



APPLICATION FOR VARIATION OR CANCELLATION OF CONDITIONS OF LICENCE

Section 120, Sale and Supply of Alcohol Act 2012

Endorsements: (State by type every endorsement sought):

☐

Caterer

☐

BYO

1 DETAILS OF APPLICANT

Company name or full legal name(s) if individual to be on licence:

Other names/aliases known by:

Date of Birth:

Sex:

☐

male

☐

female

Occupation/Current employment:

Residential address:

Website:

Convictions of Company Directors, Partners, or individuals:

Have you ever been convicted of any offence (including traffic but not parking)? **Note:** As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinite disqualified from driving.

☐

Yes

☐

No

If YES, give details

You may wish
to explain the
circumstances on
another page.

Nature of offence:

Date of
conviction:

Penalty suffered:

Postal address for service of documents:

Suburb:

City:

Post Code:

COUNCIL USE ONLY

Risk category:

Fee:

Receipt number:

Date:

Check by Inspector: (date and initials)

Daytime Contact Name:

Phone:

Mobile:

Email:

Preferred mode of contact:

Status of applicant: (tick appropriate box)

- | | | |
|--|--|---|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Private Company | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Licensing Trust | <input type="checkbox"/> Partnership | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Government Department | <input type="checkbox"/> Local Authority | |
| <input type="checkbox"/> Manager under the protection of Personal and Property Rights Act 1988 | | |
| <input type="checkbox"/> Body Corporate to which section 28(1)(b) of the Act applies. Authority incorporated under: <input type="text"/> | | |
| <input type="checkbox"/> Board, organization, or other body to which section 28(1)(c) | | |

2 DETAILS OF MANAGERS

Full details of manager(s) to be employed and certificate numbers of Manager's Certificate(s):

Name:	Address:	Certificate number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3 FURTHER DETAILS OF WHERE APPLICANT IS A COMPANY

Date of incorporation:

Place of incorporation:

Full details of each director, and the secretary (if any), as follows:

Full name:	Address:	Date of birth:	Place of birth:	Designation:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Private Company only: Authorised Capital:

Paid-up Capital:

Private Company: Full details of each person who holds any shares issued by the company:

Full name:	Address:	Date of birth:	Place of birth:	Designation:	Face value of shares held:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Public Company: Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company.

Full name:	Address:	Date of birth:	Place of birth:	Designation:

4 FURTHER DETAILS OF WHERE APPLICANT IS A PARTNERSHIP

Full details of each partner as follows:

Full name:	Address:	Date of birth:	Place of birth:	Designation:

Signature of each partner:

5 PREMISES AND LICENCE DETAILS

Address of licensed premises:

If premises is a conveyance:

Type of conveyance (ship, bus, plane, railway carriage):

Registration number:

Home base address:

Trading name for premises/conveyance (if any):

Licence Number:

Does the applicant own the licensed premises?

☐ Yes ☐ No

If NO:

Owners full name:

Owners address:

Form and term of tenure:

Details of premises area - the current licensed area includes:



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

- **RESTRICTED DESIGNATION:** no person under 18 may be present on the premises.
- **SUPERVISED DESIGNATION:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **UNDESIGNATED:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

A restricted area:

A supervised area:

6 BUSINESS DETAILS

What is the general nature of the business to be conducted by the applicant in the premises if the licence is granted?

(e.g. hotel, tavern, restaurant, entertainment/nightclub):

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?

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?

On which days and during which hours does the applicant intend to sell alcohol under this licence?

BYO Restaurants only: Does the applicant wish to have the license endorsed under Section 37 of the Act?

☐ Yes☐ No

7 CONDITIONS

The following questions relate to the conditions you are applying to vary or cancel.

Terms of condition at present:

Action sought:

☐ Variation☐ Cancellation

If VARIATION:

In what respect does the applicant seek to vary the condition? (This includes hours, premises area, nature of the business)

Full reasons for variation or cancellation:



The following questions relate to Host Responsibility. In conjunction with completing the questions, you are required to produce your 'Host Responsibility Policy' by using the guidelines attached or by visiting our website at www.ccc.govt.nz/alcohol. A copy of the completed policy is to accompany this application to the DLC.

What provisions does the applicant intend to make for the sale and supply of alcohol?

- **FOOD** (attach menu's, including all day or snack menu):

- **NON-ALCOHOLIC REFRESHMENTS:**

- **LOW-ALCOHOLIC BEVERAGES** (specify if you intend to have free water available at all times):

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premise, for staff and patrons?

What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

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 (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

To what extent, and where, is drinking water intended to be freely available to patrons?

What appropriate systems, staff and training does/will the applicant have in place to ensure compliance with the law?

What are the current and possible future noise levels and how does the applicant intend to mitigate them?



What are the current and possible future levels of nuisance and vandalism and how does the applicant intend to mitigate them?

