

## How to apply for your renewal

Follow the instructions below to apply for a renewal of your alcohol licence and their conditions. This application is relevant for the renewal of on, off and club licences.

**Your application must be made twenty (20) working days before the expiry of your licence. Your application will not be accepted unless the application is completed correctly, and all documentation is supplied.**

## What you need to do

- Apply for renewal twenty (20) working days before the expiry of your licence
- Supply a **completed** application form
- Supply all required supporting documents (see 'what to include' and 'what to include – licence specific')
- Calculate and pay the fee (see page 3) – Please note, payment is to be made upon application
- Display the public notice at your premises and place advert in the Kaipara Lifestyler within ten (10) working days of lodging the application

## What to include

Completed application form and relevant sections to your specific licence renewal

Application fee

Detailed A4 sale map of the interior of the premises showing:

- The areas used for the consumption of alcohol (include outdoor areas)
- The areas that are to be designed (restricted, supervised or undesignated)
- The principal entrance
- Layout of the interior of the premises
- **For supermarket and grocery stores;** the single alcohol area where alcohol will be displayed but must be clearly shown
- **For supermarket and grocery stores;** proposed permitted area for the display and promotion of alcohol, and any proposed sub-area
- Proposed permitted area for the display and promotion of alcohol, and any proposed sub-area

Copies of each current manager's certificate for those nominated to manage the premises

Building owner's consent supporting the sale of alcohol and confirmation term of tenure

## Important note

Applications may take up to 8 weeks to process. To ensure the application is processed quickly, please include all requested documents **and application fee** upon application, otherwise there may be delays with your application.

## What to include – licence specific

### Off Licence applications

Social responsibility policy – this is to outline the strategies that your premises will implement as a responsible supplier of alcohol. Please refer to <https://order.healthpromotion.govt.nz/collections/alcohol/> for tips on how to create a host responsibility plan. The plan should cover (but not be limited to):

- Staff training and the refusal of service to prohibited persons; minors and intoxicated people
- Information relating to alcohol promotions
- What security systems will be in place
- Provide evidence of training and resources used

For grocery stores: a statement of 12 months sales figures (verified by an accountant) establishing the range of goods sold (as required by regulation 12 of the Sale and Supply of Alcohol Regulations 2013).

### On Licence applications

A copy of the menu and food registration number

Certificate of partnership agreement if applicable

Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to <https://order.healthpromotion.govt.nz/collections/alcohol/> for tips on how to create a host responsibility plan. The policy should cover (but not be limited to):

- What food will be provided
- What low-alcohol and non-alcohol drinks will be provided
- Managing prohibited persons, minors and intoxicated people
- Information relating to alcohol promotions and alternative transport options
- What security systems will be in place
- Provide evidence of trainings and resources used.

### Club Licence applications

A copy of the menu and food registration number

Certificate of incorporation

Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to <https://order.healthpromotion.govt.nz/collections/alcohol/> for tips on how to create a host responsibility plan. The policy should cover (but not be limited to):

- What food will be provided
- What low-alcohol and non-alcohol drinks will be provided
- Managing prohibited persons, minors and intoxicated people
- Information relating to alcohol promotions and alternative transport options
- What security systems will be in place
- Provide evidence of trainings and resources used.

## How to calculate your fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk-based fee for all alcohol licenses. Use the tables below for your specific licence type to calculate the fees you need to pay when lodging your application. You will need 3 Total Points: 1 Total Points and 2 Total Points are licence type specific; 3 Total Points can be found at the bottom of the page.

### Off licence application fee

| Weight                | Type of Premises                          |
|-----------------------|-------------------------------------------|
| 15                    | Supermarket, grocery store, bottle store  |
| 10                    | Hotel, tavern                             |
| 5                     | Class 1, 2 or 3 club, remote sales, other |
| 2                     | Winery cellar door                        |
| <b>1 Total Points</b> |                                           |

| Weight                | Latest trading hours allowed |
|-----------------------|------------------------------|
| 0                     | 10.00pm or earlier           |
| 3                     | Any time after 10.00pm       |
| <b>2 Total Points</b> |                              |

