



You are required to provide the following:

Use this cover page to assist you in lodging an application for renewal of On, Off, Club or BYO Licence (delete those not applicable)

- 3 COPIES of application and all documentation**
- FEE: [inclusive of GST]**

<i>On, Off or Club</i>	\$776.00
<i>BYO, Caterers or Auctioneers</i>	\$132.00

(NB: Cheques to be made payable to the Chatham Islands Council)

Related Documents:

- If a variation to conditions of the licence is also being sought, a Town Planning Certificate is required. If you are changing the use or altering the premises a Building Certificate is also required. An application form for these certificates pursuant to the Sale of Liquor Act 1989, is available from the District Licensing Agency of Chatham Islands (03) 305 0033.
- a signed Building Evacuation Scheme Declaration – see attached form.
- you must first contact the Fire Service to ensure that the building your premises is in has a current evacuation scheme before completing the Building Evacuation Scheme Declaration. A false declaration will result in the Fire Service opposing the renewal of your licence.
- this application must be received no later than 20 working days prior to the date of expiry. If lodged after this time you must apply for a waiver pursuant to s.111 of the Act. Please note you cannot renew a licence after it has expired - you will need to apply for a new licence.
- public notice – newspaper is to be completed and attached for checking prior to being placed on Chatham Islands TV and/or public noticeboards.

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

Application for Renewal of Licence

[For On, Off or Club or BYO Licence]



chatham islands council

Section 9, Sale of Liquor Act 1989

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

Application for the renewal of an On, Off, Club or BYO Licence (delete those not applicable) is made in accordance with the details set out below. Please PRINT clearly.

1. Details of Applicant

(a) Full name of licence: [name as on top of licence]

(b) Licensee's date of birth: [individual or partnership]

(c) Postal address for service of documents:

(d) Daytime contact name:

Phone Number:

Fax Number:

Email address:

2. Details of Licence

(a) Type of licence:

On Licence

Off Licence

Club Licence

(b) Licence number:

049 /

(c) Date of expiry:

3. Premises Details

This is to be filled in where the licence applies to any premises.

(a) Address of premises:

(b) Premises name:

(c) (If a club licence) Does the club share the premises with any other clubs?

 Yes No

(i) What is the name of the other club?

(ii) What months of the year do the respective clubs use the premises?

4. Details of Conveyance

This is to be filled in where the licence applies to a conveyance.

(a) Type of conveyance:

(b) Address of home base:

(c) Trading or other name:

5. Conditions

(a) Are any changes sought to the present conditions of the licence?

 Yes No

(i) If Yes, what changes are sought?

(ii) What are the full reasons for the changes sought?

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 Public Notice Boards, 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

1. Sections 18(3), 41(3) and 64(3), Sale of Liquor Act 1989

2.

has made application to the District Licensing Agency at Chatham Islands for the renewal and or variation
3. of a On/Off/Club Licence

in respect of the premises situated at

4.

and known as:

5.

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

6.

The days on which and the hours during which liquor is currently sold under the licence are

7.

and the hours that liquor is intended to be sold are

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.

8. 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

Renewal of Licence Building Evacuation Scheme Declaration



chatham islands council

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

[You have to check with the Fire Service that the building your premises is in has a Building Evacuation Scheme before completing this declaration?]

Application for renewal of licence

(on, off or club)

Premises name:

Premises address:

I HEREBY STATE THAT (Tick which option applies)

either:

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21a of the Fire Service Act 1975.

or:

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

or:

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

Dated at Chatham Island this

day of

20

Licensee signature

Print name

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)

Sections 18(4), 41(4), 64(4) Sale of Liquor Act 1989

has made application to the District Licensing Agency at Chatham Island for the granting of an On-Licence (Conveyance) 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 granting 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 on 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.