

Application for renewal and/or variation of an on-licence - checklist

Type of application sought

variation of conditions
renewal of licence

Have you provided the following?

Fee: _____

The amount you must pay depends on the kind of business you run and your opening hours. Calculate the correct fee for your business at wellington.govt.nz/alcohol-fees

Your fee should include:

- the application fee
- the annual fee
- \$150 public notice fee, if you're choosing to advertise on our website.

I wish to advertise my public notice on the Council website

Supporting documents

You must provide copies of all these documents with your application - if you don't, your application can be delayed or rejected. Check wellington.govt.nz/alcohol-renew for detailed information about what to provide for each of these documents.

Scale plan of the premises
Manager certificates (*if not issued by Wellington City Council*)
Host responsibility policy
Staff training plan
CPTED site assessment (*template attached*)
Building evacuation scheme declaration (*template attached*)
Public notice (*template attached*)
Menus and drinks list
Outdoor management plan
Noise management plan
Security plan

Extra documents required for a variation

If you wish to make a variation to your licence please describe the changes (*for example, change of hours/area*):

Check wellington.govt.nz/alcohol-variation for detailed information about what to provide for each of these documents.

Town planning certificate
Building certificate
A written statement from the owner of the building, and the body corporate if required (*template attached*)

Need help?

Phone Alcohol Licensing on 04 801 3760 or email SecretaryDLC@wcc.govt.nz

Application for renewal and/or variation of an on-licence

Section 120 or 127, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
PO Box 2199
Wellington 6140

I would like to receive the results of this application (*including the licence, if applicable*) by: email post

Please **PRINT** clearly.

Endorsements

If you are seeking an endorsement, tick the appropriate box:

- BYO restaurant - applies to BYO-only restaurants (*not fully licensed*)
- Caterer - off-site catering. You will need to provide evidence of catering (*for example, menus, web information, booking agreements*)

Applicant details

Full legal name/s of the person/s or company who will receive any proceeds from alcohol sales (*list any other names, including a maiden name, you may be known by*):

Applicant status:

- Individual
- Private Company
- Partnership
- Body corporate
- Public company
- Club
- Trustee
- Local authority
- Licensing trust
- Government Department or other instrument of the Crown
- Manager under the Protection of Personal and Property Rights Act 1988
- Board, organisation or other body

Address:

Postal address for service of documents:

Postcode:

Contact details

Name of daytime contact:

Phone number(s):

Email (*this is our preferred way of contacting you*):

If applicable, list all criminal convictions (*except offences to which the Criminal Records (Clean Slate) Act 2004 applies*). State the type and date of each conviction:

Further details *(complete the section that applies)*

If the applicant is an individual

Occupation:

Date and place of birth:

If the applicant is a company or incorporated society

Private company: For each person who holds any shares issued by the company please provide: name, address, date of birth, place of birth, designation, percentage of shares held. *(Continue on a separate sheet if necessary.)*

Public company: For each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company please provide: name, address, date of birth, place of birth, designation. *(Continue on a separate sheet if necessary.)*

If the applicant is a partnership

Name of partnership if legally established:

For each partner provide name, address, date of birth, place of birth. *(Continue on a separate sheet if necessary.)*

Signature of each partner:

If the applicant is a body corporate

Please state the authority the body corporate is incorporated under:

Premises details *(For a conveyance licence, skip this section and complete the following section)*

Address:

Trading name for the premises:

Type of premises *(for example, restaurant, tavern):*

Is the licence being applied for conditional upon the premises being constructed or altered?

Yes No

If yes, describe the changes you are making and what consents you have:

For new premises, what date do you intend to open?

Does the applicant own the proposed licensed premises?

Yes No

If no, what is the full name, address, email and phone number of the owner?

What form and term of tenure will the applicant have?

Tick the box if the premises will have:

A supervised area *(under-18s must be with parent or guardian)*

A restricted area *(no under-18s allowed)*

No designated areas

Supervised and restricted areas must be shown clearly on your scale plan of the premises.

Conveyance details

Type of conveyance (for example, plane, boat, train, bus):

Trading name for the conveyance:

Address of home base:

Principal route travelled:

Does the applicant own the conveyance?

Yes No

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

What form and term of tenure will the applicant have?

