



FORM 15 APPLICATION FOR RENEWAL OF LICENCE
For On-licence, Off-licence or Club licence
Section 18, 41 and 64 Sale of Liquor Act 1989

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

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

DETAILS OF LICENSEE

Full Name _____

Address _____

D.O.B. _____/_____/_____ Occupation _____

Postal Address (*If different from above*) _____

Contact name and telephone number (*daytime*) _____

DETAILS OF SECRETARY (IF CLUB LICENCE)

Full Name: _____

Address _____

D.O.B. _____/_____/_____

DETAILS OF MANAGER

Full Name _____

Address _____

D.O.B. ____/____/____ Certificate Number _____

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

If Yes, what is the name of the other club? _____

What months of the year do the respective clubs use the premises? _____

DETAILS OF 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

If Yes, what changes are sought? _____

What are the full reasons for the changes sought? _____

Licensee _____

Date _____

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 application, see regulation 18(2) of the Sale of Liquor Regulations 1990.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must 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 2 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. Every application should be accompanied by the following:
 - a) Three copies of the application
 - b) The prescribed fee being \$776.00

Applicants are reminded that:

The complete application must be lodged with the Papakura District Licensing Agency **BEFORE** being publicly notified.

The application must be publicly notified on two separate occasions (not less than 5 and not more than 10 days apart) in The Papakura Courier.

The application **MUST ALSO** be publicly notified by displaying the public notice prominently at the entrance to the premises to be licensed.

All cheques to be made out to ***Papakura District Council***

NEW ZEALAND POLICE SUPPLEMENT

The Police are required to report on this application. They cannot do so unless you consent to them releasing relevant information to us, which may include details of previous convictions. You will receive a copy of that report. Please complete below.

I, _____

of (address) _____

consent to the New Zealand Police releasing those details.

Signature of Applicant _____

Date _____

Please provide the following information for identification purposes

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

For each of the managers that are in your employ or responsible persons – the following details are required for each person. Please supply an attached sheet if more names are needed.

Full Name _____

Address _____

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

Full Name _____

Address _____

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

Full Name _____

Address _____

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

Full Name _____

Address _____

Date of Birth _____ Male/Female

Driver Licence or Passport number or similar _____

FORM 1 Sections 9(4), 16(2), 18(3), 31(3), 39(2), 41(3), 55(3), 62(2), 64(3) and 76(4)
Sale of Liquor Act 1989

Full name _____

Address _____

Occupation _____

has made application to the District Licensing Agency at Papakura for the grant (or renewal) of:

- On-licence
- Off-licence
- Club licence

in respect of the premises situated at _____

(or the *(specify type of conveyance)* _____ known as _____

The general nature of the business conducted (or to be conducted) under the licence is:

- Hotel
- Tavern
- Restaurant
- Entertainment
- Night club
- Other

The days on which and the hours during which liquor is (or is intended to be) sold under the licence are:

The application may be inspected during ordinary office hours at the office of the Papakura District Licensing Agency at 35 Coles Crescent, Private Bag 7, Papakura 2244. This is the first (or second) publication of this notice. *The first publication was made on _____

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first Publication of notice of the application in a newspaper or newspapers in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Agency at Papakura District Council, 35 Coles Crescent, Private Bag 7, Papakura 2244.

*Delete where not applicable.

FORM 1A PUBLIC NOTICE

**Sections 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4), 62(2A), 64(4) and 76(4)
Sale of Liquor Act 1989**

Full name _____

Address _____

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This notice must be displayed prominently at the principal entrance to the premises.

DECLARATION OF EVACUATION SCHEME

RENEWAL OF ON/OFF/CLUB LIQUOR LICENCE

Sale of Liquor Act 1989

Reference: Amended Sections 18(2)(da) or 41(2)(da) or 64(2)(da)

For premises known as : _____

Located at : _____

Licence No : _____

I (applicant) _____
(please print)

Herewith state that: *(please delete below where applicable)*

(i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975;

OR

(ii) The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme;

Signed (*applicant*) _____

Date _____

For your information, a scheme may be required where there is inadequate or no sprinkler system in a building and where there are 100 or more persons able to be assembled and more than 10 persons employed and more than 5 persons able to be accommodated.

Such an evacuation scheme shall provide for the evacuation from the scene of a fire to a place of safety outside the building.

Where a building is altered or there is a change of use, a review of any existing scheme may be required.

Please note: The owner of every building shall have an Evacuation **procedure** in place, where no Evacuation **scheme** is required.