



All Applications – Check List

Every application is to be accompanied by the following:



Please ensure an appointment is made with Council to vet this completed application form and associated documents.

✓ * N/A

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| a) The original application and one photocopy of the completed On-site Public Notice (page 16) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) A copy of the certificate of incorporation or other documentary evidence of its incorporation
<i>(Where the applicant is incorporated)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) A copy of the memorandum of association, or other documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor <i>(Where the applicant is a company)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) A scale plan showing: | | | |
| i. Those parts of the premises that are to be used for the sale or supply of liquor; and | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Those parts of the premises (if any) that the applicant intends should be designated as restricted areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| or as supervised areas: | | | |
| iii. Each entrance to the premises that the applicant intends should be designated as a principal entrance: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| iv. If a conveyance , a floor plan is required: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| v. If a conveyance for applicants that are body corporates, attach a copy of the certificate of incorporation (or equivalent document) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) a written statement from the owner to the effect that the owner has no objection to the grant of the licence <i>(Where the applicant is not the owner of the premises)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) A copy of the proposed menu(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g) The prescribed fee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h) Advertising – RLC Website, Daily Post or Rotorua Review | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Additional Information for New Application– Check List

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| i) A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act <i>(Where the applicant is a local authority)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j) A copy of the property order <i>(Where the applicant is a manager for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| k) A photograph of the exterior of the premise or an artist's impression of the exterior of the proposed premises as they will look when they are finished | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| l) A map, or a copy of a map or of a portion of a map, showing the location of the premises: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| m) A certificate by the local authority that the proposed use of the premises meets Resource Management Act requirements: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| n) A certificate by the local authority that the proposed use of the premises meets the Building Code | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Additional Information for Renewal and Variation - Check List

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| o) Evacuation Scheme Statement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| p) Planning Certificate (for Variations only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| q) Application has been made no later than 20 working days before the expiry of the licence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Public Notice and Advertising

New applications

After completing the application for premises or conveyance in Medium-risk, High-risk, or Very high-risk fees category, the application shall give notice twice within 20 working days in either the:

- Rotorua Daily Post,
- Rotorua Review, or
- Rotorua Lakes Council website (fees apply)

of the application within 20 working days

A second public notice in the same newspaper (a second notice is not required for advertising on the Rotorua Lakes Council website) is to be given between 5 and 10 working days after the first public notice.

Renewal applications (very low-risk or low risk fee categories)

For notice of applications for licence renewals for premises or conveyance in very low-risk or low-risk fees category, the application shall give notice once within 20 working days in either the:

- Rotorua Daily Post,
- Rotorua Review, or
- Rotorua Lakes Council website fee apply)

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). In accordance with section 39 of the Sale and Supply of Alcohol Regulations 2013 an on-site notice must be displayed for at least 10 days after original newspaper advert.

Display of notice

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.

Working day means any:

- Except a Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's Birthday and Waitangi Day.
- Except a day in the period commencing with the 20th day of December in any year and ending with the 15th day of January in the following year.
- Forthwith after the second publication of the notice and before the hearing or determination of the application, a copy of each of the newspapers in which the notice was published for the first and second time shall be delivered by the applicant to the Secretary of the District Licensing Committee.

BYO Restaurants

On any premises an on-licence endorsed under section 37 (on-licence for BYO restaurant) of the Act is held for (the restaurant), the licensee can

- let any person who is in the restaurant to dine to consume any alcohol brought there by that person or by any other person who is there to dine with him or her; and
- let the person who brought the alcohol there to remove any of it from the restaurant if the container it is in is sealed or resealed; and
- can sell and supply, for consumption in the restaurant by any person who is there to dine, any food or hot drink containing not more than 14.33% alcohol by volume; and
- can let people consume alcohol.

Office Use

Each pad corner initialled/signed?

Yes

No

Vetting officer

Vetting OK

RFI - Return to customer

Date Received

File No.

Licence No.

Premises No.

OZONE Contact No.

Fee

\$

Payment date

Receipt No.

Notes

To: The Secretary
Rotorua District Licensing Committee
C/- Rotorua Lakes Council
1061 Haupapa Street
Private Bag 3029
Rotorua 3046

Application for an on-licence, renewal of on-licence or variation of on-licence is made in accordance with the details set out below:

1 Application type

New

Renewal

Current Licence No.

023/ON/

Expiry date

Variation

Current Licence No.

023/ON/

Expiry date

2 Applicant details

Full legal name to be on the licence

Contact person

Postal Address (for service of document)

Phone

AREA

PHONE NUMBER

Mobile

AREA

MOBILE NUMBER

Email

Website

Preferred mode of contact

Mail

Email

Phone

3 Premises details

Premise Address

Trading or other name

Is the licence conditional upon construction or completion of the premises? Yes No

If "YES", please provide details

Does the applicant own the proposed premises? Yes No

If "NO", please provide details

Full name of premises owner

Address of premises owner

What form of tenure will the applicant have?