For a **ship, ferry or hovercraft**, do you have a current Safe Ship Management Certificate? Yes No

For an **airplane**, do you have a current Certificate of Airworthiness? Yes No

For a **train**, do you have a Rail Service Licence? Yes No

For a **bus**, do you have a current warrant of registration? Yes No

Registration number:

Business details

Is the sale of alcohol intended to be the principal purpose of the business?

Yes No

If no, state what the principal purpose of the business will be?

Is the applicant engaged, or intending to be engaged, on the premises selling goods other than alcohol and food, or providing services other than those directly related to selling and supplying alcohol and food?

Yes No

If yes, describe the other goods or services:

Days and hours

Days and hours when alcohol is to be sold or supplied

BYO-only - days and hours the applicant wants endorsed for a BYO licence

Manager details

Full name and address of managers to be employed their certificate numbers and expiry dates:

Name:

Certificate number:

Expiry date:

Name:

Certificate number:

Expiry date:

Name:

Certificate number:

Expiry date:

Conditions

Describe the applicant's experience and training in the sale and supply of alcohol:

Provide menus or descriptions regarding the available:

food (*describe type and range*)

non-alcoholic refreshments (*describe type and range*)

low-alcohol beverages (*describe type and range available containing 1.15%-2.5% alcohol*)

alcoholic beverages (*describe type and range*)

how and where drinking water will be made freely available to customers (*if there is no access to mains water supply describe how you will make water available*)

What actions does the applicant propose to take to make sure minors (*people under 18 years*) and intoxicated people are not supplied alcohol?

What actions does the applicant propose to take to provide help with and information about transport options from the licensed premises?

What other actions does the applicant propose to take to promote responsible alcohol consumption?

What other systems (*including training*) and staff are, or will be, in place for compliance with the Act?

Please note: The New Zealand Police and the Medical Officer of Health are required by the Sale and Supply Act 2012 to make enquiries into the application which includes the suitability of the applicant. The Police inform the District Licensing Committee of any convictions or concerns involving the applicant. Should there be concerns the applicant will also be advised.

Dated at (place):

on (date):

Print name:

Applicant's signature:

Print name:

Applicant's signature:

Privacy statement

Information you provide in this application and any supporting documents will be used by Wellington City Council (WCC) to process your application under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public upon request, and will be shared with the Wellington District Licensing Committee, the Police, the Medical Officer of Health and WCC's Licencing Inspectors.

This information may form part of a public hearing or other consideration of your application before the Wellington District Licensing Committee, and may be used in the Committee's decision on your application. The decision will be made publicly available.

WCC is required to keep a statutory register of all alcohol licence applications. Anyone can request a copy of information held on the register from SecretaryDLC@wcc.govt.nz. The District Licensing Committee's decision on applications can be found at www.nzlii.org. WCC is required to report statistics about applications to the Alcohol Regulatory and Licencing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. You have the right to see and correct personal information that WCC holds about you, and you can do so by contacting info@wcc.govt.nz.

Public notice

You must post or advertise your public notice on our website or in the newspaper, and somewhere people can easily see from the outside of your premises.

Section 101, Sale and Supply of Alcohol Act 2012
1. Name and postal address of applicant
has applied to the District Licensing Committee in Wellington for the renewal and/or variation of an on-licence for the premises situated at
2. Full address of premises
and known as
3. Trading name
The general nature of the business to be conducted under the licence is
4. Purpose of business (<i>for example, restaurant, tavern, hotel</i>)
The days on which and the hours during which liquor is (or is intended to be) sold under the licence are
5. Days and hours the business intends to operate

The application may be inspected during office hours by arrangement - email SecretaryDLC@wcc.govt.nz or phone 04 801 3760.
Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the first publication of notice of the application in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 2199, Wellington 6140 or by email at SecretaryDLC@wcc.govt.nz
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.

This notice must be completed and attached for checking by the secretary to the DLC before being published or posted on your premises.

It is your responsibility to book the newspaper publication if you choose this option.

Building or conveyance owner's consent - template

To The Secretary
District Licensing Committee
Wellington City Council
PO Box 2199
Wellington 6140

Person giving consent

Name _____ Date _____

Company (if applicable) _____

Address _____

Dear Secretary

I am the owner Body Corporate Chair building manager other*: _____

of _____
(name or address of building or conveyance)

I confirm that I _____

consent to _____ am authorised by the owners to consent to
the proposed sale and supply of alcohol by

(applicant name - must match application)
on the following days and hours

(days and hours must match application)
The following extra conditions apply to this consent (write none if none applicable)

Yours faithfully,

(Name of person giving consent)

(Signature)

*If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building or conveyance owner.

