

Checklist for Off Licence Application

(Sale and Supply of Alcohol Act 2012)

PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION

Use this cover page to assist you to lodge a complete application

The completed application and documentation listed below is required before the application is put into process

Fee (Inclusive of GST)

Fee may be paid by:

- Eftpos – Paid at either Selwyn District Council or Food & Health Standards
- Internet Banking details
Account Name: Food & Health Standards
Account Number: 02-0828-0032109-02
Reference: Licence number (if renewal) and applicant name

Related documents (to be attached for New Licences or Variation of Licences)

- | |
|---|
| <input type="checkbox"/> Certificate of Incorporation (if applicable) |
| <input type="checkbox"/> Partnership agreement (if applicable) |
| <input type="checkbox"/> A photo of the exterior of premises, showing principal entrance |
| <input type="checkbox"/> A portion of the map showing the location of the premises within the Selwyn District |
| <input type="checkbox"/> Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated as restricted, supervised, or undesignated areas, principal entrance, location of tables, chairs, toilets and kitchen. Include any outdoor licensed areas. |
| <input type="checkbox"/> Premises owner consent form |
| <input type="checkbox"/> Certificate of compliance (for alcohol) |
| <input type="checkbox"/> A Host Responsibility Policy |
| <input type="checkbox"/> Details of each Manager's Certificate |
| <input type="checkbox"/> Staff training plan |
| <input type="checkbox"/> Completed Amenity and Good Order Questionnaire |
| <input type="checkbox"/> Menu including prices – Food and drinks |
| <input type="checkbox"/> Completed Public Notice |
| <input type="checkbox"/> Fire evacuation statement |

Related documents (to be attached for Renewal Licences)

- | |
|---|
| <input type="checkbox"/> Certificate of Incorporation (if applicable) |
| <input type="checkbox"/> Partnership agreement (if applicable) |
| <input type="checkbox"/> A photo of the exterior of premises, showing principal entrance |
| <input type="checkbox"/> A portion of the map showing the location of the premises within the Selwyn District |

<input type="checkbox"/> Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated as restricted, supervised, or undesignated areas, principal entrance, location of tables, chairs, toilets and kitchen. Include any outdoor licensed areas.
<input type="checkbox"/> A Host Responsibility Policy
<input type="checkbox"/> Details of each Manager's Certificate
<input type="checkbox"/> Staff training plan
<input type="checkbox"/> Completed Amenity and Good Order Questionnaire
<input type="checkbox"/> Menu including prices – Food and drinks
<input type="checkbox"/> A copy of the original licence, showing the conditions
<input type="checkbox"/> Completed Public Notice
<input type="checkbox"/> Fire evacuation statement



Application for New, Renew and/or Variation of Off Licence

Sections 100 and 127(2)
Sale and Supply of Alcohol Act 2012

To: The Secretary
Selwyn District Licensing Committee
C/- Food and Health Standards (2006) Ltd
PO Box 7469
Sydenham
CHRISTCHURCH 8240

Email: alcohol@selwyn.govt.nz

Application for an off licence is made in accordance with the details set out below:

1. Applicant Details	
(a) Company Name:	
(b) Licensee Name (if not a company):	
(c) Contact Name & Postal Address:	
(d) Contact phone number(s): Email address:	
(e) Business website (if applicable):	
(f) Is this licence sought for a <input type="checkbox"/> Premise or <input type="checkbox"/> Conveyance	
(g) Is this licence a: <input type="checkbox"/> New licence application <input type="checkbox"/> Renewal of off licence with variation <input type="checkbox"/> Renewal of off licence application <input type="checkbox"/> Variation	

