverages are no more than 2.5% alcohol by volume*

\_\_\_\_\_

Will you be providing tastings?  Yes  No

If yes, describe how and where free drinking water is to be available:

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Do you have access to mains water supply for drinking water?  Yes  No

If no, please describe how you intend to have potable drinking water available:

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What actions will you take to ensure minors (persons under 18 years) and intoxicated persons are not supplied alcohol:

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What other actions will you take to promote the responsible consumption of alcohol?

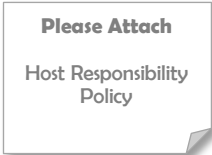
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What processes will you have in place to ensure compliance with the Act (eg staff training, security procedures, etc):

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**12. Additional Questions** (see page 17 for more information)

The granting of this application will not decrease the amenity or good order of the area by more than a minor extent because we:

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The design and layout of our premises complies with the Act because:

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The granting of this application will contribute to the object of the Act by:

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Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**NOTES**

1. This application must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee, the applicant must give public notice of it in Form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in Form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impractical or unreasonable to do so).
4. Personal information contained in your application and any supporting information will be held by Horowhenua District Council. It will be provided to the District Licensing Committee, Police, Medical Officer of Health and Licensing inspectorate, and may be provided to the licensing authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision which will be publicly available.

## Fire Statement

### Section 100(d), Sale and Supply of Alcohol Act 2012

Please Attach  
Letter from FENZ

For all licenses, please tick one:

- 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, the owner is not required to provide and maintain such a scheme; or
- Because of the nature of the building, the owner is exempt from the requirement to provide and maintain such a scheme

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM 7** (HDC website)

**Public Notice of Application for new Off-Licence**  
**Section 101, Sale and Supply of Alcohol Act 2012**

Licensee's (Company) name: \_\_\_\_\_

has made application to the District Licensing Committee at Horowhenua for the **issue** of an

Off-Licence

\_\_\_\_\_  
(specify type of licence)

in respect of

the premises situated at: \_\_\_\_\_

the (specify type of conveyance): \_\_\_\_\_

known as: \_\_\_\_\_

The general nature of business to be conducted under the licence is: \_\_\_\_\_

\_\_\_\_\_  
(for example: grocery store, hotel, tavern, supermarket, bottle store)

The days on which and the hours during which alcohol is intended to be sold under the licence are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The application may be inspected during ordinary office hours at the office of the Horowhenua District Licensing Committee at 126 Oxford Street, Levin.

Any person who is entitled to object and who wishes to object to the **issue** of a licence may, not later than 25 working days after the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 4002, Levin 5540.

Closing date for objections:

I understand that a Public Notice will be created and placed on the Public Notices page of Horowhenua District Council's website and I will be notified of the closure date when this is done.

No objection to the **issue** of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

**This public notice must be printed on paper that is at least A4 size and placed in the premises window. The print must be legible and prominent.**

**FORM 7** (Premises Window)

**Public Notice of Application for Off-Licence**

**Section 101, Sale and Supply of Alcohol Act 2012**

Licensee's(Company) name: \_\_\_\_\_

has made application to the District Licensing Committee at Horowhenua for the **issue** of an

Off-Licence

\_\_\_\_\_  
(specify type of licence)

in respect of

the premises situated at: \_\_\_\_\_

the (specify type of conveyance): \_\_\_\_\_

known as: \_\_\_\_\_

The general nature of business to be conducted under the licence is: \_\_\_\_\_

\_\_\_\_\_  
(for example: grocery store, hotel, tavern, supermarket, bottle store)

The days on which and the hours during which alcohol is intended to be sold under the licence are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The application may be inspected during ordinary office hours at the office of the Horowhenua District Licensing Committee at 126 Oxford Street, Levin.

Any person who is entitled to object and who wishes to object to the **issue** of a licence may, not later than 25 working days after the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 4002, Levin 5540.

Closing date for objections: \_\_\_\_\_

(A Public Notice will be created and placed on the Public Notices page of Horowhenua District Council's website and I will be notified of the closure date for objections when this is done)

No objection to the **issue** of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.



## **New and Renewal Applications for On, Off, Club and Special Licences Sale and Supply of Alcohol Act 2012**

### **This is to help you answer Question 12 – Additional Questions**

#### **The Object of the Act**

All applications must be considered in light of the object of the Act (Section 4):

- The sale, supply and consumption of alcohol should be undertaken safely and responsibly;
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm includes 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. It also includes harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol.

#### **Design and Layout**

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Guidelines and examples of the types of concepts that design and layout could include are contained in Crime Prevention Through Environment Design (CPTED). Guidelines on CPTED can be obtained by emailing or phoning the Alcohol Licensing Inspector.

#### **Amenity and Good Order**

- What appropriate systems, staff and training is in place or will be put in place to ensure compliance with the law?
- Current and possible future noise levels (if relevant, what they intend to do to mitigate them).
- Current and possible future levels of nuisance and vandalism (if relevant, what they intend to do to mitigate them).
- The number of other licensed premises in the area. Will the granting of this licence increase negative effects in the area?
- The purposes for which land near the premises is being used for, and will that change if the licence is issued?