

Checklist for ON, OFF and CLUB Licence Applications

Disclaimer: This checklist is to be used as a guide only. Applicants should ensure that the Application for a Liquor Licence complies with the relevant provisions of the Sale of Liquor Act and regulations. Failure to complete the application form and attach additional information could result in a processing delay as the Papakura District Licensing Agency will not have sufficient information to process the application.

1. Have you obtained planning and building compliance certificates and attached them to your application?
2. Have you completed the application in the name of the person, company or organisation who will hold the Licence and will receive the profits from the sale of alcohol?
3. Have you attached evidence of the legal status of the applicant (e.g. if an individual – full name and date of birth, or if a company, the incorporation certificate and other relevant details etc)?
4. Have you identified the principal purpose and type of premises?
5. Have you attached photographs or an artist's impression of the exterior of the premises?
6. Have you attached a map showing the location of the premises?
7. Is there a scale plan defining (highlighting) the proposed Licensed premises?
 - Does the scale plan define restricted or supervised areas (if any)?
 - Does the scale plan identify the principal entrance?
8. Have you attached a letter from the owner consenting to the use of the premises for the sale of liquor?
9. Have you attached evidence and details of the lease of the premises?
10. Is the application form fully completed with menus and host responsibility policy documents?
11. Have you attached 3 complete copies of the application and attachments?

Notes

Statutory requirements for Liquor Licences

There are specific requirements for on, off and club Licences contained within the Act and Regulations. Applicants should be familiar with the specific and general requirements.

In respect to the status of the applicant to hold or apply for a Licence, see Sale of Liquor Act 1989. (Section 8 for on Licences, section 30 for off Licences and section 54 for club Licences).

For the detail of matters that are to accompany the application, see Sale of Liquor Regulations 1990. (Regulation 5 for on Licences, regulation 8 for off Licences and regulation 11 for club Licences).

Copies of the Act or Regulations can be purchased from authorised bookshops (e.g. Bennetts). Alternatively, the Sale of Liquor Act 1989 and the Sale of Liquor Regulations 1990 can be viewed on line at www.legislation.govt.nz

Advertising of Liquor Licence applications

Within 20 working days after the application has been formally received by the District Licensing Agency, the applicant must give public notice of the application in form 1 of the Sale of Liquor Regulations 1990.

The notice must be published twice in the Papakura Courier at no less than 5 days and not more than 10 days between the two publications. This equates to publication on successive Wednesdays in the Papakura Courier.

The relevant pages of the newspaper showing the public notice and the date of publication must be submitted to the District Licensing Agency. (If the public notices are incorrect, the application may need to be re-advertised).

Within 10 working days after filing the 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).

Fees payable

Fees for Building and Planning certificates are reviewed annually and may change. Fees for liquor Licences are set by government statute. All fees are to be paid to the Papakura District Council.

- 1. Building certificate (to be obtained before applying for a liquor Licence)**
A certificate by the local authority that the building complies with the Building Act. Application fee of \$95.00.
- 2. Planning certificate (to be obtained before applying for a liquor Licence)**
A certificate by the local authority that the proposed use of the premises meets the Council's planning requirements. Application fee of \$95.00.
- 3. Application for On, Off or Club Licence**
Fee of \$776 payable on application