



## You are required to provide the following:

Use this cover page to assist you in lodging a complete Off Licence application.

- 2 COPIES of application and all documentation**
- FEE: [inclusive of GST]**
- Full licence                      \$776.00**
- Caterers or Auctioneers      \$132.00**  
**(NB: Cheques to be made payable to the Chatham Islands Council)**

### **Related Documents:**

- Certificate of Incorporation [if applicable]
- partnership agreement [if applicable]
- where the application relates to a grocery store, particulars of the principal business, including evidence and certified accounts showing the percentage of turnover that is derived from the sale of main order household foodstuffs.
- photo or artist's impression of outside of premises
- street map showing the location of the premises within the Chatham Islands Territory
- detailed A4 scale plan of the interior of the premises showing the areas used for sale of liquor, areas to be designated as restricted or supervised areas and all principal entrances
- a written statement from the owner of the building consenting to the applicant selling liquor from the premises. Note: the consent must be for the same party as detailed in the applicant section of this form
- a Town Planning Certificate for the purposes of the Sale of Liquor Act
- a Building Certificate for the purposes of the Sale of Liquor Act  
*An application form for these certificates is available from the District Licensing Agency of Chatham Islands Council ph (03) 305 0033*
- a current copy of the relevant certificate of title must be included with the application..  
*Copies of certificates can be obtained from the Land Information NZ Office, Mayfair House, 44-52 The Terrace, Wellington*
- public notice – is to be completed and attached for checking prior to being placed on Chatham Islands TV and/or Public Noticeboards
- copies of each General Manager's Certificate for those nominated to manage the premises

***Please note that the applicant must be the party that will be taking the money from the business e.g. the name on the bank account. The application must be signed by one of the following: Applicant if an individual; or all members of the partnership; or the principal director/shareholder of the company; or applicant's Solicitor NOT an Agent.***

***The above information must be included with your application for it to be accepted.***

For further information please contact (03) 305 0033, or  
Secretary of the District Licensing Agency at the Council Office, Tuku Road, Chatham Islands or PO Box 24, Chatham Islands 8942

# Off Licence

[For Premises]



chatham islands council

Section 31, Sale of Liquor Act 1989

To: The Secretary  
District Licensing Agency  
PO Box 24  
Chatham Islands

Application for an Off Licence is made in accordance with the details set out below.  
Please PRINT clearly.

## 1. Details of Applicant

- (a) Full name: [Your full legal name as per your birth certificate and a list of any other names (including maiden names) that you may be known by; or the exact company name as shown on the Certificate of Incorporation]

Address:

Occupation:

Male  Female [if individual]

- (b) Applicant's date of birth: [if individual]

- (c) Postal address for service of documents:

- (d) Daytime contact name:

Phone Number:

Fax Number:

Email address:

- (e) Full name and address of manager or managers to be employed, certificate numbers of managers', expiry date of each certificate, and date of birth for each manager

- (f) Status of applicant [tick appropriate box]

- |                 |                       |                 |                       |  |                       |
|-----------------|-----------------------|-----------------|-----------------------|--|-----------------------|
| Natural Person  | <input type="radio"/> | Private Company | <input type="radio"/> | Public Company   | <input type="radio"/> |
| Licensing Trust | <input type="radio"/> | Partnership     | <input type="radio"/> | Government Department or other instrument of the Crown               | <input type="radio"/> |
| Local Authority | <input type="radio"/> | Trustee         | <input type="radio"/> | Manager under the Protection of Personal and Property Right Act 1988 | <input type="radio"/> |
| Club            | <input type="radio"/> | Body Corporate  | <input type="radio"/> | Board, organisation or other body                                    | <input type="radio"/> |

## 2. Further Details where the Applicant is a Company

- (a) Date of incorporation:

- (b) Full details of each director and the secretary, as follows:  
Name, address, date of birth, place of birth, designation.

- (c) In the case of a private company only, give full details of each person who holds any shares issued by the company as follows:  
Name, address, date of birth, place of birth, designation, face value of shares held. (please continue on a separate sheet if necessary)

- (d) In the case of a **public company** only, give full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company as follows:

Name, address, date of birth, place of birth, designation. (Please continue on separate sheet if necessary)

### 3. Further Details where the Applicant is a Partnership

- (a) Full details of each partner as follows:  
Name, address, date of birth, place of birth.