4 Applicant Status

Tick only one of the boxes below:

- | | |
|--|--|
| <input type="checkbox"/> A private company | <input type="checkbox"/> A public company |
| <input type="checkbox"/> A natural person | <input type="checkbox"/> A trustee |
| <input type="checkbox"/> A partnership | <input type="checkbox"/> A limited partnership |
| <input type="checkbox"/> A licensing trust or community trust | <input type="checkbox"/> A territorial authority |
| <input type="checkbox"/> A Government Department or other instrument of the Crown | |
| <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988 | |

5 Natural Person



Only complete this section if you are an individual

Mr

Mrs

Ms

Miss

Other:

First Name

Middle Name

Last Name

Sex

Male

Female

Any Aliases

Usual Residential Address

Occupation

Drivers Licence No.

Date of Birth

Place of Birth

Websites

Preferred mode of contact

Mail

Email

Phone

Fax

Is the applicant involved in the business?

Yes

No

6 Public or private company details



Only complete this section if you are applying as a public or private company

Type of company

Public company

Private company

Company name

Date of incorporation

Place of incorporation

Authorised Capital

Paid up Capital

7**Public or private company details (continued)**

Please provide full details of each director and the secretary as well as a completed Police Supplement from for each director. If there are more than two directors, attach their names and details separately.

Director 1

First Name

Middle Name

Last Name

Designation

Address

Date of Birth

Place of Birth

Director 2

First Name

Middle Name

Last Name

Designation

Address

Date of Birth

Place of Birth

Director 3

First Name

Middle Name

Last Name

Designation

Address

Date of Birth

Place of Birth

Secretary

First Name

Middle Name

Last Name

Designation

Address

Date of Birth

Place of Birth

8**Public or private company details (continued)**

Provide the full details of each person who holds any shares issued by the company? If there are more than three shareholders, attach their names and details separately.

Shareholder 1

First Name

Middle Name

Last Name

Designation

Address

Date of Birth

Place of Birth

Designation

Face value of shares held (if applicable)

Shareholder 2

First Name

Middle Name

Last Name

Designation

Address

Date of Birth

Place of Birth

Designation

Face value of shares held (if applicable)

Shareholder 3

First Name

Middle Name

Last Name

Designation

Address

Date of Birth

Place of Birth

Designation

Face value of shares held (if applicable)

9

Partnership details



Only complete this section if you are applying as a partnership.

Partner 1

First Name

Last Name

Address

Date of Birth

Place of Birth

Signature of Partner 1



Dated at:

Place

Date

Partner 2

First Name

Last Name

Address

Date of Birth

Place of Birth

Signature of Partner 2



Dated at:

Place

Date

Partner 3

First Name

Last Name

Address

Date of Birth

Place of Birth

Signature of Partner 3



Dated at:

Place

Date

10 Conveyance

Is this licence for a conveyance concerned?

Yes No

Type of licence

Licence No.

Expiry date

11 Business details

What is the general nature of the business you intend to conduct in the premises or conveyance if the licence is granted?

(e.g. Premises examples: hotel, tavern, restaurant, entertainment/nightclub, function centre.

Conveyance examples: transporting passengers by ship, aircraft, rail or coach.)

Is the sale of alcohol the main purpose of the business?

Yes No

If no, please provide further details

Do you sell or supply (or intend to sell or supply) any goods or service other than alcohol or food?

Yes No

If yes, please provide further details

Are you a BYO-only restaurant?

Yes No

If yes, do you wish to have the licence endorsed under section 37 of the Act?

Yes No

Are you a caterer?

Yes No

If yes, do you wish to have the licence endorsed under section 38 of the Act?

Yes No

On which days and during which hours do you intend to sell alcohol under the licence?

✓ or ✗	Day	Hours from	Hours to
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

Do you wish to change any of the current conditions of the licence (renewals only)

Yes No

If yes, please provide further details

12 Object of the Act

The application for this on- licence will contribute to the object of the Act by

(e.g. The sale, supply, and consumption of alcohol should be undertaken safely and responsibly and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised)

13 Design and layout of premises

Please detail how the design and layout of your premises complies with the Sale and Supply of Alcohol Act 2012

(e.g. we have good lighting inside and outside our premises, we have a well-designed and practical kitchen that is able to produce good quality foods and all dark areas are well lit)

14 Details of systems, staff and training

Please provide the appropriate systems, staff and training that you have and how they comply with the Act:

Systems

(e.g. in-house security cameras, date of birth required on till, clear and bold signage etc.)

