

How to apply for your renewal

Follow the instructions below to apply for a renewal of your alcohol licence and their conditions. This application is relevant for the renewal of on, off and club licences. **Your application must be made before the expiry date of your licence. Your application will not be lodged unless the application is completed correctly, and all documentation is supplied. Incomplete applications will not be accepted.**

What you need to do

- Apply for renewal 20 working days before the expiry of your licence
- Supply a completed application form
- Supply all required supporting documents (see 'what to include' and 'what to include – licence specific')
- Calculate and pay fee (see page 3) – Please note payment is to be made upon application

What to include

- Completed application form and relevant sections to your specific licence renewal
- Application fee, annual fee, and public notice fee (see pages 3 to 4)
- A building and planning certificate issued by the local authority that the proposed use of the premises meets the requirements of the resource Management Act 1991 and the building code.
- Detailed A4 scale map of the interior of the premises showing:
 - The areas used for the consumption of alcohol (include outdoor areas)
 - The areas that are to be designated (restricted, supervised, or undesignated)
 - The principal entrance
 - Layout of the interior of the premises
 - **For supermarket and grocery stores**; the single alcohol area where alcohol will be displayed must be clearly shown
 - **For supermarket and grocery stores**; Proposed permitted area for the display and promotion of alcohol, and any proposed sub-area
- Copies of each current manager's certificate for those nominated to manage the premises
- Street map showing the location of the premises
- A photo or artists impression of outside the premises including the main entrance
- Building owner consent supporting the sale of alcohol and confirmation term of tenure

IMPORTANT NOTE:

Applications may take up to a minimum of 6 to 8 weeks to process. Additional information may be requested during the processing period. To ensure the application is processed quicker, please include all requested documents upon application.

What to include – licence specific

Off-Licence applications

- Drink safe policy – this is to outline the strategies that your premises will implement as a responsible supplier of alcohol. Please refer to www.alcohol.org.nz for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);
 - What low-alcohol and non-alcohol drinks will be provided
 - Staff training and the refusal of service to prohibited persons; minors, and intoxicated people
 - Information relating to alcohol promotions and alternative transport options
 - What security systems will be in place
- For grocery stores;** a statement of 12 months sales figures (verified by an accountant) establishing the range of goods sold (as required by regulation 12 and 13 of the Sale and Supply of Alcohol Regulations 2013).
- Certificate or partnership agreement if applicable

On-Licence applications

- A copy of the menu and food registration number
- Certificate or partnership agreement if applicable
- A copy of the outdoor dining licence if applicable. If you do not hold an outdoor dining licence, you will not be able to offer outdoor dining. For more info, please visit our website [here](#).
- Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to www.alcohol.org.nz for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);
 - What food will be provided
 - What low-alcohol and non-alcohol drinks will be provided
 - Managing prohibited persons, minors, and intoxicated people
 - Information relating to alcohol promotions and alternative transport options
 - What security systems will be in place

Club Licence applications

- A copy of the menu and food registration number
- Certificate of incorporation
- A copy of the outdoor dining licence if applicable. If you do not hold an outdoor dining licence, you will not be able to offer outdoor dining. For more info, please visit our website [here](#).
- Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to www.alcohol.org.nz for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);
 - What food will be provided
 - What low-alcohol and non-alcohol drinks will be provided
 - Managing prohibited persons, minors, and intoxicated people
 - Information relating to alcohol promotions and alternative transport options
 - What security systems will be in place

How to calculate your fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk-based fee for all alcohol licences. Use the tables below for your specific licence type to calculate the fees you need to pay when lodging your application. You will need 3 Total Points; 1 Total Points and 2 Total Points are licence type specific; 3 Total Points can be found bottom of the page.

Off-licence application fee

Weight	Type of premises
<input type="checkbox"/> 15	Supermarket, grocery store, bottle store
<input type="checkbox"/> 10	Hotel, tavern
<input type="checkbox"/> 5	Class 1, 2 or 3 club, remote sales, other
<input type="checkbox"/> 2	Winery cellar door
<hr/>	
<input type="checkbox"/>	1 Total Points

Weight	Latest trading hours allowed
<input type="checkbox"/> 0	10:00pm or earlier
<input type="checkbox"/> 3	Any time after 10:00pm
<hr/>	
<input type="checkbox"/>	2 Total Points

On-licence application fee

Weight	Type of premises
<input type="checkbox"/> 15	Class 1 restaurant, night club, tavern
<input type="checkbox"/> 10	Class 2 restaurant, hotel, function centre
<input type="checkbox"/> 5	Class 3 restaurant, other
<input type="checkbox"/> 2	BYO restaurant, theatre, cinema, winery
<hr/>	
<input type="checkbox"/>	1 Total Points