(h) Licence number (if renewal): Expiry date (if renewal):	
(i) Status of applicant: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Natural Person</div> <div style="width: 33%;"><input type="checkbox"/> Private Company</div> <div style="width: 33%;"><input type="checkbox"/> Public Company</div> <div style="width: 33%;"><input type="checkbox"/> Licensing Trust</div> <div style="width: 33%;"><input type="checkbox"/> Partnership</div> <div style="width: 33%;"><input type="checkbox"/> Local Authority</div> <div style="width: 33%;"><input type="checkbox"/> Trustee</div> <div style="width: 33%;"><input type="checkbox"/> Club</div> <div style="width: 33%;"><input type="checkbox"/> Body Corporate to which S.28(1) (c) of the Act applies</div> </div>	
2. Further details where the applicant is a natural person	
(a) Full Name:	
(b) Maiden or other name:	
(c) Contact Number(s): Email:	
Gender:	Address:
Occupation:	Place and date of birth:
(d) State any criminal convictions:	
3. Further details where the applicant is a company	
(a) Date of incorporation:	
(b) Place of incorporation:	
Full details of each director: Name: Address: Position Held: Place & date of birth: State any criminal convictions:	

Name:

Address:

Position Held:

Place & date of birth:

State any criminal convictions:

4. Further details where the applicant is a partnership

Full details of each partner

Name:

Address:

Signature:

Place & date of birth:

State any criminal convictions:

Name:

Address:

Signature:

Place & date of birth:

State any criminal convictions:

5. Details of premises

(a) Proposed trading name of premises:

(b) Physical address of proposed licensed premises:

(c) Is the licence sought conditional upon construction or completion of the premises?

(d) Does the licensee own the proposed licensed premise?

If no:

i. What is the full name & address of the owner?

ii. What form of tenure will the applicant have (e.g. lease agreement, 15 years)?

6. Details of conveyance (to be licensed)

(a) Type of conveyance (e.g. ship, train, plane, bus):

(b) Does the licensee own the proposed conveyance?

If no:

i. What is the full name & address of the owner?

ii. What form of tenure will the applicant have (including term of tenure)?

(c) Home base address:

(d) Any name used or proposed for conveyance:

(e) Provide registration number:

(h) Is the licence sought conditional upon construction or completion of the premises?

☐ Yes ☐ No

7. Designated Areas

(a) What part (if any) of the premises does the licensee intend should be designated as:

i. A restricted area

ii. A supervised area (*The Selwyn Alcohol Policy requires all bottle stores to have a 'supervised designation'.*)

iii. A undesignated area

8. Business Details

(a) Type of premises (please tick appropriate box)

- | | | |
|---|---|---|
| <input type="checkbox"/> Hotel or Tavern | <input type="checkbox"/> Club | <input type="checkbox"/> Premise where principal business is manufacture of alcohol |
| <input type="checkbox"/> Grocery Store | <input type="checkbox"/> Supermarket | |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Stand-alone Bottle Store | |

(b) 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 the business?

(c) Is the applicant engaged, or intending to be engaged in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

☐ Yes ☐ No

If yes, what is the nature of those other goods or services? (e.g. tobacco/vape)

(d) What trading hours does the applicant seek (e.g. Monday to Sunday 10.00am to 9.00pm)

9. Conditions

(a) Are any changes sought to the present conditions of the licence?

☐ Yes ☐ No

If **yes**, what changes are sought?

(b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (minors) are observed?

(c) What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol? (e.g. low alcohol options, non alcohol options, water with tastings)

(d) Has the licensee considered neighbouring land use in the immediate area?

☐ Yes ☐ No

Activities (such as amplified music) are likely to create adverse effects on the neighbouring land use. What actions does the licensee intend to take to mitigate any adverse effects?

(e) State the experience & training of the applicant:

(f) Provide details of the staff training plan to ensure compliance with the Act?

10. Management of premises

How many managers have/will be appointed?

Manager details (Please attach an extra page for others not listed here)

Name:

Address:

Certificate Number:

Expiry Date:

Name:

Address:

Certificate Number:

Expiry Date:

Name:

Address:

Certificate Number:

Expiry Date:

10. Signature and date

Dated at _____ this _____ day of _____ 20____

Signature: _____

Name of applicant: _____

Note: The form must be accompanied by the prescribed fee, and the items in the checklist



Amenity and Good Order Questionnaire

All applications filed after 18 June 2013 require the Committee to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (section 105).

To support your application please supply the information required and answer the questions listed in this form.

Scale Floor Plan

Provide a scale floor plan which also shows the design and layout of the premises.

