

# 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](http://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](http://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](http://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](mailto: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](mailto:SecretaryDLC@wcc.govt.nz). The District Licensing Committee's decision on applications can be found at [www.nzlii.org](http://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](mailto: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 (*for example, restaurant, tavern, hotel*)

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](mailto: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 25 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](mailto: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

## Application for an on-licence

Premises name: \_\_\_\_\_

Premises address: \_\_\_\_\_  
\_\_\_\_\_

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

the building in which the premises is in situated has an evacuation scheme for public safety that meets the requirements of section 21(b) of the Fire and Emergency New Zealand Act 2017.

Or

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

Or

a draft scheme is currently before the Fire Service for approval.

Dated at (place): \_\_\_\_\_ on (date): \_\_\_\_\_

Print name: \_\_\_\_\_

Licensee'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 |