### On licence application fee

| Weight                | Type of Premises                           |
|-----------------------|--------------------------------------------|
| 15                    | Class 1 restaurant, night club, tavern     |
| 10                    | Class 2 restaurant, hotel, function centre |
| 5                     | Class 3 restaurant, other                  |
| 2                     | BYO restaurant, theatre, cinema, winery    |
| <b>1 Total Points</b> |                                            |

| Weight                | Latest trading hours allowed |
|-----------------------|------------------------------|
| 0                     | 2.00am or earlier            |
| 3                     | Between 2.01am and 3.00am    |
| 5                     | Any time after 3.00am        |
| <b>2 Total Points</b> |                              |

### Club licence application fee

| Weight                | Type of Premises                        |
|-----------------------|-----------------------------------------|
| 15                    | Class 1 club                            |
| 10                    | Class 2 club                            |
| 5                     | Class 3 club                            |
| 2                     | BYO restaurant, theatre, cinema, winery |
| <b>1 Total Points</b> |                                         |

| Weight                | Latest trading hours allowed |
|-----------------------|------------------------------|
| 0                     | 2.00am or earlier            |
| 3                     | Between 2.01am and 3.00am    |
| 5                     | Any time after 3.00am        |
| <b>2 Total Points</b> |                              |

### All licence applications

| Weight                | Licence Type | Number of holdings in the last 18 months |
|-----------------------|--------------|------------------------------------------|
| 0                     | All          | None                                     |
| 10                    | All          | 1                                        |
| 20                    | All          | 2 or more                                |
| <b>3 Total Points</b> |              |                                          |

Add your points together from the above sections to get your weighting

|                       |   |                       |   |                       |   |                        |
|-----------------------|---|-----------------------|---|-----------------------|---|------------------------|
| <b>1 Total Points</b> | + | <b>2 Total Points</b> | + | <b>3 Total Points</b> | = | <b>Total Weighting</b> |
|-----------------------|---|-----------------------|---|-----------------------|---|------------------------|

Using the total of your weighting calculated on the previous page, tick the box below that this weight matches.

| Tick the risk rating that matches the total points |              |             |                               |
|----------------------------------------------------|--------------|-------------|-------------------------------|
|                                                    | Total Points | Risk Rating | Application fee<br>(incl GST) |
|                                                    | 0-2          | Very low    | \$368.00                      |
|                                                    | 3-5          | Low         | \$609.50                      |
|                                                    | 6-15         | Medium      | \$816.50                      |
|                                                    | 16-25        | High        | \$1,023.50                    |
|                                                    | 26+          | Very High   | \$1,207.50                    |

### Payment Options – full payment required on application

You can pay by cash, eftpos or credit card in person at Kaipara District Council offices at:

|                   |    |                          |
|-------------------|----|--------------------------|
| 32 Hokianga Road  | OR | Unit 5                   |
| <b>Dargaville</b> |    | The Hub                  |
|                   |    | 6 Molesworth Drive       |
|                   |    | <b>Mangawhai Village</b> |

Alternatively, you can pay online and email your application to [kdclicensing@kaipara.govt.nz](mailto:kdclicensing@kaipara.govt.nz)

**Direct Credit:** Bank of New Zealand 02-0308-0090743-07  
 Reference the applicants name/Renew Licence/ 1401017;GL

### OFFICE USE ONLY

| Payment                    |                         |                                    |                  |     |               |              |  |
|----------------------------|-------------------------|------------------------------------|------------------|-----|---------------|--------------|--|
| Application fee (incl GST) | Receipt no.             | Receipt amount                     | Payment received |     |               | Cashier name |  |
| \$                         |                         | \$                                 |                  | Yes | No            |              |  |
| Administration             |                         |                                    |                  |     |               |              |  |
| Date application received  | Date application vetted | Date complete application received |                  |     | Administrator |              |  |
|                            |                         |                                    |                  |     |               |              |  |

To the Secretary of Kaipara District Licensing Committee, this application is made in accordance with the details as set out below.

## License details

- |          |                                                                  |                                            |     |      |
|----------|------------------------------------------------------------------|--------------------------------------------|-----|------|
| <b>1</b> | Licence type:                                                    | On                                         | Off | Club |
|          | Licence number:                                                  | Expiry date:                               |     |      |
| <b>2</b> | Working days left before expiry:                                 |                                            |     |      |
|          | Is a waiver necessary for this application?                      | Yes - <i>please complete a waiver form</i> |     | No   |
| <b>3</b> | Is a variation sought to the current conditions of this licence? | Yes – please provide details below         |     | No   |

## Applicant details

- 4** Full legal name of applicant:  
(name to appear on licence)

