

Form 3 – Off-Licence: New, Renewal, and/or Variation Application

An off-licence allows the licensee to sell and supply alcohol to the public for consumption off the premises.

Notes:

- Use this form for new off-licence applications, renewals, variations, and renewal with variation applications.
- Applications for new licences should be lodged at least six weeks prior to the anticipated opening/takeover date.
- Applications for renewal should be received at least 20 working days prior to the expiry of the current licence.
- Variation applications can be made at any time, however only one application fee is incurred if combined with a renewal.
- Include a separate sheet where necessary if the form does not offer enough space for any question or section.

Sections 100, 120 and 127(2), Sale and Supply of Alcohol Act 2012

To the Secretary, Buller District Licensing Committee.

Application for an off-licence is made in accordance with the particulars set out below.

1 APPLICATION TYPE <i>What would you like to do?</i>				
1.a	Application for <i>(Circle all that apply)</i>	New Licence	Renewal	Variation
1.b	If applying for a variation, describe change(s) required and reasons for change(s) <i>E.g. Change to licensed hours, area, designation</i>			
1.c	Expected opening / takeover date <i>(New licences only)</i>			
1.d	Current premises on-licence number and expiry date <i>(If held)</i>	54/		
1.e	Temporary Authority number and expiry date <i>(If applicable - new licences only)</i>			

2 PREMISES DETAILS <i>Where do you want to sell alcohol?</i>	
2.a	Trading name <i>If changing, state both new and previous names</i>

2.d	Nature of Business <i>(Select one only)</i> <i>Definitions for tavern, hotel, and restaurant can be found in section 5 of the Sale and Supply of Alcohol Act 2012.</i> <i>Note: If completing the form online, hold the 'Ctrl' button when clicking links to open in a new tab and avoid losing your changes.</i>	<input type="checkbox"/> Bottle Store <input type="checkbox"/> Remote Sales <input type="checkbox"/> Grocery Store <input type="checkbox"/> Hotel <input type="checkbox"/> Tavern <input type="checkbox"/> Supermarket <input type="checkbox"/> Other (state)
2.e	Physical address <i>Location of premises</i>	
2.f	What right does the applicant have to occupy the premises? <i>E.g. Property owner / leaseholder / tenant</i>	
2.g	Full name of property owner	
2.h	Address of property owner	
2.i	Phone number / email of property owner	
2.j	Is the premises undergoing any building work related to this application?	Yes No
2.k	If yes, please give details	

3 CONTACT PERSON FOR APPLICATION

The nominated first point of contact for any queries or requests relating to this application, e.g. an alcohol licensing agent or company representative.

3.a	Full name	
3.b	Phone number	
3.c	Email	

3.d	Position / role	
3.e	Postal address for service	

4 APPLICANT DETAILS

The applicant is the private company, limited partnership, or other entity that receives (or will be receiving) the proceeds from the sale of alcohol in the first instance.

4.a	Status of applicant (please circle) <i>Use 'Other' for Body Corporate, Trust, Natural Person, etc</i>	Private Company Limited Partnership (LP) Territorial Authority Other (state below)
4.b	Full legal name of applicant to be on the licence <i>E.g. Great Hosts Limited</i>	
4.c	Business phone number	
4.d	Email	
4.e	Postal address for service	
4.f	Business website address	
4.g	Experience of applicant in regards to the sale and supply of alcohol <i>E.g. Years licence held, or other licensed premises owned.</i>	
4.h	Has the applicant ever appeared before the Alcohol Regulatory and Licensing Authority (ARLA)?	Yes No
4.i	If yes, please give details including dates and outcome	

