

OBJECTIONS

Should any objections be received with regard to the application, copies of the objections will be sent out to you.

Objections unless resolved between the Agency and the concerned parties will result in a hearing date being set down by the Liquor Licensing Authority

MANAGERS ON DUTY

A requirement you need to be aware of is that a Manager must be on duty at all times when liquor is being sold to the public.

A Licensee can be the Manager on duty only if the license is in their own name. If the name on the License is a Partnership, Company or Club then Managers will have to be appointed and Manager's Certificates gained.

Details on Manger's Certificates can be obtained from the District Licensing Agency.

THE APPLICATION PROCESS

- Application and Payment received.
- Check to see all details are correct and accompanying information is attached. This will include public notices when completed.
- Agency obtains report from Police.
- Health report obtained will include an inspection of the premises.
- A copy of the health report will be sent to the Medical Officer of Health. A questionnaire will be given to you to

complete and return in the reply paid envelope, failure to return will result in undue delay of your application process.

- A Licensing Inspector will also report on the application.



This pamphlet is one in a series published by the Rangitikei District. It is intended to provide general information only. It is not intended as a legal document and may not be applicable to all circumstances. For specific details on any consent application, please contact:



Rangitikei District Council

Private Bag 1102
Marton
Phone: 06-327-0099
Fax: 06-327-6970
Free-phone: 0800-422-522
Email info@rangitikei.govt.nz

OFFICIAL CLUB LICENSE



Rangitikei

UNspoilt...

INTRODUCTION

This is a guide to the process involved in obtaining an On, Off, or Club License. Please note that the suggestions contained in this document are intended as a guide only and any person intending to man application for a Liquor License should first obtain a copy of the Sale of Liquor Act 1999 and familiarise themselves with the requirements of that Act.

TYPES OF LIQUOR LICENSES

There are four types of licenses that can be granted:

- **On License:** Allows liquor to be sold or supplied on the premises described in the license.
- **Off License:** Allows liquor to be sold and supplied for consumption off the premises.
- **Club License:** Allows liquor to be sold to members and guests of the club.
- **Special License:** See separate brochure.

APPLICATION REQUIREMENTS

The following **must** be included with your application for an On, Off or Club License.

- Scale plans.
- Certificate of Incorporation/Authority
- Letter from owners of premises, stating permission for proposed use.
- Exterior and Interior photos of premises

- Designation of premises to be highlighted on scale plan along with principal entrance. process.
- Menus
- In respect to a Club License, a copy of the Club's Rules is to be included.
- Code Compliance Certificate if necessary.
- Policy with regards to alternative transport for patrons
- Host Responsibility Plan that covers the following 7 points. Minors, Intoxication, Food, No-Alcoholic Beverages, Low-Alcoholic Beverages, Alternative Transport, and Liquor Promotions.
- A questionnaire will be given to you to complete and return in the reply paid envelope, failure to return will result in undue delay of your application

PLANNING CERTIFICATE

A Planning Certificate states that the premise is a permitted activity in the Transitional and Proposed District Plans. If it is not then you may need to apply for a Resource Consent.

DESIGNATION OF PREMISES

When designating your premises, make sure you are aware of the legalities of each designation. Below is a brief outline of the three types of designations.

Restricted Area (e.g. Public Bars): Persons under the age of 18 years are not permitted in this area. Exception to this is if they are 18-20 years and

accompanied by their parent, spouse of guardian (being over the age of 20). Persons under the age of 18 years are not permitted in this area.

Supervised Area (e.g. Licensed Café): Any age is permitted in this area but must be accompanied by their parent, spouse, guardian or adult family member. However they may purchase alcohol if:

- They are 18-20 years and there for a meal whether accompanied or unaccompanied.
- They are under 18 and there for a meal and accompanied
- If they are 18 –20 but do not wish to dine they must be accompanied.

Undesignated Area (e.g. Sports Clubs, Restaurants): Any person of any age permitted on the premises. If they wish to purchase a drink then the same restrictions as a supervised area applies.

PUBLIC NOTICES

Under the Sale of Liquor Act 1989, within 20 working days after filing the application the applicant shall give public notice of the application in the prescribed form. Refer to the public notice example enclosed in this brochure.