Contact name: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Postal address for service documents: \_\_\_\_\_

Postcode: \_\_\_\_\_

Status of the applicant/club:      Natural person      Company      Partnership      Club

Other: \_\_\_\_\_

**5** Has the applicant (or any company directors or committee members) been convicted of any offence??      Yes      No

*If yes, what was the nature of the offence, date of conviction and penalty suffered? (exclude convictions for offences against provision of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate Act) 2004 applies)*

| Nature of offence | Date of conviction | Penalty suffered |
|-------------------|--------------------|------------------|
|-------------------|--------------------|------------------|

- 6** What experience and training does the applicant have with operating a licensed premises?  
*Please provide a copy of your training register*

- 7 Are you applying as an individual? Yes – skip to question 10 No – go to question 10
- 8 What is your occupation?
- 9 Date of birth: (dd/mm/yyyy) Place of birth:

## Company details

- 10 Full details of each director/shareholder or partner. If this is a public company, please supply details of each person who holds 20% or more of the shares, or any class of shares issued by the company

| Shareholder/Director/Partner | Shareholder/Director/Partner | Shareholder/Director/Partner |
|------------------------------|------------------------------|------------------------------|
|------------------------------|------------------------------|------------------------------|

Name

Address

Date of birth

Place of birth

Designation

Number of shares

## Premises details

- 11 Address of proposed licensed premises (please include postcode)

Proposed trading name of the premises:

- 12 What form of tenure and term of tenure will the applicant have?

Type of tenure:

Tenure expiry date:

Full legal name of owner:

- 13 What part (if any) of the premises is intended to be designated? *Leave blank if the entire premises are undesignated.*

Restricted area (no one under 18 allowed onsite)

Supervised area (minors only permitted with parents/legal guardians)

- 14 What is the general nature of the business to be conducted by the applicant if the licence is granted? *e.g. hotel, tavern, bottle store, grocery store*

- 15 Is the sale of alcohol intended to be the principal purpose of the business? *If no, what is intended to be the principal purpose of the business?* Yes No

- 16** Will there be the intention to sell any other goods other than alcohol and food or providing services other than those related to alcohol and food? *If yes, what is the nature of those other goods or services?* Yes No

- 17** The days and hours when the premises intend to sell alcohol under the licence:

|                                                                                                                                                                                        |                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Monday</b> <i>hours from</i> <i>to</i><br><b>Tuesday</b> <i>hours from</i> <i>to</i><br><b>Wednesday</b> <i>hours from</i> <i>to</i><br><b>Thursday</b> <i>hours from</i> <i>to</i> | <b>Friday</b> <i>hours from</i> <i>to</i><br><b>Saturday</b> <i>hours from</i> <i>to</i><br><b>Sunday</b> <i>hours from</i> <i>to</i> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

- 18** Manager details – list of all certified managers:

| Name | Date of birth | Certificate number | Certificate expiry |
|------|---------------|--------------------|--------------------|
|------|---------------|--------------------|--------------------|

- 19** What staff training will be provided to ensure compliance with the Act and your drink safe or host responsibility policy? *Please provide a plan of what the training is, who it's provided by and when its planned for or when completed.*

| Training | Provider | Planned/Completed |
|----------|----------|-------------------|
|----------|----------|-------------------|

- 20** Has the applicant or any related businesses appeared before the Regulatory and Licensing Authority for any reason? Yes No

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## Renewal details

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I have completed one of the following sections in relation to my renewal application:

- ☐ **A** Off licence Renewal Section
- ☐ **B** On Licence Renewal Section
- ☐ **C** Club Licence Renewal Section

### Advisory note:

You will need to complete one of the above sections in order to submit a completed application. You only need to complete the section relevant to your renewal application – you do **not** need to complete all three sections.

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## Important Notice

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The New Zealand Police report on all applications and provide information on any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Kaipara District Council in accordance with our privacy statement.

Applicant's full name:

Applicant's signature:

Date:

If you are completing this application for the renewal of your **off licence**, please complete this section.

- |           |                                                                                                                        |     |    |
|-----------|------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>A1</b> | Are you an auctioneer only and intend to be endorsed under section 39 of the Act for auctioneer sales only?            | Yes | No |
| <b>A2</b> | Are you operating as a remote seller only and intend to be endorsed under section 40 of the Act for remote sales only? | Yes | No |

If you are completing this application for the renewal of your **on licence**, please complete this section.