Certified managers details

Name	Manager certificate no.	Expiry date

Will all the above listed certified managers be rostered to work on the premises?

Yes

No

If no, please provide further details

Training

(e.g. staff attend all offered training courses and we have in-house training once a month)

15 Premises designation

What part (if any) of the premises do you intend to designate as Restricted or Supervised?

Undesignated (specify reason)

Restricted area(s) — for those 18 years or older (provide details)

Supervised area(s) – where minors must be accompanied by a legal guardian (provide details)

16 Amenity and Good Order

How will the application for this on-licence will not decrease the amenity or good order of the locality by more than a minor extent?

(e.g. we make sure any graffiti is removed straight away; we have soundproofed all walls and ceilings; we have our security scan the outside area after closing within a 50 metre radius. What steps, if any, will you take to ensure you will not create a nuisance to nearby residence)

17 Advertising, Promotions and Displays

What advertising, promotions and displays of alcohol are proposed?

Advertising (e.g. once a week in a local paper)

Promotions (e.g. one promotion a month)

Displays (e.g. display products from time to time)

18 Steps you will take to minimise harm from alcohol

What experience and training do you have?

Do you intend to sell and supply food at the premises?

Yes No

If yes, please provide details of the food provide (i.e. 3 course meal) and attach a copy of the menu

Do you intend to sell and supply non-alcoholic refreshments at the premises?

Yes No

If yes, please describe the type and range

Do you intend to sell and supply low-alcohol beverages at the premises?

Yes No

If yes, please describe the type and range

Where and how will you make drinking water freely available to patrons free of charge?

Does the premise have a Council water supply?

Yes No


If no, please describe the type and range

What steps will you take to ensure that you observe the requirements of the Act relating to the sale of alcohol to prohibited persons, such as minors and intoxicated people?

What steps will you take to provide assistance with, or information about, alternative forms of transport from the licensed premises or conveyance?

What other steps do you propose to take aimed at promoting the responsible consumption of alcohol?

IMPORTANT NOTICE

This declaration must be completed at the time of Renewal of all ON, OFF or CLUB Licenced Premises. If in doubt as to requirement of effectiveness of your current scheme read information listed under 

Declaration

I (Full Name)

Licence Holder (or Secretary) of the premises known as:

And which operate under an On Off Club

Current Licence No.

HEREBY STATE

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

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.

Sign here



Date signed

Extract from Fire Service Act 1975

21A. Evacuation schemes for public safety—

- 1) Subject to subsection (3) of this section, where any building is used as a place—
 - a) Where 100 or more people are able to be present for different purposes or activities; or
 - b) Where facilities for employment are provided for more than 10 people (whether self-employed or employed by 1 or more employers); or
 - c) Where accommodation is provided for more than 5 people whether on an overnight, short-term, or long-term basis (other than 3 or less household units); or
 - d) Which is used for any 2 or more of the purposes provided for in this subsection—
and the building is not sprinkler-protected, or, in the opinion of the National Commander, has an automatic sprinkler system that is inadequate to meet the nature of the fire hazard, the National Commander may require the owner of that building to make provision for a scheme which provides for evacuation from the scene of a fire to a place of safety outside the building.

- 2) Notwithstanding the provisions of subsection (1) of this section but subject to subsection (3) of this section, where any building or part thereof is used as a place—
 - a) Where 100 or more people can gather or assemble together in a common venue or place of assembly, whether for a commercial, social, cultural, religious, or any other purpose whatsoever; or
 - b) Which is used in whole or in part for the storage or processing of hazardous substances; or
 - c) In which early childcare facilities are provided (other than in a household unit); or
 - d) In which specialised nursing, medical, or geriatric care is provided (other than in a household unit); or
 - e) In which specialised care is provided for people with disabilities (other than in a household unit); or
 - f) For the accommodation of people in lawful detention; or
 - g) For any 2 or more of the purposes provided for in this subsection
 - h) the National Commander may require the owner of that building to make provision for a scheme which—
 - i) In the case of a building which is sprinkler-protected, provides for evacuation from the scene of a fire to some other place of safety (whether within or outside the building):