Building evacuation scheme declaration

This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, special and club licences, in accordance with Section 100 and 127 of the Sale and Supply of Alcohol Act 2012.

Premises name: _____

Premises address: _____

Applicants Name: _____

Phone number: _____ Email: _____

Fire evacuation scheme

Most commonly a building requires an evacuation scheme because it is used for 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 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 3 of the Fire and Emergency New Zealand (*Fire Safety, Evacuation Procedures, and Evacuation Schemes*) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**.*

For the requirements of an evacuations scheme or to apply for an evacuation scheme, refer to the Fire and Emergency New Zealand website www.fireandemergency.nz or contact Fire and Emergency New Zealand directly.

I confirm that (*tick the option that applies to your building*)

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.

Or

because of the building's current use, its owner is not required to provide and maintain such a scheme.

Or

because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

NOTE: *If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (*Fire Safety, Evacuation Procedures, and Education Schemes*) Regulations 2018 = this does not require approval by Fire and Emergency New Zealand.*

Dated: _____

Print name: _____

Applicant's signature: _____

CPTED site assessment for a premises with an on-licence - checklist

Bar area			
Bar staff have good visibility of entire premises	Yes	No	N/A
Area behind the bar is raised to improve visibility	Yes	No	N/A
Bar area is open with no obstructions affecting monitoring of premises	Yes	No	N/A
Cash registers are front facing	Yes	No	N/A
If cash registers are not front facing mirrors are installed for monitoring customers	Yes	No	N/A
Safe is out of public view	Yes	No	N/A

Internal layout			
Premises is laid out so staff can monitor patrons at all times	Yes	No	N/A
There are no obstructions within the bar causing blind spots	Yes	No	N/A
Where there may be blind spots, mirrors or CCTV are installed	Yes	No	N/A
Bar is easily approached by customers	Yes	No	N/A
Customers can easily move around the premises	Yes	No	N/A
Sufficient seating is provided	Yes	No	N/A
Customers cannot climb on structures or fittings	Yes	No	N/A

Crowding			
The premises are not overcrowded	Yes	No	N/A
The maximum number of patrons for the premises is displayed and complied with	Yes	No	N/A

Lighting			
Internal lighting is suitable	Yes	No	N/A
Lighting allows door staff to check IDs etc	Yes	No	N/A
Lighting allows staff to monitor patrons inside the premises	Yes	No	N/A
No areas are too dark inside the premises	Yes	No	N/A
Internal lighting can be raised in an emergency or incident and at closing time	Yes	No	N/A
External lighting is suitable	Yes	No	N/A
External security lighting is installed	Yes	No	N/A

Ventilation

A ventilation system is installed	Yes	No	N/A
The premises are maintained at a suitable temperature	Yes	No	N/A

Outdoor drinking areas

Outdoor drinking areas are monitored by bar and/or security staff	Yes	No	N/A
Lighting allows staff to monitor patrons	Yes	No	N/A
Customers can move easily around the outdoor drinking areas	Yes	No	N/A
Outdoor drinking areas are well defined from surrounding external environment	Yes	No	N/A
Pavement creep is not evident	Yes	No	N/A
Outdoor drinking areas are not overcrowded	Yes	No	N/A
A street trading licence or equivalent is held and is current	Yes	No	N/A

CCTV

CCTV is installed	Yes	No	N/A
CCTV is positioned to monitor vulnerable areas	Yes	No	N/A
Patrons are aware of the CCTV system	Yes	No	N/A
Staff understand its operation	Yes	No	N/A

Entrances and exits

Entrances and exits are visible from behind the bar area	Yes	No	N/A
CCTV is installed to monitor blind entrances and exits	Yes	No	N/A
Door staff monitor entrances and exits	Yes	No	N/A
Where queuing occurs outside the premises, there is sufficient space	Yes	No	N/A

Toilets

Toilet facility entrances are visible from the bar area	Yes	No	N/A
Toilets are inspected regularly	Yes	No	N/A

Staff

There are sufficient numbers of staff to ensure control of the premises	Yes	No	N/A
Staff are visible to patrons	Yes	No	N/A
Staff monitor the premises for conflict and crime	Yes	No	N/A
Security staff are properly trained and certified	Yes	No	N/A