What other licensed premises are there in the vicinity of this proposed premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?

8 PLEASE ATTACH THE FOLLOWING DOCUMENTS


- ☐ **Host Responsibility Policy**
- ☐ **Floor plans** (for whole of premises, including any outside areas)
- ☐ **Photo of the principal entrance of the premises**
- ☐ **Menu**
- ☐ **Certificate of Compliance (Alcohol)** (if required)
- ☐ **Fee** – Please make cheque payable to the Queenstown Lakes District Council

IMPORTANT TO NOTE - Public notification of application

1. Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2012 (whichever applies to this application).
2. 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 (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

9 AUTHORISATION

Dated at Queenstown this day of 20

 **Applicant's Signature:**
(must not be signed by
an Agent or Solicitor)



EVACUATION SCHEME STATEMENT

To accompany all new and renewal applications for On, Off & Club Licences

Section 100(d) of the Sale and Supply of Alcohol Act 2012 requires one of the statements below to be signed by the applicant:

☐

The relevant building by reason of its current use, does not require such a scheme, or the relevant building is exempt from having to meet the requirements of such a scheme.

Signed by the applicant _____

OR

☐

The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency Act 2017.

Signed by the applicant _____

Evacuation Scheme

An evacuation scheme is typically required for a building used for 1 or more of the following purposes:

- The gathering together, for any purpose, of 100 or more persons:
- Providing employment facilities for 10 or more persons:
- Providing accommodation for 6 or more persons (other than in 3 or fewer household units):
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

Please direct enquiries to:

Risk Reduction Department
Fire & Emergency NZ
PO Box 2360
Wakatipu
Phone: (03) 441 4550

Amenity and Good Order – Section 105 & 106

All applications filed after 18 June 2013 require the Agency 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-licences:

- 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 centres, 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?).

- 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?

- e) Windows is there good visibility into and from the premises and the street?

Yes ☐ No ☐

- f) Lighting - does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc.?

g) Security - will you employ security staff and when will they be used?

h) Security staff - how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?

Additional information required for On-licence and Club licences. Noise

i) Explain clearly all types* of entertainment you will be providing and when (*amplified music or large crowd noise related).

j) Noise management - do you have a noise management plan or acoustic report?

k) Soundproofing - what soundproofing has been undertaken?

What outside advertising involving liquor will you be doing?

l) Newspaper/magazine?

m) Shop windows?

n) On your premises - roof/other?

Design drawings of your advertising would be of assistance.

Systems and staff training

- o) Are you involved in any mystery shopper/pseudo CPO programmes?

- p) What till prompt systems do you have regarding age checks?

- q) 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.

- r) Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

2. Is this your first licensed premises?

Yes ☐ No ☐

If so, have you prepared a financial plan?

- a) What percentage of the front windows will be clear and transparent?

- b) What is the target market for the business?

- c) What is your policy regarding pricing and promotions?

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:

Application for Compliance Certificate

Section 100(f), Sale and Supply of Alcohol Act 2012.

This form is in support of a new alcohol licence application or a variation to the current licence conditions. This form is not required for a renewal application if no changes are sought to the current licence conditions.

Please select one of the following:

- ☐ New licence sought ☐ Variation to current alcohol licence conditions

1. APPLICANT'S DETAILS – The company or person who is receiving the money from the sale of alcohol

Company/ Entity/ Trust/ Natural person: _____

Contact person: _____

Postal address for service: _____

Business phone number: _____ Mobile phone number: _____

Email: _____

2. PREMISES DETAILS

Trading name of premises: _____

Address of premises: _____

Valuation number: _____

Lot no: _____ DP no: _____

Please select one of the following.

- ☐ A new build (not built yet or in the process of being built)
Building consent number: _____
- ☐ An existing building with alterations being made and/or the use is being changed
Building consent number: _____
- ☐ An existing building - alterations are being made but are not subject to a building content.
- ☐ An existing building - no alterations or change in use.

Maximum number of permitted occupants in YOUR tenancy? _____

3. ALCOHOL LICENCE DETAILS

Is the premises currently licensed? NO / YES – Licence number(s): _____

Do you (or the premises) have a valid resource consent? NO / YES

Consent number(s) _____

Type of licence sought / varying. Please select below:

On licence

- ☐ Restaurant ☐ Tavern ☐ Hotel
☐ Other (specify)

Off licence

- ☐ Bottle store ☐ Grocery store ☐ Supermarket ☐ Cellar door
☐ Remote seller ☐ Tavern ☐ Hotel

Club

Type of club (e.g. sports club, RSA etc.)