5 CONDITIONS & ENDORSEMENTS SOUGHT		What would you like on the licence?
5.a	Licensed days and hours <i>E.g. Monday to Sunday, 8.00am to 10.00pm</i>	Inside areas: Outside areas:
5.bc	Indicate if a 'Supervised' or 'Restricted' designation will be applied to all or any part of the premises, and if so, describe the relevant area(s) <i>Minors must not be permitted to enter 'Restricted' areas, and are only allowed in 'Supervised' areas if accompanied by their parent or legally-appointed guardian.</i>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div>Undesignated</div> <div>Supervised</div> <div>Restricted</div> </div> Area(s):

6 PREMISES OPERATIONS		How will the business operate?
6.a	Is sale of alcohol the principal purpose of the business? If no, state principal purpose of business	<div style="display: flex; justify-content: space-around;"> <div>Yes</div> <div>No</div> </div>
6.b	Other goods and/or services offered by the premises <i>E.g. Accommodation, merchandise, activity bookings</i>	
6.c	Normal operating days and hours <i>These may be different to the licensed hours sought</i>	
6.d	During Free tastings, where will drinking water be Available to guests? If no access to mains water supply, what is the Potability of water available.	

7 SYSTEMS AND STAFF TRAINING *How will the staff know what to do?*

7.a	What staff training is provided in regards to sale of alcohol compliance and host responsibility practices? <i>E.g. Online courses, shadow shifts, HPA publications, tests and/or sign-off sheets.</i> <i>Explain content, duration and how often it is provided. Include copies of any alcohol-related in-house training material as supporting documents. Copies of HPA publications are not required.</i>	
7.b	What till prompts do you have regarding age checks?	
7.c	What other steps will be taken to prevent the sale and supply of alcohol to prohibited persons? <i>E.g. In-house mystery shopper / pseudo Controlled Purchase Operation (CPO) programs, intoxication assessments</i>	
7.d	Has the premises ever been subject to a Police CPO? Please Circle If yes what were the Results	<div>Yes No Unsure</div>

7.e	<p>Is there good visibility over the entire premises from the point of sale?</p> <p>If no, how are any blind spots monitored?</p>	<p>Yes No</p>
7.f	<p>What security systems are in place?</p> <p><i>E.g. Outdoor lighting, number of CCTV cameras, alarm, guards</i></p>	
7.g	<p>What promotions and advertising involving alcohol will the premises be doing?</p> <p><i>Both within the premises, and externally (e.g. Social Media)</i></p>	
7.h	<p>Will single sale be offered?</p>	

8 AMENITY AND GOOD ORDER OF THE LOCALITY *Do you know your neighbourhood?*

The DLC must consider the potential effects the issue (or renewal) of the licence may have on the local area.

8.a	<p>List number and type of all 'sensitive sites' within 500m of the premises</p> <p><i>Sensitive sites include schools, childcare centres, places of worship, etc</i></p>	
8.b	<p>List number and type of all licensed premises within 200m of the premises</p>	
8.c	<p>State number of residential neighbours within 100m</p>	
8.d	<p>What Security Systems are in place?</p> <p><i>E.g Outdoor Lighting, Number of CCTV cameras, alarm, guards.</i></p>	

8.g	Has the premises ever received any noise or nuisance complaints from neighbours?	

9 CERTIFIED MANAGERS *Who will be responsible for overseeing the supply of alcohol?*

9.a	Manager 1 <i>Full legal name, certificate number and expiry date</i>	
9.b	Manager 2 <i>Full legal name, certificate number and expiry date</i>	
9.c	Manager 3 <i>Full legal name, certificate number and expiry date</i>	
9.d	Manager 4 <i>Full legal name, certificate number and expiry date</i>	
9.e	Manager 5 <i>Full legal name, certificate number and expiry date</i>	
9.f	Manager 6 <i>Full legal name, certificate number and expiry date</i>	
9.g	Manager 7 <i>Full legal name, certificate number and expiry date</i>	
9.h	Any additional certified managers <i>Full legal name(s) with certificate number and expiry date. Include an additional sheet if necessary.</i>	

10 DIRECTORS *Who runs the company?*

List the full names of all directors (if company) or the applicant (if natural person) with their date(s) of birth.