- (b) Signature of each partner:

### 4. Premises Details

- (a) Address of proposed licensed premises:

- (b) Type of premises (tick appropriate box)

Hotel or Tavern  Club  Premises on which principal business is manufacture or sale of liquor   
Supermarket  Grocery Store  Other: (state)

- (c) Proposed trading name for the premises

- (d) Is the licence sought conditional upon construction or completion of the premises?

Yes  No

(d) Does the applicant own the proposed licensed premises?

Yes

No

If No,

(i) What is the full name and address of the owner?

(ii) What form of tenure and term of tenure will the applicant have?

(e) What part (if any) of the premises does the applicant intend should be designated as:

(i) A supervised area:

(ii) A restricted area:

## 5. Business Details

a) Does the applicant seek the licence in connection with the business of a caterer?

Yes

No

(b) Does the applicant seek the licence in connection with the business of an auctioneer?

Yes

No

(c) Is the sale of liquor intended to be the principal purpose of the business?

Yes

No

If No,

(i) what is intended to be the principal purpose of the business? (be specific)

(ii) what part of Section 36 of the Act is applicable to this application?

For example, are you a Manufacturer of Liquor, a Supermarket, a Grocery Store, a Club or do you have an On-licensed premises such as a Hotel or Tavern?

(d) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale and supply of liquor and food?

Yes

No

If yes, what is the nature of those other goods and services?

(e) On which days and during which hours does the applicant intend to sell liquor under the licence?

(f) Does the applicant intend to provide complimentary samples of liquor on the premises?

Yes

No

## 6. Conditions

(a) What steps does the applicant propose to ensure that the requirements of the Act regarding the sale of liquor to prohibited persons are observed?

(b) Where the principal business is other than the manufacture or sale of liquor, what kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

Please Note:

The New Zealand Police are required by the Sale of Liquor Act to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Agency and the Liquor Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

Dated at Chatham Island this

day of

20

Printed Name

Applicant Signature

Printed Name

Applicant Signature

Printed Name

Applicant Signature

Notes:

1. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application in Public Notice format (attached at back). The notice must be published twice on Chatham Islands TV and/or Public Noticeboards, with not less than 5 days and not more than 10 days between the 2 dates of publication.
2. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that the notice – Display on Premises is attached in 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).

## Public Notice

Sections 31(3), Sale of Liquor Act 1989

1.

has made application to the District Licensing Agency at Chatham Islands for the granting of an Off-Licence in respect of the premises situated at

2.

and known as

3.

The general nature of the business to be conducted under the licence is

4.

The days on which and the hours during which liquor is intended to be sold under the licence are

5.

The application may be inspected during ordinary office hours at the offices of the Chatham Islands District Licensing Agency, Council Office, Tuku Road, Chatham Islands 8942.

Any person who is entitled to object and who wishes to object to the granting of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Agency at PO Box 24, Chatham Island.

6. This is the first / second publication of this notice. The first publication was made on

Key for filling in the public notice.

- 1 Full name, address and occupation of applicant
- 2 Full address of premises (e.g., Wharf Road, Chatham Islands)
- 3 State name of business (e.g., Bruce's Bar)
- 4 (e.g., Restaurant, Hotel, Tavern)
- 5 Days and hours the business intends to operate (e.g., Monday to Sunday 8am to 3am)
- 6 Delete whichever does not apply

# Declaration

[Print Name]

declare that the Notice – Display on Premises has been completed and displayed as per the requirements of the Act as stated below:

Within 10 working days after filing the application with the District Licensing Agency, the applicant must ensure that notice of the application is attached in 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).

Applicant signature (s)

*Section 31(4), Sale of Liquor Act 1989*

has made application to the District Licensing Agency at Chatham Island for the granting of an Off-Licence in respect of premises situated at

and known as

The general nature of the business to be conducted under the licence is

The days on which and the hours during which liquor is intended to be sold under the licence are

The application may be inspected during ordinary office hours at the office of the Chatham Islands District Licensing Agency, Council Office, Tuku Road, Chatham Islands 8942.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of notice of the application on Chatham Islands TV and/or Public Noticeboards in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Agency at PO Box 24, Chatham Islands.

**Key:**

- Full name, address and occupation of applicant;
- Full address of premises;
- Trading name of premises;
- E.g. hotel, tavern, supermarket;
- E.g. Monday to Sunday 7.00am to 3.00am the following day.