



Event reference:
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Hauraki District Licensing Agency

Application for Off-Licence (for premises) – Form 6

Section 31, Sale of Liquor Act 1989

To: The Secretary
Hauraki District Licensing Agency
PO Box 17
PAEROA 3640

Application for an off-licence is made in accordance with the details set out below.

Details of applicant

Full name _____ Occupation _____
Address _____

Address for service of documents _____

Daytime contact name _____ Phone _____

Full name and address of manager or managers to be employed,
and certificate numbers of manager's certificate(s): _____

Status of applicant (tick appropriate box)

Natural person	<input type="checkbox"/>	Private company	<input type="checkbox"/>	Public company	<input type="checkbox"/>
Licensing Trust	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Local authority	<input type="checkbox"/>
Trustee	<input type="checkbox"/>	Club	<input type="checkbox"/>		

Body corporate to which section 30(1)(ba) of the Act applies

Board, organisation or other body to which section 30(1)(bb) of the Act applies

Government department or other instrument of the crown

Manager under the Protection of the Personal and Property Rights Act 1988

Further details where applicant is a company

Date of incorporation _____ Place of incorporation _____

Full details of each director, and the secretary as follows:

Name	Address	Date of birth	Place of birth	Designation

(In the case of a private company) tick the appropriate box

Authorised Capital

Paid-up Capital

(In the case only of a private company) Full details of each person who holds any shares issued by the company:

Name	Address	Date of birth
1		
2		
3		

Place of birth	Designation	Face value of shares held
1		
2		
3		

(In the case only of a public company) Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

Name	Address	Date of birth
1		
2		
3		

Place of birth	Designation
1	
2	
3	

Further details where applicant is a partnership

Name	Address	Date of birth	Place of birth

Signature of each partner _____

Premises Details

Address of proposed licensed premises _____

Type of premises (tick appropriate box)

Hotel or tavern

Grocery store

Supermarket

Club

Premises on which principal business is manufacture or sale of liquor

Other

Proposed trading name of premises (if any): _____

Is a licence sought conditional upon construction or completion of the premises? Yes / No (circle)

Does the applicant own the proposed licensed premises? Yes / No (circle)

If no, what is the full name and address of the owner?

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

What part (if any) of the premises does the applicant intend should be designated as:

A restricted area _____

A supervised area _____

Business Details

Does the applicant seek the licence in connection with the business of a caterer? Yes / No (circle)

Does the applicant see the licence in connection with the business of an auctioneer? Yes / No (circle)

Is the sale of liquor intended to be the principal purpose of the business? Yes / No (circle)

If no What is intended to be the principal purpose of the business? _____

What part of section 36 of the Act is applicable to this application? _____

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food? Yes / No (circle)

If yes, what is the nature of those other foods or services? _____

On which days and during which hours does the applicant intend to sell liquor under the licence?

Does the applicant intend to provide complimentary samples of liquor on the premises? Yes / No (circle)

Conditions

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

(Where the principal business is other than the manufacture or sale of liquor) what kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

Dated at _____ this _____ day of _____ 20____
(location) (day of month) (month) (year)

Applicant signature _____

To enable your application to be determined the following information must accompany each application:

- Application fee.
- A food menu (*Does not apply to Off-licence application*).
- A non-alcoholic drinks menu (*Does not apply to Off-licence application*).
- Floor plan of the premises.
- Colour photographs of all external exits.
- A site plan of the premises.
- A location map of the premises, showing its relationship to the surrounding urban area.
- Written approval from the Owner of the premises that they have no objection the new licensee, operating from the premises.
- A copy of the lease if applicable.
- Or proof of ownership.
- Tear pages of both advertisements (Forwarded once these have been published).
- A statement that the premises has an evacuation scheme for public safety (section 21A of the Fire Safety Act 1975) or – (*only applies to renewals for on, off and club licences*)
- A statement that the building by reason of its current use does not require a scheme - (*only applies to renewals for on, off and club licences*)

Notes

1. In respect of the status of the applicant, see section 30 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see Regulation 8(2) of the Sale of Liquor Regulations 1990.
3. Within 20 working days after filing this application with the District licensing Agency, the applicant must give notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the 2 dates of publication.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).
5. The prescribed fee is \$793.24 including GST.