10.a	Director 1 <i>Full legal name and date of birth</i>	
10.b	Director 2 <i>Full legal name and date of birth</i>	
10.c	Director 3 <i>Full legal name and date of birth</i>	
10.d	Any additional directors <i>Full legal name(s) with date of birth</i>	

11 CONVICTIONS

11.a	State all criminal convictions of the applicant, or of the directors of the applicant company <i>Other than 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.</i>	
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12 SHAREHOLDERS *Who owns the company?*

List the full names of all shareholders (if company), along with the allocation of shares held.

12.a	Shareholder 1 <i>Full legal name and percentage of shares held</i>	
12b	Shareholder 2 <i>Full legal name and percentage of shares held</i>	
12.c	Shareholder 3 <i>Full legal name and percentage of shares held</i>	
12.d	Any additional shareholders <i>Full legal name(s) with percentage of shares held</i>	

13 SUPPORTING DOCUMENTS CHECKLIST *Have you got everything?*

Copies of the following documents must be included for all applications.

- ☐ Current premises off licence (if held)
- ☐ Host Responsibility Policy
- ☐ In-house training materials used at the premises, relating to the sale and supply of alcohol
- ☐ Food menu(s)
- ☐ Fire Evacuation Scheme Statement
- ☐ Manager's Certificate(s) for any manager listed
- ☐ Map showing the location of the premises in relation to sensitive sites within 500m
- ☐ Floor plan showing entire area to be licensed (with licensed area boundary marked in colour), outside area (in second colour), principal entrance(s), bar/service counter, and any area to be designated as 'Supervised' or 'Restricted'.
- ☐ If the application is signed by someone else on behalf of the applicant, a letter from the applicant stating that they give permission for that person to act on their behalf.

Additional documents required for new or variation applications.

- ☐ Application for Compliance Certificate form
- ☐ Certificate of Incorporation (if incorporated company)
- ☐ Photograph of the exterior of the premises
- ☐ Where the applicant does not own the property, a statement from the property owner consenting to the application. Note: The property owner must be made aware of the conditions sought, in particular the licensed area and hours.

14 DECLARATION

I confirm that, at the time of writing, all information provided is true and correct to the best of my knowledge.

I have supplied all required supporting documentation listed above.

14.1	Full name	
14.2	Date	
14.3	Signature	

15 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any BDC office, or via email to licenses@bdc.govt.nz

Alternatively, to apply by post, please send the completed application together with all supporting documents to the following address:

The Secretary, Buller District Licensing Committee
Buller District Council
PO Box 21
Westport 7866

16 PAYMENT

Alcohol licence fees can be found using the [Alcohol Licence Fee Calculator](#). Applications will not be processed until full payment is received.

Payment can be made as follows:

- **In person.** Visit any BDC office to pay at the counter (listed at bottom of form).
- **Over the phone.** Call our customer service team on 03 788 9111.
- **By bank transfer.** Account number for payment is 03 0897 0084770 00.

Following lodgement, you will be emailed an invoice with Application ID to use as the payment reference.

Please note: Payments by credit card incur an additional 1.5% fee.

17 FURTHER INFORMATION

For more information on applying for an alcohol licence, please visit the [Buller District Council Website](#) or contact:

Phone: 03 788 9111

Email: licenses@bdc.govt.nz

BDC Offices

Westport

6 Brougham St
Westport 7825

Reefton

67-69 Broadway
Reefton 7830

Opening Hours: 8.30am – 4.30pm, Monday to Friday (except public holidays).

Alcohol Licence Public Notice –Form 7a

Public notices of alcohol licence applications are published on the BDC website and Facebook Page New Licence Applications require Notice to be published in the Westport News. Complete the form below and include it in your application

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

Section 101, Sale and Supply of Alcohol Act 2012

The Buller 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 Buller District Licensing Committee at 6 Brougham Street, Westport.