*If your Alfresco Dining Approval is not included in your approved alcohol licensed area, you will vary your current license conditions to include this otherwise, you will **not** be able to serve alcohol in your outdoor dining area.*

- |           |                                                                                                                             |     |    |
|-----------|-----------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>B1</b> | Are you operating as a BYO-only restaurant and intend to be endorsed under section 37 of the Act for a BYO-only restaurant? | Yes | No |
| <b>B2</b> | Are you operating as a caterer only wanting to serve alcohol at events outside of your premises?                            | Yes | No |
| <b>B3</b> | Are you intending to be endorsed under section 38 of the Act to operate as a caterer?                                       | Yes | No |

If you are completing this application for the renewal of your **club licence**, please complete this section.

- C1** What are the other facilities the club will offer to members, other than alcohol and food?

| Type of facility | Frequency offered |
|------------------|-------------------|
|------------------|-------------------|

- |           |                                                                                            |                                          |    |
|-----------|--------------------------------------------------------------------------------------------|------------------------------------------|----|
| <b>C2</b> | Total number of club members:                                                              | Number of members under 18 years of age: |    |
| <b>C3</b> | Does the club share the premises with any other club?                                      | Yes                                      | No |
| <b>C4</b> | Name of the respective club?                                                               |                                          |    |
| <b>C5</b> | When does the respective club use the premises? ( <i>days, times, months of the year</i> ) |                                          |    |
| <b>C6</b> | Club secretary name                                                                        |                                          |    |
|           | Club secretary contact phone                                                               | Club secretary email                     |    |

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## Public Notice

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Once you have lodged your application with Council, you must place a public notice in the Kaipara Lifestyler. The first notice must be published within ten (10) working days of lodging the application with Council. The second notice must be published in the same newspaper, not less than five (5) days not more than ten (10) days after the first (i.e. notify one (1) week apart).

Please select the appropriate form (on/off/club) and forward to the Kaipara Lifestyler.

A full copy of the page(s) in which the newspaper advertisement has been placed, showing the dates the advertisement were placed and the newspaper the notification featured in, must be forwarded to the District Licensing Committee.

All alcohol licence applications will be published on our website and available for viewing for **25 working days**, after publication.

### Section 39 Notices also to be displayed on premises

A copy of an application to which regulations 36, 37, or 38 applies must be displayed:

- (a) On the premises to which it relates, in a place (whether inside or outside the premises) where it can conveniently be read by a person outside the premises.
- (b) For at least ten (10) days after a copy was first published (in accordance with these regulations) in a newspaper or on an internet site.

*This page is to be forwarded to the Kaipara Lifestyler by the applicant.*

## **Public notice of application for renewal of off licence**

### **Section 101, Sale and Supply of Alcohol Act 2012**

Full name of the licence holder:

has made application to the Kaipara District Licensing Committee for the renewal or variation or renewal and variation of an off licence in respect of the premises situated at: *(location)*

and known as

The general nature of the business conducted *(or to be conducted)* under the licence is: *(type of business, e.g. hotel, tavern, bottle store, cellar door, entertainment/nightclub)*

The days on which and the hours during which alcohol is intended to be sold under the licence are: *(specify days and hours)*

The following variation(s) to the conditions of the licence are sought (if applicable):

The application may be inspected during ordinary office hours at Council offices in Mangawhai and Dargaville.

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 publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee, Private Bag 1001, Dargaville 0340.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

This is the (state whether first, second or only) publication of this notice.

(In case of second publication in newspaper(s)). This notice was first published on: (state date)

*A copy from the newspaper, of each notice showing the date of the paper must be sent to the District Licensing Committee.*

*This page is to be forwarded to the Kaipara Lifestyler by the applicant.*

## **Public notice of application for renewal of on licence, BYO on licence or conveyance licence**

### **Section 101, Sale and Supply of Alcohol Act 2012**

Full name of the licence holder:

has made application to the Kaipara District Licensing Committee for the renewal or variation or renewal and variation of an on licence in respect of the premises situated at: *(location)*

and known as

The general nature of the business conducted *(or to be conducted)* under the licence is: *(type of business, e.g. hotel, tavern, bottle store, cellar door, entertainment/nightclub)*

The days on which and the hours during which alcohol is intended to be sold under the licence are: *(specify days and hours)*

The following variation(s) to the conditions of the licence are sought (if applicable):

The application may be inspected during ordinary office hours at Council offices in Mangawhai and Dargaville.

