



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). A photo of this notice on display needs to be taken, and emailed to **compliance.admin@rotorualc.nz**
- b) A copy of the **certificate of incorporation** or other documentary evidence of its incorporation (*Where the applicant is incorporated*)
- 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 (*Where the applicant is a company*)
- d) A **scale plan** showing:
 - i. Those parts of the premises that are to be used for the sale or supply of liquor; and
 - ii. Those parts of the premises (if any) that the applicant intends should be designated as restricted areas
 or as supervised areas:
 - iii. Each entrance to the premises that the applicant intends should be designated as a principal entrance:
 - iv. If a **conveyance**, a **floor plan** is required:
 - v. If a **conveyance** for applicants that are body corporates, attach a copy of the certificate of incorporation (or equivalent document)
- e) a written statement from the owner to the effect that the owner has no objection to the grant of the licence (*Where the applicant is not the owner of the premises*)
- f) A copy of the proposed **menu(s)**
- g) **The prescribed fee**
- h) Advertising – RLC Website, Daily Post
- i) Evacuation Scheme Statement



Additional Information for New Application– Check List

- j) A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act (*Where the applicant is a local authority*)
- k) A copy of the property order (*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*)
- l) 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
- m) A map, or a copy of a map or of a portion of a **map, showing the location of the premises:**
- n) A **certificate by the local authority** that the proposed use of the premises meets Resource Management Act requirements:
- o) A certificate by the local authority that the proposed use of the premises meets the **Building Code**



Additional Information for Renewal and Variation - Check List

- p) Planning Certificate (for Variations only)
- q) Application has been made no later than 20 working days before the expiry of the licence



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 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 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



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



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)



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?

19

[illegible]

20

- ▶▶▶

Sign here



Date signed



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 **2**

1 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 Fire and Emergency New Zealand Act 2017 sections 75,76 and 77.

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

2 Extract from Fire and Emergency New Zealand Act 2017

75. Relevant building defined for purposes of sections 76 to 79

(1) In sections 76 to 79, **relevant building** means a building or part of a building used for 1 or more of the following purposes:

- (a) the gathering together, for any purpose, of 100 or more persons:
- (b) providing employment facilities for 10 or more persons:
- (c) providing accommodation for 6 or more persons (other than in 3 or fewer household units):
- (d) a place where hazardous substances are present in quantities exceeding the prescribed minimum amounts, whatever the purpose for which the building is used:
- (e) providing an early childhood education and care centre (other than in a household unit):
- (f) providing nursing, medical, or geriatric care (other than in a household unit):
- (g) providing specialised care for persons with disabilities (other than in a household unit):
- (h) providing accommodation for persons under lawful detention (not being persons serving a sentence of home detention or community detention, or serving a sentence of imprisonment on home detention, or on parole subject to residential restrictions imposed under section 15 of the Parole Act 2002):
- (i) any other prescribed purpose.

(2) However, in sections 76 to 79, **relevant building** does not include premises of a mission (as defined in section 2(1) of the Diplomatic Privileges and Immunities Act 1968).

(3) In this section, **early childhood education and care centre** has the same meaning as in section 10(1) of the Education and Training Act 2020.

76. Owner must provide and maintain evacuation scheme for relevant building

(1) The owner of a relevant building must provide an evacuation scheme that is designed to enable evacuation from the scene of a fire or an alarm of fire safely to a place of safety within a reasonable time.

(2) The owner of a relevant building must maintain an evacuation scheme that has been approved by FENZ under section 77.

(3) However, the owner of a relevant building is not required to provide or maintain an evacuation scheme for the building if—

(a) the building is used for a purpose specified in section 75(1)(b) or (c); and

(b) the building has an automatic sprinkler system; and

(c) the owner of the relevant building notifies FENZ, in writing and in the prescribed form (if any), that the building does not require an evacuation scheme.

(4) A person who knowingly contravenes subsection (1) or (2) commits an offence and is liable on conviction,—

(a) in the case of an individual, to a term of imprisonment not exceeding 6 months or to a fine not exceeding \$75,000, or both:

(b) in any other case, to a fine not exceeding \$150,000.

(5) In this section,—

automatic sprinkler system means an automatic sprinkler system that satisfies the minimum standard required by regulations made under section 192(1)(c)

evacuation scheme means an evacuation scheme that complies with regulations made under section 192(1)(b).

77. Owner must apply to FENZ for approval of evacuation scheme

The owner of a relevant building must apply to FENZ, in accordance with prescribed requirements, for approval of the evacuation scheme provided for the building under section 76.

On-Licence On-site Public Notice

Sale and Supply of Alcohol Act 2012 – Section 101



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 25 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.

On-Licence Notice of Application

Sale and Supply of Alcohol Act 2012 – Section 101

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
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Any person who is entitled to object to the grant of the application may, not later than 25 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)"