- 3) In the case of a building which is not sprinkler-protected, provides for evacuation from the scene of a fire to a place of safety outside the building.
- 4) For the purposes of subsections (1) and (2) of this section, the National Commander's requirements shall be as prescribed in regulations made under this Act, which regulations shall specify, with respect to sprinkler-protected buildings and non-sprinkler-protected buildings, such evacuation times and procedures as are necessary for safeguarding persons who are lawful occupants of the building or who are otherwise lawfully entitled to be in the building (whether as visitors or otherwise) including, in the case of buildings to which section 25 of the Disabled Persons Community Welfare Act 1975 [[or section 47A of the Building Act 1991]] applies, the evacuation of persons with disabilities.
- 5) For the purposes of subsection (3) of this section, the requirements for such evacuation times and procedures as are necessary for safeguarding persons shall, in the case of the regulations, also be deemed to include, with respect to any sprinkler-protected building, the criteria that shall be applied by the National Commander in determining whether evacuation from the scene of a fire shall be to some other place within or outside the building.
- 6) Where any owner fails, within the time required by the regulations, to prepare a scheme to the National Commander's requirements or otherwise refuses to prepare a scheme, or where a scheme that was previously approved becomes inoperative because of the failure of the owner to ensure the requirements of the scheme are fully maintained, the National Commander, on giving not less than 10 days written notice of his or her intention to do so to the owner of the building, may apply to the District Court for an order under subsection (6) of this section.
- 7) If, after giving the National Commander and the owner of the building an opportunity to be heard, the District Court is satisfied that the owner of a building has failed to comply with subsection (5) of this section, the District Court may make an order requiring that the building be closed until the requirement for a scheme to be prepared or for a scheme to become operative, as the case may be, has been met.
- 8) Where any building does not require a scheme in terms of subsection (1) or subsection (2) of this section but the owner considers that a scheme should nevertheless be approved, the owner shall notify the National Commander; and the provisions of this section, other than subsections (5) and (6), shall apply accordingly.
- 9) Where any scheme is approved for the purposes of this section it shall be a requirement of that scheme that—
 - (a) The appointment of building wardens and floor wardens be reviewed [[at intervals of not more than 6 months]]; and
 - (b) The duties of building wardens and floor wardens should be provided for in the scheme; and
 - (c) There be trial evacuations at prescribed intervals; and
 - (d) The means of escape from fire shall be monitored by the owner and properly maintained; and
 - (e) Special provision is made for the avoidance of panic on the part of members of the public who are lawfully in the building at the time the building is required to be evacuated; and
 - (f) Special provision is made for—
 - (i) Young children, the elderly, the sick, and persons with disabilities, where the building or part of it is for their care; and
 - (ii) Those in lawful detention, where the building or part of it is for their detention.
- 10) The National Commander may grant waivers from the requirement of any building to which subsections (1) and (2) of this section applies where, in the opinion of the National Commander, there are already other provisions which will ensure the safety of people within the building.
- 11) Where any building for which a scheme is approved is altered or there is a change of use, the National Commander shall review the requirements for the scheme, and the provisions of subsections (1) to (9) of this section shall apply with the necessary modifications.
- 12) For the purposes of subsection (1) (a) and subsection (2) (a) of this section, the question of whether a building can be categorised as coming within the scope of those provisions shall be determined in the light of the use to which the building is put, and the provisions of the building code in terms of the Building Act 1991.
- 13) For the purposes of this section any evacuation scheme approved pursuant to the Fire Safety (Evacuation of Buildings) Regulations 1970 and which is still an operative scheme shall be deemed to be a scheme approved under this section.

🚫 IMPORTANT NOTICE 🚫

You must place this notice where a person outside the premises can easily read it.

Full legal name

Address

Occupation of Applicant

Has made application to the Rotorua District Licensing Committee for the grant (or renewal) of an On-Licence in respect of the premises situated at (or the [specify kind of conveyance] known as):

The general nature of the business to be conducted under the licence is (type of business, e.g. hotel, tavern, restaurant, entertainment/night club, function centre):

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

✓ or ✗	Day	Hours from	Hours to
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
	Sunday		

The application may be inspected during ordinary office hours at the office of the Rotorua District Licensing Committee at the Rotorua Lakes Council Civic Centre, 1061 Haupapa Street, Rotorua.

Any person who is entitled to object to the grant of the application may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the Rotorua District Licensing Committee, c/- Rotorua Lakes Council, Private Bag RO 3029, Rotorua 3040.

Full legal name

Address

Occupation of Applicant

Has made application to the Rotorua District Licensing Committee for the grant (or renewal) of an On-Licence in respect of the premises situated at (or the [specify kind of conveyance] known as):

The general nature of the business to be conducted under the licence is (type of business, e.g. hotel, tavern, restaurant, entertainment/night club, function centre):

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Any person who is entitled to object to the grant of the application may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the Rotorua District Licensing Committee, c/- Rotorua Lakes Council, Private Bag RO 3029, Rotorua 3040.

Select one of the following:

- No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

OR

- No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

NEWSPAPER PERSONNEL:

Please include the wording:

1st advert - "This is the first publication of this notice" and

2nd advert - "The first publication of this notice was on _____ (insert date of 1st advert)