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 publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee, Private Bag 1001, Dargaville 0340.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

This is the (state whether first, second or only) publication of this notice.

(In case of second publication in newspaper(s)). This notice was first published on: (state date)

*A copy from the newspaper, of each notice showing the date of the paper must be sent to the District Licensing Committee.*

*This page is to be forwarded to the Kaipara Lifestyler by the applicant.*

## **Public notice of application for renewal of club licence**

### **Section 101, Sale and Supply of Alcohol Act 2012**

Full name of the licence holder:

has made application to the Kaipara District Licensing Committee for the renewal (variation) of a club licence in respect of the premises situated at: *(location)*

and known as

The general nature of the business conducted under the licence is *(type of club)*:

The days on which and the hours during which alcohol is intended to be sold under the licence are: *(specify days and hours)*

The following variation(s) to the conditions of the licence are sought (if applicable):

The application may be inspected during ordinary office hours at Council offices in Mangawhai and Dargaville.

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 publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee, Private Bag 1001, Dargaville 0340.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

This is the (state whether first, second or only) publication of this notice.

(In case of second publication in newspaper(s)). This notice was first published on: (state date)

*A copy from the newspaper, of each notice showing the date of the paper must be sent to the District Licensing Committee.*

# Public Notice for application of an Off-Licence Renewal and/or Variation

*Pursuant to section 101 of the Sale and Supply of Alcohol Act 2012*

**This notice must be completed and on display at the premises as per section 101(a) of the Act**

Date Publicly Notified

Applicant name:

has made application to the Kaipara District Licensing Committee for the

☐

Renewal

☐

Variation

☐

Renewal and Variation

of an Off Licence in respect to the premises at:

address:

known as:

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

The following variation(s) to the conditions of licence are sought (if applicable):

The days and hours during which alcohol is intended to be sold under the licence are:

☐

**Monday**

hours from

to

☐

**Friday**

hours from

to

☐

**Tuesday**

hours from

to

☐

**Saturday** hours from

to

☐

**Wednesday** hours from

to

☐

**Sunday** hours from

to

☐

**Thursday**

hours from

to

The application may be inspected during ordinary office hours at Council offices in Mangawhai and Dargaville.

Any person who is entitled to object and who wishes to object to the grant of the licence may do so, no later than **25 working days** after the date of the publication of this notice (specified above).

To object to the application, you will need to file this in writing to the Secretary of the District Licensing Committee.

Refer to our [guidance notes for objecting to a licence application](#) on our website.

**No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.**

# Public Notice for application of an On Licence Renewal and/or Variation

*Pursuant to section 101 of the Sale and Supply of Alcohol Act 2012*

**This notice must be completed and on display at the premises as per section 101(a) of the Act**

Date Publicly Notified

Applicant name:

has made application to the Kaipara District Licensing Committee for the

☐

Renewal

☐

Variation

☐

Renewal and Variation

of an On Licence in respect to the premises at:

address:

known as:

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

The following variation(s) to the conditions of licence are sought (if applicable):

The days and hours during which alcohol is intended to be sold under the licence are:

☐

**Monday** hours from to

☐

**Friday** hours from to

☐

**Tuesday** hours from to

☐

**Saturday** hours from to

☐

**Wednesday** hours from to

☐

**Sunday** hours from to

☐

**Thursday** hours from to

The application may be inspected during ordinary office hours at Council offices in Mangawhai and Dargaville.

Any person who is entitled to object and who wishes to object to the grant of the licence may do so, no later than **25 working days** after the date of the publication of this notice (specified above).

To object to the application, you will need to file this in writing to the Secretary of the District Licensing Committee.

Refer to our [guidance notes for objecting to a licence application](#) on our website.

**No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.**

# Public Notice for Club Licence Renewal and/or Variation

*Pursuant to section 101 of the Sale and Supply of Alcohol Act 2012*

**This notice must be completed and on display at the premises as per section 101(a) of the Act**

Date Publicly Notified

Applicant name:

has made application to the Kaipara District Licensing Committee for the

☐

Renewal

☐

Variation

☐

Renewal and Variation

of an Club Licence in respect to the premises at:

address:

known as:

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

The following variation(s) to the conditions of licence are sought (if applicable):

The days and hours during which alcohol is intended to be sold under the licence are:

☐

**Monday**

hours from

to

☐

**Friday**

hours from

to

☐

**Tuesday**

hours from

to

☐

**Saturday**

hours from

to

☐

**Wednesday**

hours from

to

☐

**Sunday**

hours from

to

☐

**Thursday**

hours from

to

The application may be inspected during ordinary office hours at Council offices in Mangawhai and Dargaville.