This should include:

- Seating and tables
- A list of facilities
- CCTV placement
- Security lighting

Also, for Off-licence

- A description of your product types, where they are displayed and stored.

1. The reporting agencies must consider the effects the issue of the licence will have on amenity and good order – please answer the following.

For all licences:

(a) Advise proximity of all childcare centre, schools and churches within 500m – a site plan would assist.

.....

.....

.....

(b) How many residential neighbours would you have within 50 metres?

.....

(c) Security – what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other?).

.....

.....

<p>(d) Internal layout – can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?</p> <p>.....</p> <p>.....</p>
<p>(e) Windows – is there good visibility into and from the premises and the street?</p> <p>.....</p>
<p>(f) Lighting – does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc?</p> <p>.....</p>
<p>(g) Security – will you employ security staff and when will they be used?</p> <p>.....</p>
<p>(h) Security staff – how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?</p> <p>.....</p> <p>.....</p>
<p>Additional information required for On-Licence and Club licences.</p>
<p>(i) Explain clearly all types* of entertainment you will be providing and at what times. (*amplified music or large crowd noise related).</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>(j) Noise management – do you have a noise management plan or acoustic report?</p> <p>.....</p> <p>.....</p>
<p>(k) Soundproofing – what soundproofing has been undertaken?</p> <p>.....</p> <p>.....</p>

What outside advertising involving alcohol will you be doing?
(l) Newspaper/magazine?
(m) Shop windows?
(n) On your premises – roof/other?
(o) Street/footpath signs?
Design drawings of your advertising would be of assistance.
Systems and staff training
<p>(p) Are you involved in any mystery shopper/pseudo CPO programmes?</p> <p>.....</p> <p>.....</p>
<p>(q) What till prompt systems do you have regarding age checks?</p> <p>.....</p> <p>.....</p>
<p>(r) What staff training is provided with regard to Sale of Alcohol compliance and Host Responsibility practices – explain content, duration and how often this training is provided.</p> <p>.....</p> <p>.....</p>
<p>(s) Please provide copies of any written material you supply to staff regarding staff training (submit with application form).</p> <p>.....</p> <p>.....</p>
2. Is this your first licensed premises?
If so, have you prepared a financial plan?
<p>(a) What percentage of the front windows will be clear and transparent?</p> <p>.....</p> <p>.....</p>
<p>(b) What is the target market for the business?</p> <p>.....</p>
<p>(c) What is your policy regarding alcohol pricing and promotions?</p> <p>.....</p> <p>.....</p>

(d) Will there be single sales (Off-Licence)?

.....

.....

Renewals Only

(e) Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

.....

.....

(f) Has your business been subject to a Police Controlled Purchase Operation (CPO)? If so, what were the results?

.....

.....

(g) Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If, so for what reason?

.....

.....

3. The granting, or renewal, of this application will contribute to the Object of the Act by:

- Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

.....

.....

.....

- The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by:

.....

.....

.....



Public Notice

Section 101, Sale and Supply of Alcohol Act 2012

Public notice of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence)

.....

(Full name (company), address and occupation of applicant)

Has made application to the District Licensing Committee at Selwyn for the issue (or renewal or variation of conditions)

Of a.....licence in respect of the premises situated at
 (Specify type of licence)

.....
 (Address)

Known as

The general nature of the business conducted (or 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 (or 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 Selwyn District Licensing Committee C/- Food and Health Standards (2006) Ltd at Level 1, 110 Mandeville Street, Riccarton, Christchurch.

