



Event reference:  
Document number:  
Receipt number:

**Hauraki District Licensing Agency**  
**Application for Renewal of Licence**  
**(for on licence, off licence or club licence) – Form 15**  
**Sections 18, 41, and 64, Sale of Liquor Act 1989**

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

Application for the renewal of a licence is made in accordance with the details set out below.

**Details of Licensee**

Full name \_\_\_\_\_  
Address for service of documents \_\_\_\_\_

Daytime contact name \_\_\_\_\_ Phone \_\_\_\_\_

**Details of Manager**

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

**Details of Licence**

Type of licence (tick appropriate box)

On Licence       Off Licence       Club Licence

Number \_\_\_\_\_

Date of expiry \_\_\_\_\_

**Details of premises** (to be included only where the licence applies to any premises)

Address \_\_\_\_\_

Trading or other name (if any) \_\_\_\_\_

(If a club licence) does the club share the premises with any other club      Yes / No (circle)

If yes      What is the name of the club? \_\_\_\_\_

What months of the year do the respective clubs use the premises? \_\_\_\_\_

**Details of Conveyance** (to be included only where the licence applies to any conveyance)

Type of conveyance \_\_\_\_\_  
\_\_\_\_\_  
Address of home base (if any) \_\_\_\_\_  
\_\_\_\_\_  
Trading or other name (if any) \_\_\_\_\_  
\_\_\_\_\_

**Conditions**

Are any changes sought to the present conditions of the licence? Yes / No (circle)

If yes What changes are sought? \_\_\_\_\_  
\_\_\_\_\_

What are the full reasons for the changes sought? \_\_\_\_\_  
\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(location) (day of month) (month) (year)

\_\_\_\_\_  
Licensee signature

**To complete the file for an application for the renewal of a licence, the following must be provided for each application:**

- The application fee.
- Three copies of the application
- Copies of the public notice given (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) - ensure this is sent with the lodgement of the application to avoid unnecessary delays OR
- A statement that the building by reason of its current use does not require a scheme (Even if this has been provided with a previous application).

**Notes**

1. This form should be used in respect of on-licences, off-licences, and club licences. Special licences are not renewable.
2. This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. For the matters that are to accompany this applications, see regulation 18(2) of the Sale of Liquor Regulations 1990, as set out above.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant is required to give public 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 two dates of publication.
5. 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).
6. The prescribed fee is \$793.24 including GST except in the case of an endorsed on licence (BYO) in which case the fee is \$134.93.