Any person who wishes to object to the issue (or renewal) 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 PO Box 21, Westport

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 [BDC website](#) from _____ to _____.

Application for Compliance Certificate

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



IMPORTANT: This form is not required for renewal applications where no change is sought to the licence conditions.

Please complete and include this form in support of any **new** or **variation** licence application.

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 consent.

☐ 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 which condition(s) you wish to change:

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

5. LICENSED DAYS AND HOURS SOUGHT

New licensed days and hours sought:

(E.g. Monday to Sunday, 8.00am to 10.00pm)

Inside areas:

Outside areas:

If varying, state current licensed days and hours:

Inside areas:

Outside areas:

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. SUPPLEMENTARY FEE OF \$285

Please note this fee is payable **in addition to** the main application fee, and any annual fees due.

Payment options:

Bank transfer to account number **03 0897 0084770 000**.

Credit card payments can be made through our customer services team over the counter or by phoning 03 788 9111.

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

I declare that all information provided within this form is correct, to the best of my knowledge.

Print name: _____

Signed: _____ Date: _____

Property Owner Consent

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, Buller 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	

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 222
Greymouth

Phone: (03) 768 0318

WestCoastDistrict-CRMTeam@fireandemergency.nz

What you need to know when applying for a alcohol licence

The information we ask to be provided with your application is required under the Sale and Supply of Alcohol Act 2012. Please use the covering page checklist as a guide, and read the following notes, making sure your application includes all of this information.

Has your application for renewal been lodged within 20 working days of the date of expiry?

Applications for licence renewals must be made AT LEAST 20 WORKING DAYS BEFORE THE CURRENT EXPIRY DATE, Applications submitted within a shorter timeframe will only be accepted if the District Licensing Committee (DLC) determines that there were genuine and unforeseeable circumstances. In such cases, the applicant must also apply for a waiver under Section 208 of the Act.

Public Notification for On, Off and Club Licences

When applying to renew an existing licence, applicants are required to publicly notify their application. Public notices for renewals will be published on the Buller District Council (BDC) website and Facebook page for a period of 25 working days.

Applications for a new licence must also publish a public notice in the *Westport News*.

For the purposes of the Act, *working days* do not include Saturdays, Sundays, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign's Birthday, Labour Day, or any day between 20 December in one year and 15 January in the following year.

When a renewal application includes a change in trading hours and/or designated area the public notice should identify both current conditions and proposed conditions being sought.

Notice to be Displayed

A copy of this notice (Form 7) must be displayed on site within 10 working days of the application being received by the District Licensing Committee and must be in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises.

The object of the Act

The object of the Act is to ensure that the sale, supply, and consumption of alcohol are undertaken safely and responsibly, and that any harm caused by excessive or inappropriate consumption of alcohol is minimised.

Your application will be referred to the Police and Community & Public Health for review. These agencies may oppose your application, or delay their response, if sufficient information is not provided.

Suitability of the applicant

Why are you a suitable person or business to hold a licence?

Applicants must demonstrate their suitability to hold a licence, including relevant background, character, and capability.

What previous experience do you have in selling and supplying alcohol?

Detail any prior experience in managing or working in licensed premises, or other relevant industry experience.

What do you know about the Sale and Supply of Alcohol Act 2012 and its requirements?

Outline your understanding of the Act and how you will meet its obligations.

Your application will be referred to the Police and Community & Public Health for comment. These agencies may oppose your application, in which case the District Licensing Committee (DLC) will hold a hearing to determine the outcome.