Weight	Latest trading hours allowed
<input type="checkbox"/> 0	2:00am or earlier
<input type="checkbox"/> 3	Between 2:01am and 3:00am
<input type="checkbox"/> 5	Any time after 3:00am
<hr/>	
<input type="checkbox"/>	2 Total Points

Club licence application fee

Weight	Type of premises
<input type="checkbox"/> 15	Class 1 club
<input type="checkbox"/> 10	Class 2 club
<input type="checkbox"/> 5	Class 3 club
<hr/>	
<input type="checkbox"/>	1 Total Points

Weight	Latest trading hours allowed
<input type="checkbox"/> 0	2:00am or earlier
<input type="checkbox"/> 3	Between 2:01am and 3:00am
<input type="checkbox"/> 5	Any time after 3:00am
<hr/>	
<input type="checkbox"/>	2 Total Points

All licence applications

Weight	Licence type	Number of holdings in the last 18 months
<input type="checkbox"/> 0	All	None
<input type="checkbox"/> 10	All	1
<input type="checkbox"/> 20	All	2 or more
<hr/>		
<input type="checkbox"/>	3 Total Points	

Add your points together from the above sections to get your weighting

1 Total Points + 2 Total Points + 3 Total Points = Total Weighting

Using the total of your weighting calculated on the previous page, tick the box below that this weight matches

<input type="checkbox"/>	Total Points	Risk Rating	Application Fee <i>Including GST</i>		Annual fee <i>Including GST</i>	=	Total Cost
<input type="checkbox"/>	0 – 2	Very low	\$368.00	+	\$161.00	=	\$529.00
<input type="checkbox"/>	3 – 5	Low	\$609.50	+	\$391.00	=	\$1,000.50
<input type="checkbox"/>	6 – 15	Medium	\$816.50	+	\$632.50	=	\$1,449.00
<input type="checkbox"/>	16 – 25	High	\$1,023.50	+	\$1,035.00	=	\$2,058.50
<input type="checkbox"/>	26+	Very High	\$1,207.50	+	\$1,437.50	=	\$2,645.00

Public notice

In order to satisfy the notification requirements of section 101 of the Act please ensure you:

- Within 10 working days after filing the application you must fix a notice of the application in the prescribed form in a conspicuous place on or adjacent to the site which the application relates to
- Within 10 working days after filing the application, give public notice of the application
- Council will place a copy of the application on the Council website at a cost of **\$47.50**

Total amount to pay (application fee + public notice fee)

Application fee	\$
Annual fee	\$
Public notice fee	\$ 47.50
Total to pay	\$

FULL PAYMENT IS TO BE MADE UPON APPLICATION

Payment options

You can pay by cash, eftpos or credit card in person at any of our Council service centres. Alternatively, you can pay online at <https://www.fndc.govt.nz/Our-services/Pay-a-council-invoice>.

Office Use Only

Payment

Application Fee (incl GST)	Receipt Number	Receipt Amount \$	Cashier Name
\$		Payment Received Y / N	

Administration

Date Application Received	Date Application Vetted	Date Application Completed	Admin

To the Secretary of the Far North District Licensing Committee this application is made in accordance with the details set out below.

License details

1 Licence type On Off Club

2

Is a waiver necessary for this application? Yes *please complete a waiver form here.* No

3 Is a variation sought to the current conditions of the licence? Yes No
If yes, please provide details below:

Applicant details

4

Status of the applicant/club: Natural person Company Partnership

Club Other: _____

5 Has the applicant (or any company directors or committee members) had any criminal convictions? Yes No
If yes, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty suffered

6 What experience and training does the applicant have with operating a licensed premises?
Please provide examples.

7 Are you applying as an individual? Yes *skip question 10* No *go to question 10*

8 What is your occupation?

9 Date of birth:
(DD / MM / YYYY)

Place of birth:

Company details

10 Full details of each director/shareholder or partner. If this is a public company, please supply details of each person who holds 20% or more of the shares, or any class of shares issued by the company.