Any person who is entitled to object and who wishes to object to the grant of the licence may do so, no later than **25 working days** after the date of the publication of this notice (specified above).

To object to the application, you will need to file this in writing to the Secretary of the District Licensing Committee.

Refer to our [guidance notes for objecting to a licence application](#) on our website.

**No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.**

**This declaration is to be completed, signed and returned with your application, even if an evacuation scheme is not required.**

I \_\_\_\_\_ licence applicant for the  
premises known as \_\_\_\_\_  
situated at \_\_\_\_\_  
state: \_\_\_\_\_

The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017

Because of the building's current use, its owners are no required to provide and maintain such a scheme

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

**Note:** for more information about evacuation schemes, fire safety requirements or advice please contact Fire and Emergency NZ via email at: [NorthlandDistrictRRTeam@fireandemergency.nz](mailto:NorthlandDistrictRRTeam@fireandemergency.nz)

Attention: Kaipara Risk Reduction Advisor

Applicant's full name:

Applicant's signature:

Date:

Owner's full name:

Owner's signature:

Date:

## Existing Business Declaration

### Statement of Gross Annual Sales Revenue – Grocery Store

*Section 33(2)(a)(ii) Sale and Supply of Alcohol Act 2012 and Regulation 12 Sale and Supply of Alcohol Regulations 2013.*

For the period to weeks months

**Note:** The 12 month statement period must be for the 12 months before the time at which the application for the renewal of an off-licence for the premises is made. The 12 month period must not end any later than 90 days before the date of the application.

| Category                                   | Sub-category           | Amount (\$) |
|--------------------------------------------|------------------------|-------------|
| Gross sales revenue                        |                        |             |
| GST                                        |                        |             |
| GST exclusive revenue                      |                        |             |
| Excise duty on tobacco products            |                        |             |
| Excise-equivalent duty on tobacco products |                        |             |
| Lotteries Commission revenue               | Lotto                  |             |
|                                            | Keno                   |             |
|                                            | Instant Kiwi           |             |
|                                            | Other (please specify) |             |
| Net sales revenue after deductions         | TOTAL                  |             |

Break down of net sales revenue:

| Category      | Sub-category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Amount (\$) excluding GST | % Total net sales revenue |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
| Food products | <b>Food intended to be used as a component of a home-cooked meal, such as:</b> <ul style="list-style-type: none"> <li>• Cooked chicken</li> <li>• Tinned foods, pasta sauces, soups</li> <li>• Fresh or dried pasta and/or noodles</li> <li>• Baking needs e.g. sugar, eggs, flour</li> <li>• Breakfast cereals</li> <li>• Frozen food products</li> <li>• Dried/preserved goods including fruit</li> <li>• Packets of coffee, tea, milo etc.</li> <li>• Condiments, pickles, relishes and the like</li> <li>• Plain milk of any volume, cream, butter and the like</li> <li>• Full sized cakes</li> </ul> Or any similar food |                           |                           |
|               | <b>Unprocessed raw fruits and vegetables</b> including peeled and sliced products, salads/salad mix                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |                           |
|               | <b>Fresh/frozen meats</b> (beef, poultry, fish etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |                           |