The manner in which alcohol is to be sold

This requirement relates to all promotions and advertising. Alcohol must not be offered as a prize in any raffle. In addition, new rules apply to advertising, including restrictions on:

- Discounts of more than 25%
- Promotions that are likely to encourage excessive consumption of alcohol
- Promotions that target, or are likely to have special appeal to, minors
-

Design and layout of the premises

You must provide a floor plan showing all areas intended for the sale or supply of alcohol, including any outdoor areas. The plan should clearly identify, where applicable:

- Location of the bar
- Exits and the principal entrance
- Toilet facilities
- Kitchen
- Lighting (internal and external)
- Furniture layout
- Security lighting
- Security cameras and monitors
- Outdoor parking areas
- Emergency assembly area

In addition, photos of both the interior and exterior of the premises must be supplied. These assist the reporting agencies and the District Licensing Committee in assessing your application, as they help demonstrate whether the premises' design and layout comply with the requirements of the Sale and Supply of Alcohol Act 2012.

Provision of any other goods or services

Please describe any activities that will take place on the premises in addition to the sale and supply of alcohol and food. Examples may include:

- Accommodation
- Sale of other goods or services
- Entertainment or events
- Any additional activities relevant to the business

Providing full details will help the District Licensing Committee and reporting agencies assess how the premises will operate as a whole.

Appropriate systems, staff and training to comply with the law

- It is important to list all managers with a current manager's certificate employed by you, whether on a full time or casual basis. If you only have one manager recorded, it could be questioned as to whether staffing levels are adequate for the number of hours you are requesting to operate.
- Prohibited persons: How are you going to make sure that no minors are sold or supplied alcohol? How are you going to ensure that no one becomes intoxicated and what are you going to do about it if they do? Remember no person may remain on site or enter the site if intoxicated. How do you know if a person is intoxicated? How are you going to prevent people becoming intoxicated?
- How and where will you supply free potable water. (Potable water is either mains supply or certified as meeting the Drinking Water Standards.) Note that if your premises is not on a mains water supply, you may be requested by the Medical Officer of Health to supply a recent water test certificate to demonstrate the potability of your drinking water.
- What are you doing about promoting and providing information about alternative transport options? If a bus or courtesy vehicle is being provided how and when is this going to operate?

Why the amenity and good order of the surrounding area will not be negatively affected

In other words, how are you going to manage the premises without causing any major issues in the immediate environment. For example, how much noise is likely to be produced and how are you going to mitigate any negative effects from the noise, what about vehicle movements and parking, litter, patrons behaviour etc.

Matters of Opposition and Objections

The New Zealand Police and Community & Public Health have 15 working days from the date the application is forwarded to them to either raise a matter in opposition or confirm that they have no opposition.

Members of the public have 25 working days from the date the public notice is published to lodge an objection.

Operating on a Temporary Authority

A new owner taking over an existing licensed premises may apply for a **Temporary Authority Order**, which permits trading under the conditions of the existing licence for a period of three months.

It is strongly recommended that you apply for your new licence as early as possible. This will help ensure that, provided all required information is supplied and approved, your new licence can be issued before the Temporary Authority Order expires.

If it becomes clear that a new licence will not be issued before the expiry of the Order, you must apply for a further Temporary Authority Order. Please note that if multiple Temporary Authority Orders are required due to incomplete or delayed information being supplied, your suitability to hold a licence may be questioned.

Annual Fees

An annual fee is payable for all licences. For new licences, this fee must be paid before the licence is issued. For existing licences, the fee is due each year on the licence anniversary date.

If the annual fee is not paid within 30 days of the due date, the licence will be suspended from that day until the fee, together with any applicable penalties, is paid in full.

Additional requirements for Off Licences

- **SUPERMARKETS AND GROCERY STORES ONLY:** The floor plan showing the proposed single area for the display and promotion of alcohol including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.
- **GROCERY STORE ONLY:** particulars of the principal business of the store as set out in section 33 of the Act including a statement of annual sales revenue as required by regulation 12 or 13 of the Sale and Supply of Alcohol Regulations 2013.
- Other information will be requested if the premises is operating / to operate under additional legislation such as the Wine Makers Act 1981 and Auctioneers Act 1928, or application is made under sections 34 or 35 of the Sale and Supply of Alcohol Act 2012.