

# Application for On-Licence

Section 100, Sale and Supply of Alcohol Act 2012

Office  
Use  
Only

## Application Checklist:

Supporting documents you need to provide with your application:

- Application fee + public notice fee**  
This is an application fee and is non-refundable after the application is received by the Hamilton City Council. (Please see information sheet on the last two pages of this application or contact us for assistance).
  - A Planning Verification certificate for the purposes of the Sale and Supply of Alcohol Act (MUST be supplied with this application).
  - A Building Certificate for the purposes of the Sale and Supply of Alcohol Act (if not yet available, this may be supplied later, prior to issue of the licence).
  - Detailed A4 scale map of the interior of the premises showing:
    - i. the areas used for sale of alcohol
    - ii. the areas that are to be restricted or supervised
    - iii. the principal entrance
    - iv. location of tables and chairs, toilets and kitchen
    - v. the use of footpath for outdoor dining (if applicable— attach outdoor dining permit)
    - vi. CCTV placement and security lighting (if applicable).
  - A Host Responsibility Policy.
  - Copies of each current manager's certificate for those nominated to manage the premises.
  - Evidence (or proposal) of staff training in host responsibility practices.
  - Certificate of Incorporation/Memorandum of Association (only if the applicant is a company or is incorporated) or Partnership Agreement (only if the applicant is a partnership).
  - Street map showing the location of the premises within Hamilton.
  - A photo or artist's impression of outside of premises.
  - Written proof from the owner of the property / building consenting to the applicant selling alcohol on the premises. (Note this consent must be for the same party as detailed in the applicant section of this form).
  - Copy of a proposed food menu (what is available and when).
  - A list of alcoholic and non-alcoholic refreshments you will be providing.
- If you are applying for the on-licence on behalf of someone else:**
- A copy of the authority to act as an agent of the applicant, signed by the applicant

**Applications can be delivered to the Customer Service Centre in Garden Place  
or posted to Hamilton City Council, Private Bag 3010, Hamilton 3240.**

**FEE DUE:**

<b>Office Use Only:</b>	<u>App Fee \$486.00</u>	T310 – 350.75	T311 – 17.25	T414– 118.00
Accepted by: _____	<u>App Fee \$727.50</u>	T310 – 575.00	T311 – 34.50	T414– 118.00
Receipt number: _____	<u>App Fee \$934.50</u>	T310 – 764.75	T311 – 51.75	T414– 118.00
Receipt date: _____	<u>App Fee \$1141.50</u>	T310 – 937.25	T311 – 86.25	T414– 118.00
	<u>App Fee \$1325.50</u>	T310 – 1035.00	T311 – 172.50	T414– 118.00

# Application for

# On-Licence

Section 100, Sale and Supply of Alcohol Act 2012

To the Secretary  
District Licensing Committee, Hamilton City Council

Application for on-licence is made in accordance with the details set out below.

## Applicant details

1. Full legal name to appear on licence:

*(the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to):*

2. Date of birth (if the applicant is an individual):

3. Occupation (if the applicant is an individual):

4. Status of applicant:

- |                                                                                      |                                         |                                                             |
|--------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Individual person                                           | <input type="checkbox"/> Partnership    | <input type="checkbox"/> Local authority                    |
| <input type="checkbox"/> Trustee                                                     | <input type="checkbox"/> Club           | <input type="checkbox"/> Licensing trust or community trust |
| <input type="checkbox"/> Private company                                             | <input type="checkbox"/> Public company |                                                             |
| <input type="checkbox"/> Other - advise what authority under which incorporated..... |                                         |                                                             |

5. Postal address (for service of documents):

Postcode:

6. Home phone:

Work phone:

Mobile phone:

7. E-mail address:

8. **Daytime contact details** (if different from above)

Name:

Phone number:  Mobile number:

E-mail address:

9. Does the applicant (or any company directors) have any criminal convictions?

*(other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)*

Yes

No

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

10. What experience and training does the applicant have relative to operating licensed premises?

## Further details where applicant is a company

11. Date and place of incorporation:

12. State the full details of each director:

Name	Address	Date of birth	Place of birth	Designation

13. If applicant is a private company, state the full details of each person who holds any shares issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

14. If applicant is a public company, state the full details of each person who holds 20% or more of the shares, or of any class of shares, issued by the company:

	Shareholder 1	Shareholder 2	Shareholder 3	Shareholder 4
Name				
Address				
Date of birth				
Place of birth				
Designation				
Number of shares				

## Further details where applicant is a partnership

15. State the full details of each partner:

	Partner 1	Partner 2	Partner 3	Partner 4
Name				
Address				
Date of birth				
Place of birth				

## Premises details

16. Address of proposed licensed premises:

17. Proposed trading name:

18. Previous trading name (if different from above):

19. Is this application for premises that already hold a licence?  Yes  No

If YES, what type(s) of licence are currently held and what is the licence number?

