



**FORM 14 APPLICATION FOR THE VARIATION OR CANCELLATION OF THE
CONDITIONS OF A LICENCE
Section 16(1), 39(1) or 62(1) Sale of Liquor Act 1989**

To: The Secretary
Papakura District Licensing Agency
35 Coles Crescent
Private Bag 7
PAPAKURA 2244

Application for the variation or cancellation of the conditions of a licence is made in accordance with the details set out below.

DETAILS OF LICENSEE

Full Name _____

Postal Address for service of documents _____

Daytime contact name and telephone number _____

DETAILS OF LICENCE

Type of licence (tick appropriate box)

On-licence Off-licence Club licence

Number _____

DETAILS OF PREMISES

(To be included only where the licence applies to any premise)

Address _____

Trading or other name (if any) _____

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

(To be filled in for each condition to which the application relates)

Terms of condition at present _____

Action sought: Cancellation Variation

If variation, in what respect does the applicant seek to vary the condition?

Date _____

Applicant's signature _____

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 online at www.legislation.govt.nz

Every such application shall be filed with the District Licensing Agency, and shall be accompanied by the following;

- a) Three copies of the application
- b) The prescribed fee.

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 five (5) days and not more than ten (10) days between the two publications. This equates to publication on successive Wednesdays in the Papakura Courier.

NB: If varying hours of an application, both current hours and hours sought must be included in the public notices

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 ten (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).

Other Information

Special licence holders cannot vary or cancel

Only the holders of licences under the 1989 Act can apply to vary or cancel under this provision. This does not apply to special licence holders.

Application filed in triplicate

No other documents need accompany the application, but it must be filed in triplicate.

Fee for variation

The fee for a variation (\$776) is the same as for a new licence or for a converted licence