Any person who is entitled to object and who wished 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, Selwyn District Licensing Committee, C/- Food and Health Standards (2006) Ltd, PO Box 7469, Christchurch 8240

THIS NOTICE MUST BE KEPT CURRENT ON SITE DURING THE ENTIRE PERIOD FOR OBJECTIONS AND MAY BE REQUIRED TO BE REPLACED IF REMOVED, DESTROYED OR DEFACED

Fire Evacuation Statement

Sale and Supply of Alcohol Act 2012

Information required to accompany your application for renewal of on, off, club and special licences:

Premises:
Address:
Applicants Name:
Licence Type: On <input type="checkbox"/> Off <input type="checkbox"/> Club <input type="checkbox"/> Special <input type="checkbox"/>
Contact Name & Phone Number:
Building Warrant of Fitness
When does the premises building WOF expire? (Please enclose copy)
Fire Evacuation Scheme
<p>The building requires an evacuation scheme because the building is used for the following purposes:</p> <ul style="list-style-type: none"> The gathering together, for any purpose, of 100 or more persons: Providing employment facilities for 10 or more persons: Providing accommodation for more than 5 persons (other than in 3 or fewer household units): Storing or processing hazardous substances in quantities exceeding the minimum amounts prescribed in Schedule 2 of the Fire Safety and Evacuation of Buildings Regulations 2006: <p><i>If you would like to apply for a fire evacuation scheme or are unsure whether your building requires a scheme please contact Fire and Emergency New Zealand, Ph: 03 347 2096, Email: evacmanagecanterbury@fire.org.nz or visit their website www.fire.org.nz/business-and-landlords/evacuation-schemes/</i></p> <p>Section 100(d) and 127(e) of the Sale and Supply of Alcohol Act 2012 requires the applicant to complete the following:</p> <p>I STATE THAT – (Please circle) (delete if not applicable)</p> <ol style="list-style-type: none"> 1. 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; <u>OR</u> 2. Because of the building's current use, its owner is not required to provide and maintain such a scheme; <u>OR</u> 3. Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme. <p>Signed by the applicant: Date:</p>

APPLICANT INFORMATION

CERTIFICATE OF COMPLIANCE: SALE OF ALCOHOL

Every application for a licence for a premise must be accompanied by a Certificate stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Act 1991.

Alcohol Licence applications cannot be processed by the District Licensing Committee until a Certificate of Compliance, or an interim Certificate of Compliance (see below), has been issued.

Applying for a Certificate of Compliance

- To apply for a Certificate, please complete the attached form 'Application for Certificate of Compliance', and forward it with the alcohol licence application. The fee for a Certificate of Compliance is \$115.00. Please make cheque payable to the Food and Health Standards (2006) Ltd.

Plans

Floor plans and site plans of the proposed layout, detailing compliance with Section 46 of the Building Act and Resource Management Act, should be provided.

NB These plans are in addition to those required with the alcohol licence application.

Details should include:

- Parking layout
- Landscaping provisions
- Site dimensions including location of buildings on the site

Interim Certificates

- An interim Certificate of Compliance can be issued where renovation or construction work requiring a Building Consent is underway, or a Building Consent has been issued for the premises but has not been granted a final Code Compliance Certificate. This allows an alcohol licence application to continue being processed however will not be issued until a full Certificate of Compliance is granted or any outstanding Building Consents have been given a final Code Compliance Certificate.



SALE AND SUPPLY OF ALCOHOL ACT 2012

APPLICATION FOR CERTIFICATE OF COMPLIANCE

DETAILS OF BUILDING OWNER

Owners Name: _____

Postal Address: _____

Contact Name: _____ Telephone: _____

DETAILS OF PROPERTY

Name of Building: _____ Address: _____

Legal Description: Lot: _____ DP: _____

Warrant of Fitness: Expiry Date: _____

Maximum number of occupants, including staff: _____

DETAILS OF BUILDING USE

New Building Yes ☐ No ☐ New Operation Yes ☐ No ☐

Change of Building Use Yes ☐ No ☐ Previous Use _____

Alterations requiring Building Consent Yes ☐ No ☐

DETAILS OF APPLICANT

Licensee: _____

Contact Name: _____ Telephone: _____

Postal Address: _____

Proposed Trading Name: _____

Reason for Application: Change of Business Ownership ☐

Change of Licensed Hours ☐

Change of Use of Premises ☐

Type(s) of Alcohol Licence sought: On ☐ BYO ☐ Off ☐ Club ☐

Hours of operation requested (please specify hours for each class of patron, eg.
Diners, lodgers, any person present, any person attending a function/entertainment):

Applicants Signature: _____ Date: _____

Receipt Number: _____