20. Is a licence sought conditional upon construction or completion of the premises?  Yes  No

21. Does the applicant own the proposed licensed premises?  Yes  No

If NO, what is the full name and address of the owner?

22. What form of tenure and term of tenure will the applicant have?

## Details Of Conveyance

(To be included only where the licence applies to any conveyance, e.g. bus, train, boat)

23. Type of conveyance:

24. Address of home base (if any):

25. Trading or other name (if any):

26. Registration number (if any):

## Business Details

27. What is the general nature of the business to be conducted by the applicant if the licence is granted?  
(e.g. hotel, tavern, restaurant, entertainment/nightclub)

28. Is the sale of alcohol intended to be the principal purpose of the business at any time you are open?

Yes       No

If NO, what is intended to be the principal purpose of the business?

29. Will the business be engaged in selling or supplying any other services or products other than alcohol and food?  
(e.g. Gaming, TAB, Entertainment, Crafts, other goods / services).

Yes       No

IF YES, what is the nature of those goods or services?

Give clear details and state clearly all types of entertainment the applicant will be providing, in particular, anything involving amplified music or large crowd-related noise?

30. On which days and during what hours is alcohol intended to be sold under the licence?

31. Is any endorsement sought?

- BYO Restaurant (Section 37)       Yes       No
- Caterer (Section 38)       Yes       No

## Duty Managers Details

32. State the full details of each manager or proposed manager:

Name	Date of birth	Certificate number	Expiry date

## Conditions

33. What part (if any) of the premises is intended to be designated as (select at least one):

A restricted area (no one under 18 allowed on site)?

A supervised area (minors allowed only with parent or legal guardian)?

Undesignated (any age allowed)?

34. What provision is intended to be made for the sale and supply of food?

35. What provision is intended to be made for **LOW** alcohol (2.5% or less) and **NON**-alcoholic beverages?

36. To what extent, and where, will drinking water be freely available to patrons?

37. What steps are proposed to provide assistance with, or information about, alternative forms of transport from the premises?

38. What steps are proposed to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

39. What steps are proposed aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by the excessive or inappropriate consumption of alcohol?



40. State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a map would assist):

41. State the number of residential neighbours within a 50m radius of the premises:

42. What security systems will be in place (e.g. lighting, indoor/outdoor CCTV) and where?

43. Can the entire premises be seen by the cashier/bar?  Yes  No

If NO, where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable and is there good visibility to the outdoor areas? Please describe:

44. Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs etc? Please describe:

45. Will security staff be employed?  Yes  No

If YES, when will the security staff be used?

What formal registration or qualification (such as Certificate of Approval) will security staff have?

46. Will you be involved in any mystery shopper/pseudo controlled purchase operation programmes?

Yes

No

IF YES, please state details:

47. Will there be till prompt systems regarding age checks?

Yes

No

48. What staff training will be provided regarding compliance with the Act and host responsibility practices?

Explain the content, duration and how often (include any systems relevant to assisting with compliance):

49. Is there a noise management plan or acoustic report?

Yes (please attach)

No

50. What soundproofing has been undertaken (if any)?

51. Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?

