

Rangitikei District Council

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APPLICATION FOR RENEWAL OF LICENCE (for On-Licence, Off-Licence, Club Licence)

Form 15, Section 18, 41 and 64 of the Sale of Liquor Act 1989

To: The Secretary
The District Licensing Agency,
At Marton

DATE RECEIVED

___/___/20___

Application for renewal of licence is made in accordance with the details set out below:

DETAILS OF LICENSEE

Full name _____

FULL postal address for service of documents

DAYTIME contact name and telephone number

DETAILS OF MANAGER

Full names and addresses of all managers currently employed and certificate numbers from their managers certificates

Full name _____

Address _____

Certificate Number _____

Full name _____

Address _____

Certificate Number _____

Full name _____

Address _____

Certificate Number _____

DETAILS OF LICENCE

Type of licence? On Licence Off Licence Club Licence

Number _____

Date of Expiry _____

DETAILS OF PREMISES (To be included only where the licence applies to any premises)

Address _____

Trading or other name (if any) _____

(If a club licence) does the club share the premises with any other club?

Yes No

If yes,

What is the name of the other club? _____

What months of the year do the respective club(s) use the premises?

DETAILS OF CONVEYANCE (To be included only where the licence applies to any conveyance)

Type of conveyance _____

Address of home base (if any) _____

Trading or other name (if any) _____

CONDITIONS

Are any changes sought to the present conditions of the licence?

Yes

No

If yes, what changes are sought _____

What are the full reasons for the changes sought _____

Dated at _____ this _____ day of _____ 20 _____

Licensee _____

FEES

On Licence \$793.24/BYO Licence \$134.93 Off Licence \$793.24/Caterer, Auctioneer Licence \$134.93

Club Licence \$793.24

Receipt _____ Date _____

NOTES

1. This form should be used in respect of on-licences, off-licences and club licences. Special Licences are not renewable.
2. This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. For the matters that are to accompany this application see regulation 18 (2) of the Sale of Liquor Regulations 1990.

4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the 2 dates of publication.
5. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached to a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

CHECKLIST

Three copies of the application	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The fee attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Photo identification (sighted and photocopied)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A photograph of the exterior of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmation of designated areas using a scale plan showing:		
1. Those parts of the premises that are to be used for the sale or supply of liquor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Those parts of the premises (if any) that the applicant intends should be designated as restricted or as supervised areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Each entrance to the premises that the applicant intends should be designated as a principal entrance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A menu or other indication of the standard and style of food to be provided or proposed to be provided (on licence/club licence only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copies of the certificates of all current managers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of the evacuation scheme for the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Host responsibility questionnaire completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of host responsibility statement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(Where the applicant is not the owner of the premises) A written statement from the owner to the effect that the owner has no objection to the grant of the licence	<input type="checkbox"/> Yes	<input type="checkbox"/> No