| Category                 | Sub-category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Amount (\$) excluding GST | % Total net sales revenue |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
|                          | <b>Delicatessen items</b> such as: <ul style="list-style-type: none"> <li>• Antipasti</li> <li>• Cold sliced meat</li> <li>• Smoked chicken/fish</li> </ul> Or any similar food                                                                                                                                                                                                                                                                                                                                                                             |                           |                           |
|                          | <b>Unfilled breads, buns or rolls</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                           |                           |
|                          | <b>Beverages (other than alcohol or plain milk)</b> sold individually or in multi-packs with a combined volume of 1 litre or more                                                                                                                                                                                                                                                                                                                                                                                                                           |                           |                           |
|                          | <b>Multi-packs</b> of chips, crisps, sticks and similar food made of potato, corn etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |                           |
|                          | <b>Biscuits, bars, cones, cookies, crackers, wafers</b> or similar items that: <ol style="list-style-type: none"> <li>1. Weigh over 60g; <b>and</b></li> <li>2. Contain more than one individual item</li> </ol>                                                                                                                                                                                                                                                                                                                                            |                           |                           |
|                          | <b>Ice cream over 1 litre</b> including blocks, cakes or similar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |                           |
|                          | Other (please specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |                           |
|                          | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           |                           |
| <b>Convenience foods</b> | <b>Confectionery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |                           |
|                          | <b>Ready-to-eat prepared foods</b> that can be eaten immediately as a meal, part of a meal or as a meal substitute without further preparation (heating, thawing etc.) such as: <ul style="list-style-type: none"> <li>• Sandwiches, rolls, wraps, tacos, etc.</li> <li>• Pizza or similar, in any form</li> <li>• Hot dogs, hot chips, fish and chips, hamburgers or similar</li> <li>• Meat, vegetable or fruit pies and rolls e.g. sausage rolls</li> <li>• Pasties, samosas or similar</li> </ul> Or any similar food                                   |                           |                           |
|                          | <b>Snack food</b> that is usually consumed between meals, can be eaten immediately and is <i>usually</i> sold individually or in small quantities, such as: <ul style="list-style-type: none"> <li>• Potato chips, crisps, sticks or straws, corn chips sold in individual packets of any size</li> <li>• Pretzels or similar</li> <li>• Bacon/pork crackling or similar</li> <li>• Prawn chips or similar</li> <li>• Individual ice creams or ice cream substitute products, ice cream/ice blocks, cakes or similar totalling less than 1 litre</li> </ul> |                           |                           |

| Category             | Sub-category                                                                                                                                                                                                                                                                                                                                                            | Amount (\$) excluding GST | % Total net sales revenue |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
|                      | <ul style="list-style-type: none"> <li>Food that is, or is mostly bars, biscuits, cones, cookies, crackers, wafers or similar items, <i>if</i> weighing less than 60g and sold as individual items</li> <li>Processed or treated nuts or seeds (or mixtures of seeds and nuts) presented in quantities of less than 60g</li> <li>Popcorn</li> </ul> Or any similar food |                           |                           |
|                      | <b>Beverages (other than alcohol or milk)</b> sold in a container with a capacity of 1 litre or less, e.g. cans, small bottles, milkshakes, coffee or similar                                                                                                                                                                                                           |                           |                           |
|                      | Other (please specify)                                                                                                                                                                                                                                                                                                                                                  |                           |                           |
|                      | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                            |                           |                           |
| <b>Alcohol</b>       |                                                                                                                                                                                                                                                                                                                                                                         |                           |                           |
|                      |                                                                                                                                                                                                                                                                                                                                                                         |                           |                           |
| <b>Tobacco</b>       |                                                                                                                                                                                                                                                                                                                                                                         |                           |                           |
|                      |                                                                                                                                                                                                                                                                                                                                                                         |                           |                           |
| <b>Other revenue</b> | <b>All other non-food items sold on the premises</b>                                                                                                                                                                                                                                                                                                                    |                           |                           |
|                      | Sundry items (e.g. cleaning products, foil, gladwrap etc.)                                                                                                                                                                                                                                                                                                              |                           |                           |
|                      | Toiletries, personal hygiene items                                                                                                                                                                                                                                                                                                                                      |                           |                           |
|                      | Hardware items                                                                                                                                                                                                                                                                                                                                                          |                           |                           |
|                      | Newspapers and magazines                                                                                                                                                                                                                                                                                                                                                |                           |                           |
|                      | Stationary                                                                                                                                                                                                                                                                                                                                                              |                           |                           |
|                      | Postage items/stamps                                                                                                                                                                                                                                                                                                                                                    |                           |                           |
|                      | Phone cards                                                                                                                                                                                                                                                                                                                                                             |                           |                           |
|                      | Other (please specify)                                                                                                                                                                                                                                                                                                                                                  |                           |                           |
|                      | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                            |                           |                           |
|                      |                                                                                                                                                                                                                                                                                                                                                                         |                           |                           |
| <b>Grand total</b>   |                                                                                                                                                                                                                                                                                                                                                                         |                           | <b>100%</b>               |

I, \_\_\_\_\_, **Chartered Accountant** [ \_\_\_\_\_ ] verify that this sales revenue statement, including all associated information contained within, for the premises for a period of 12 months, is true and accurate.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chartered Accountant