

Event reference:
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Hauraki District Licensing Committee
Application for Off-Licence (for premises) or
Renewal of Off-Licence - Form 4
Sections 100 & 127(2) Sale & Supply of Alcohol Act 2012

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

Application for a: Off-Licence or Renewal of Off-Licence

is made in accordance with the details set out below.

Endorsements (state (by type) every endorsement sought or sought to be renewed)

Details of applicant

Full legal name or names to be on the licence _____

Is a licence already held for the premises or conveyance
concerned (if 'yes' please state kind of licence) Yes No

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

For applicant that is a natural person or persons, details: Male Female
(For each person)

Full legal name (including any aliases) _____

Usual residential address _____

Any Internet sites _____ Preferred mode of contact _____

Date and place of birth _____ Occupation _____

Email address of Applicant _____

For applicant that is a Body Corporate, authority under which incorporated _____

For Applicant that is NOT a natural person, or persons (details of contact person below)

Full legal name (including any aliases) _____

Phone number or numbers _____

Any Internet sites _____ Preferred mode of contact _____

Postal address for service _____

Email address of applicant _____

Business details (describe principal business, or any other businesses) _____

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)

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

For a Private Company Incorporated under the Companies Act 1993 (state authorised capital, paid-up capital, and the following)

Full legal name (including any aliases) _____

Address _____

Date and place of Birth _____

Designation _____

Face value of shares held _____

For a partnership, legal names and addresses of partners (please state)

Details of Premises (if not conveyance)

Address _____

Any name, trading name, or name of building _____

If premises not owned by applicant

Tenure (state whether to be held as a leasehold, or under a tenancy agreement or licence)

Full legal name and address of owner _____

Type (state whether grocery, hotel retail shop (other than grocery) or tavern) _____

Whether licence is conditional on completion of building work. Yes No
If "yes" please state details.

Details of conveyance

Type (state ship, railway carriage, bus etc) _____

Tenure (state whether owned by applicant, or to be operated under charter, lease or licence)

If not owned by applicant, full legal name and address of owner (please state) _____

Any registration number(s)(state) _____

Any home base address (state) _____

Any name used or proposed for conveyance (state) _____

Whether licence is conditional on completion of building work. Yes No

If "yes" please state details _____

Details of Manager(s) (For each Manager or proposed Manager, please complete the following)

Full legal name: (including any aliases) _____

Number and expiry date of Manager Certificate _____

Full legal name: (including any aliases) _____

Number and expiry date of Manager Certificate _____

Full legal name: (including any aliases) _____

Number and expiry date of Manager Certificate _____

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 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 food and alcohol, 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', 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) _____

Attachments (premises that are not a conveyance)

- Copy of planning certificate consent
- Copies of all relevant building certificate consents
- Floor plan showing:
 - each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area;
 - principal entrance
- 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

Full legal name (including any aliases) _____

Address _____

Date and place of Birth _____

Designation _____

Face value of shares _____

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).

 HAURAKI DISTRICT COUNCIL	Hauraki District Licensing Agency		M 1579479
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