

Event reference:  
Document number:  
Receipt number:



**Hauraki District Licensing Committee**  
C/- Hauraki District Council  
**Application for Off-Licence or Renewal of Off Licence (for premises) – Form 4**  
**Sections 100 & 127(2) Sale and Supply of Alcohol Act 2012**

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

Application for an off-licence or renewal of an off licence is made in accordance with the particulars set out below.

**Endorsements**

State (by type) every endorsement sought or sought to be renewed

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**Details of applicant**

Full legal name or names to be on the licence

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Is a licence already held for the premises or conveyance concerns *[if 'yes' please state kind of licence]*      Yes            No     

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**Applicant status**

*[state, by reference to section 28 of Sale and Supply of Alcohol Act 2012, the status of the applicant (for example, natural person or persons or body corporate or department of State)]*

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For applicant that is a natural person or persons, details: *[for each person]*      Male            Female     

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Full legal name: *(including any aliases)*

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Usual residential address

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Any internet sites:

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Preferred mode of contact:

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Date and place of birth:

Occupation:

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Email address of applicant:

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For applicant that is a body corporate,  
authority under which incorporated [state]

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For applicant that is NOT a natural person or  
persons, details of contact person:

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Full legal name: (including any aliases)

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Telephone number or numbers

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Any fax numbers:

Preferred mode of contact:

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Any internet sites:

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Postal Address for Service:

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Email address of applicant:

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Business Details

[describe principal business, any other businesses]

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Criminal convictions

[state all 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]

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For a company

(whether incorporated under the Companies Act 1993 or equivalent foreign legislation), full legal names of directors

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For a Private Company incorporated under the Companies Act 1993 [state authorised capital, paid-up capital, and the following];

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Full legal name (including any aliases)

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Address

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Date and place of Birth

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Designation

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Face value of shares

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For a partnership, legal names and addresses  
of partners [*please state*]

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**Details or Premises (if not conveyance)**

Address

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Any name, trading name, or name of building

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If not owned by applicant

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Tenure [state whether to be held as leasehold, or under  
tenancy agreements or licence]

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Full legal name and address of owner

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Type [*state whether grocery, hotel retail shop  
(Other than grocery) or tavern*]

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Whether licence is conditional on completion of  
building work. If "yes" please state details.

Yes

No

**Details of conveyance**

Type [*state ship, railway carriage, bus etc*]

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Tenure [state whether owned by applicant, or to be  
operated under charter, lease or licence]

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If not owned by applicant, full legal name and address of owner [please state]

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Any registration number(s) [state]

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Any home base address [state]

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Any name used or proposed for conveyance [state]

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Whether licence is conditional on completion of building work. If "yes" please state details.

Yes

No

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### Details of Manager(s)

For each Manager or proposed Manager, please complete the following

Male

Female

Full legal name: (*including any aliases*)

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Number and expiry date of Manager Certificate

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For each Manager or proposed Manager, please complete the following

Male

Female

Full legal name: (*including any aliases*)

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Number and expiry date of Manager Certificate

---

For each Manager or proposed Manager, please complete the following

Male

Female

Full legal name: (*including any aliases*)

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Number and expiry date of Manager Certificate

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For all additional Managers or proposed Managers, please provide their details on a separate page.

**Business Details**

Whether sale of alcohol intended to be principal purpose of business [state] Yes  No

If 'No', please state intended principal purpose of business

Whether 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 of supply of alcohol and food Yes  No

If 'Yes", nature of other goods or services

Days and hours of proposed sale of alcohol [state]

**Conditions**

Experience and training of applicant [state]

Steps taken to prevent sale and supply of alcohol to prohibited people [describe]

Any other steps the applicant proposes to promote the responsible consumption of alcohol [describe]

Other systems (including training systems), and staff in place (or to be in place) for compliance with the Act  
[describe]

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**Attachments (premises that are not a conveyance)**

- Copy of planning certificate consent
- Copies of all relevant building certificate consents
- Where it must be determined whether the premises are grocery store, the statement of annual sales revenue required by regulation 12 or 13 (as the case requires) of the sale and Supply of Alcohol Regulations 2013
- Floor plan showing any proposed permitted area for the display and promotion of alcohol, and any proposed sub-areas.
- For body corporate application, copy certificate of incorporation (or equivalent documents)

**Attachments (conveyance)**

- Floor plan showing area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area;
- For body corporate application, copy certificate of incorporation (or equivalent documents)

**Further details where applicant is a 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

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Full legal name (*including any aliases*)

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Address

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Date and place of Birth

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Designation

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Face value of shares

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**Further details where applicant is a partnership**

Full legal name *(including any aliases)*

Address

Date and place of Birth

**Signature of each partner required below**

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

\_\_\_\_\_  
Signature of partner

\_\_\_\_\_  
Signature of partner

\_\_\_\_\_  
Signature of partner

\_\_\_\_\_  
Signature of partner

\_\_\_\_\_  
Applicants signature

**For all licence applications, one of these options must be ticked, and the statement signed and dated:**


- That the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975; or
- Because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

\_\_\_\_\_  
Signature and full name

\_\_\_\_\_  
Date

## Notes

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), 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 impracticable or unreasonable to do so).

	<b>Hauraki District Licensing Agency</b>		<i>FRED 648109</i>
	<i>Responsibility: Peter Thom</i>	<i>Date issued: 29/01/2016</i>	<b>Version No: 8</b>
	<i>Location: Hauraki District</i>	<i>Review date: 29/01/2018</i>	<b>Page: 8 of 8</b>