	Shareholder / Director / Partner	Shareholder / Director / Partner	Shareholder / Director / Partner
Name			
Address			
Date of Birth			
Place of Birth			
Designation			
Number of Shares			

Premises details

11 Address of proposed licensed premises:

Postcode:

Proposed trading name of the premises:

12 What form of tenure and term of tenure will the applicant have?

Type of tenure:

Tenure expiry date:

Full legal name of owner:

13 What part (if any) of the premises is intended to be designated?
Leave blank if the entire premises are undesignated

Restricted area:
(no one under 18 allowed on-site)

Supervised area:
(minors only permitted with parents/legal guardians)

Business details

- 14 What is the general nature of the business to be conducted by the applicant if the licence is renewed?
E.g. hotel, tavern, bottle store, restaurant, sports club

- 15 Is the sale of alcohol intended to be the principal purpose of the business? Yes No
If no, what is intended to be the principal purpose of business?

- 16 Will there be the intention to sell any other goods other than alcohol and food, or providing services other than those related to alcohol and food? Yes No
If yes, what is the nature of those other goods or services?

- 17 The days and hours where the premises intend to sell alcohol under the licence:

<input type="checkbox"/> Monday	hours from _____ to _____	<input type="checkbox"/> Friday	hours from _____ to _____
<input type="checkbox"/> Tuesday	hours from _____ to _____	<input type="checkbox"/> Saturday	hours from _____ to _____
<input type="checkbox"/> Wednesday	hours from _____ to _____	<input type="checkbox"/> Sunday	hours from _____ to _____
<input type="checkbox"/> Thursday	hours from _____ to _____		

- 18 Manager details – list of all certified managers:

Name	Date of birth	Certificate number	Certificate expiry

19 What staff training will be provided to ensure compliance with the Act and your drink safe or host responsibility policy? Please provide a plan of what the training is, who it's provided by and when its planned for or when completed.

Training	Provider	Planned / Completed

20 Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason? Yes No

Renewal details

I have completed one of the following sections in relation to my renewal application:

- A Off-Licence Renewal Section
- B On-Licence Renewal Section
- C Club Licence Renewal Section

Advisory note:

You will need to complete one of the above sections in order to submit a completed application. You only need to complete the section relevant to your renewal application – you do **not** need to complete all 3 sections.

IMPORTANT NOTE

The NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Far North District Council in accordance with our privacy statement, available here.

Applicant's full name: _____

_____ Date (DD / MM / YYYY)

Applicants signature

Off-Licence Renewal Section

A

If you are completing this application for the renewal of your Off-Licence, please complete this section.

A1 Do you intend to sell packs of ice for consumption? Yes No

If yes, you are required to apply for a Food Registration. Please visit our website here for more information.

Food Registration:

Expiry:

A2 Are you an auctioneer only and intend to be endorsed under section 39 of the Act for auctioneer sales only? Yes No

A3 Are you operating as a remote seller only and intend to be endorsed under section 40 of the Act for remote sales only? Yes No

On-Licence Renewal Section

B

If you are completing this application for the renewal of your On-Licence, please complete this section.

B1 Food Registration:

Expiry:

B2 Will you be offering outdoor dining? Yes No
skip question B3

Alfresco Dining Approval:

Expiry:

B3 Is your Alfresco Dining Approval included in your approved alcohol licensed area? Yes No

*If your Alfresco Dining Approval is not included in your approved alcohol licensed area, you will vary your current license conditions to include this otherwise, you will **not** be able to serve alcohol in your outdoor dining area.*

B4 Are you operating as a BYO-only restaurant and intend to be endorsed under section 37 of the Act for a BYO-only restaurant? Yes No

B5 Are you operating as a caterer only wanting to serve alcohol at events outside of your premises? Yes No

B6 Are you intending to be endorsed under section 38 of the Act to operate as a caterer? Yes No

Club Licence Renewal Section

C

If you are completing this application for the renewal of your Club Licence, please complete this section.

C1 What are the other facilities the club will offer to members, other than alcohol and food?

Type of facility	Frequency offered

C2 Total club members:

Members under 18 years of age:

C3 Does the club share the premises with any other club? Yes No
go to question C6

C4 Name of respective club:

C5 When does the respective club use the premises? (*days, times, months of the year*)

C6 Club secretary name:

Contact phone:

Contact email:

Evacuation Scheme Declaration Form

This declaration is to be completed, signed, and returned with your application, even if an evacuation scheme is not required.

I _____ licence holder of the premises known as _____
Full name *Trade name*

situated at _____
Premises address

state:

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017
- Because of the building's current use, its owners are not required to provide and maintain such a scheme;
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

Please contact the Fire and Emergency NZ for more information about evacuation schemes and fire safety requirements.

Applicant's full name: _____

Applicants signature

Date (DD / MM / YYYY)

Owners full name: _____

Owners signature

Date (DD / MM / YYYY)