Yes

No

If YES, please provide details:

## Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

[Signature]

[Date]

[Name]

[Designation]

### Contact us:

**Phone:** (07) 838 6633

**E-mail:** [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz)

**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Service Centre - Ground Floor, Garden Place, Hamilton

# EVACUATION OF PREMISES DECLARATION

Sections 100 and 127, Sale and Supply of Alcohol Act 2012

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

I,

[full name]

licence holder (or secretary) of the premises known as

[trade name]

situated at

[premises address]

and which operates under a

**on / off / club** licence

[select one]

state that:

[select one]

- the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 2018; or
- because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

[Signature]

[Date]

[Name and designation/position]

**Note:**

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; or
- Overnight accommodation is provided for more than 5 people

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

# **FORM 7**

## **PUBLIC NOTICE**

Section 101, Sale and Supply of Alcohol Act 2012

### **Public notice of application for on-licence**

#### **PLEASE NOTE WE NOW HAVE A NEW PROCESS FOR PUBLIC NOTICES.**

This notice is to be displayed in a conspicuous place on or adjacent to the site to which the application relates within 10 working days **AFTER** filing your application. Please ensure the applicant name matches that stated on the application form

**You DO NOT need to publish this notice in the newspaper.**

This notice will be published on the Hamilton City Council website: [www.hamilton.govt.nz/publicnotices](http://www.hamilton.govt.nz/publicnotices)  
There is a \$118.00 administration fee for this service, payable at the time of application.

### **Section 101, Sale and Supply of Alcohol Act 2012**

[Full name, address, and occupation of applicant]

has made application to the District Licensing Committee at Hamilton City Council for the issue of an on-licence

in respect of the premises situated at

[address]

known as

[trade name]

The general nature to be conducted under the licence is

[type of business - for example, hotel, tavern, restaurant, entertainment/night club].

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

[specify days and hours]

The application may be inspected during ordinary office hours at the office of the Hamilton District Licensing Committee at Hamilton City Council Municipal Building, Garden Place, Hamilton.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Hamilton City Council, Private Bag 3010, Hamilton.

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.

# Alcohol Licensing Fees on-licence

The Sale and Supply of Alcohol Act 2012 has introduced national risk based fees for all alcohol licences. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of alcohol licensing.

The licence fee category is determined using the below criteria. You can use the tables below to estimate the fee you need to pay when lodging your application

Type of Premises	Weighting
Class 1 restaurant, night club, tavern, adult premises	15
Class 2 restaurant, hotel, function centre	10
Class 3 restaurant, other	5
BYO restaurant, theatre, cinema, winery cellar door	2

+

Latest trading hour allowed by licence	Weighting
2:00am or earlier	0
Between 2:01am and 3:00am	3
Any time after 3:00am	5

+

Number of enforcement holdings in last 18 months	Weighting
None	0
1	10
2 or more	20

=

Your weighting:

## Definitions

**Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of Hamilton City Council, operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.

**Class 2 restaurants** – restaurants that have a separate bar (which may include a small bar area) but which, in the opinion of Hamilton City Council, do not operate that area in the nature of tavern at any time.

**Class 3 restaurants** – restaurants that only serve alcohol to the table and do not have a separate bar area.

**Enforcement** – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.

## Application Fee

The licensing system has five fee categories, which reflect the range of cost/risk ratings. A premises' fee category determines the application fee that the licensee has to pay.

Total weighting	Fee category
0-2	Very Low
3-5	Low
6-15	Medium
16-25	High
26+	Very High

In addition to the application fee, applicants are required to pay an \$118.00 administration fee to cover public notification of the application. Applicants were previously required to place the public notice in the newspaper at their own cost. In many cases, this is up to 75 per cent less than you would otherwise pay through the newspaper.

All fees below are GST inclusive.

Fee category	Total application fee
Very Low	\$486.00
Low	\$727.50
Medium	\$934.50
High	\$1141.50
Very High	\$1325.50

## Annual Fee

The new Act also introduces an annual fee for all licences. The annual fee is due before the licence is issued (for new licences) and then every year on the licence anniversary date. The amount of the annual fee you pay will be determined on the fee category and risk rating at the day the annual fee is due. You will receive a reminder that your annual fee is due in the mail prior to the due date. All fees below are GST inclusive.

Fee Category	Annual Fee
Very Low	\$161.00
Low	\$391.00
Medium	\$632.50
High	\$1,035.00
Very High	\$1,437.50

Please note that it is Hamilton City Council that determines the final application and annual fees so you may be charged further fees before your licence is granted.

All fees are set by the Ministry of Justice. For more information, see [www.justice.govt.nz](http://www.justice.govt.nz). If you need assistance calculating your fees, please contact us on the details below.

### Contact us:

**Phone:** (07) 838 6633

**E-mail:** [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz)

**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Service Centre - Ground Floor, Garden Place, Hamilton