4. VARIATION

If this application is in support of a variation, please state what conditions to the alcohol licence you wish to change:

- ☐ Licensed area
- ☐ Licensed hours
- ☐ Designation
- ☐ Class of licence
- ☐ Other: _____

5. LICENSED HOURS SOUGHT

New licensed hours sought

Days: _____

Inside hours: _____

Outside hours: _____

In the case of a variation, state current licensed hours

Days: _____

Inside hours: _____

Outside hours: _____

6. SUPPORTING DOCUMENTS TO BE INCLUDED WITH APPLICATION

- Copy of floor plan including carpark, storage areas **and indicating** principal entrance, bar, toilets, CCTV camera locations. Highlight the entire area to be licensed (including outside areas in a different colour if applicable). If this application is in support of a tavern or hotel licence, highlight the supervised designation on the floor plan.
- Photograph of the principal entry of the premises or for a proposed building copies of architectural drawings.
- Map indicating the location of premises.

7. APPLICATION FEE OF \$275

Cheques to be made payable to *Queenstown Lakes District Council*.

Bank transfer to account number **02 0948 0002000 00**.

Credit card payments can be made through our customer services team by phoning 03 441 0499.

Please note: a credit card fee of 1.5% applies.

I declare that all information provided within this application form to be correct.

Print name: _____

Signed: _____ Date: _____

This template may be used for applications where the property owner's consent is required.

Notes:

- The property owner's consent is required for all new and variation applications where the applicant does not own the property to be licensed.
- The applicant is responsible for ensuring that the property owner is fully and accurately briefed on the application.

STATEMENT OF CONSENT

To the Secretary, Queenstown Lakes District Licensing Committee,

As the owner, or representative of the owner, of the property situated at _____

*_____ I have no objection to
_____ (the applicant) obtaining an alcohol licence.*

The applicant has advised me that they intend to sell and supply alcohol to be consumed:

On the premises

Off the premises

I agree to the applicant obtaining the following licensed hours:

Inside Areas: _____

Outside Areas (if applicable): _____

I confirm that the applicant has provided me with a copy of the proposed licensed area.

Signature	
Date	
Name	
On behalf of (if applicable)	
Role/position	

Alcohol Licence Public Notice – WEBSITE

Form 7a

From the 1st September 2020, public notices of alcohol licence applications will appear on the QLDC website, rather than in the local newspaper. Complete the form below and include it in your application – this will be displayed on the website.

Note: Notice of the application still needs to be displayed at the premises (see next page).

Section 101, Sale and Supply of Alcohol Act 2012

The Queenstown Lakes District Licensing Committee has received the following application for an alcohol licence:

PUBLIC NOTICE DETAILS	
Application type <i>(New/renewal and/or variation)</i>	
Type(s) of licence <i>(On/Off/Club)</i>	
Applicant <i>E.g. Company name</i>	
Trading name	
Nature of business <i>E.g. Restaurant, bowls club, cellar door</i>	
Premises Address	
Proposed licensed days and hours (inside area) <i>E.g. Monday to Sunday, 8.00am to 4.00am</i>	
Proposed licensed days and hours (outside area) <i>If no outside area is to be licensed, enter "N/A"</i>	
Publication date <i>(To be completed by alcohol inspector)</i>	

The application may be inspected during ordinary office hours at the office of the Queenstown Lakes District Licensing Committee at 10 Gorge Road, Queenstown.

Any person who is entitled to object and who wishes to object to the issue (or renewal) of the licence may, not later than 15 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 Private Bag 50072, Queenstown.

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. 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.

Office use only: This notice was displayed on the [QLDC website](#) from

to .

Alcohol Licence Public Notice – PREMISES

Form 7b

Complete Part 1 and display in a conspicuous place on or adjacent to the site to which the application relates.

- The assigned alcohol licensing inspector will advise once public notice of the application has been published on the QLDC website. The notice below must be displayed at the premises for at least 10 days following this date.
- Once the display period has ended, complete Part 2 and return the form to alcoholinspectors@qldc.govt.nz.

Section 101, Sale and Supply of Alcohol Act 2012

The Queenstown Lakes District Licensing Committee has received the following application for an alcohol licence:

PART 1 - PUBLIC NOTICE DETAILS	
Application type <i>(New/renewal and/or variation)</i>	
Type(s) of licence <i>(On/Off/Club)</i>	
Applicant <i>E.g. Company name</i>	
Trading name	
Nature of business <i>E.g. Restaurant, bowls club, cellar door</i>	
Premises Address	
Proposed licensed days and hours (inside area)	
Proposed licensed days and hours (outside area)	
Publication Date <i>(Leave blank until advised by inspector)</i>	

The application may be inspected during ordinary office hours at the office of the Queenstown Lakes District Licensing Committee at 10 Gorge Road, Queenstown.

Any person who is entitled to object and who wishes to object to the issue (or renewal) of the licence may, not later than 15 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 Private Bag 50072, Queenstown.

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. 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.

PART 2 – DECLARATION

This notice was displayed at

from *(date)*

to

.

Signed

Name