

How to apply for a new off-licence

Under Section 100 of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to apply for a new off-licence to sell alcohol for consumption off the premises.

Where the words ‘you’ or ‘your’ are used this refers to the person, company or entity that is to be licensed.

What you need to do

To apply for a new off-licence, you need to:

- supply the documents listed in the ‘What to include’ section on this page
- calculate and pay an application fee — **pages 2 and 3**
- answer all the questions in the form that apply to you — **page 5**.

After you apply, you must notify the public of your application following the instructions on **page 13** and the public notice template on **page 14**.

How to submit your application

Choose any one of the following ways to submit your application:

- apply online at **aucklandcouncil.govt.nz/off-licence**
- drop off your application at any of our libraries offering council services, visit **aucklandcouncil.govt.nz/report-problem/visit-us**

If you need help with this form, call **09 301 0101** or visit **aucklandcouncil.govt.nz/off-licence**

What to include (please tick)

You must supply all the documents listed below. We will send your application back if any of these documents are missing.

This completed application form.

A copy of your new planning and building certificate. (Do not include copies of resource consents, building consents, or the building’s warrant of fitness).

A copy of the floor plans clearly outlining the licensed area main entrance and any supervised or restricted areas.

If the premises are a supermarket or grocery store please make sure that the single alcohol area is clearly shown on a scaled plan and include photographs of the area.

A photo of the main entrance.

A copy of your social responsibility policy or similar (not required for remote only sellers).

If the premises are a grocery store, a statement of the projected gross annual sales revenue.

You must also supply any of the documents below that apply to your application.

If you use an alcohol-licensing consultant:

a letter of authorisation for the consultant.

If you are applying in a company name:

a copy of the Certificate of Incorporation.

Check if your area is restricted in opening a business by the Local Alcohol Policy. You can check if you are affected at aucklandcouncil.govt.nz/off-licence

Calculating your fee

You must pay the correct fee to receive your licence and avoid extra charges. To calculate your fee, follow the instructions below or use the fee calculator at aucklandcouncil.govt.nz/off-licence

Step 1: Find your licence and premises type.

Type of off-licensed premises — P	Points
Supermarket, grocery store, bottle store	15
Off-licence in a hotel or tavern	10
Remote only sale premises or premises not otherwise specified	5
Winery cellar doors	2

Step 2: Tick the risk rating that matches your points to find your associated fee.
A higher rating means a higher fee.

Total points	Risk rating	Tick	Annual fee (including GST)
0 – 2	Very low		\$368.00
3 – 5	Low		\$609.50
6 – 15	Medium		\$816.50

Paying your fee

In person

You can pay by eftpos or credit card (MasterCard or Visa) at any of our libraries offering council services, find these at aucklandcouncil.govt.nz/report-problem/visit-us

Online

You can pay online at aucklandcouncil.govt.nz/off-licence

Office use only	Comments
Receipt number	
Receipt amount: \$	
Transaction number	
Date	

You will be charged an annual fee if your application is approved

If your licence application is approved, you must also pay an annual fee before we can issue your licence. We will contact you about this fee.

The table below shows the annual fee for each risk rating. Take a note of the amount or find this information at aucklandcouncil.govt.nz/off-licence

Total points	Risk rating	Annual fee (including GST)
0 – 2	Very low	\$161.00
3 – 5	Low	\$391.00
6 – 15	Medium	\$632.50

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New off-licence application form



Under Section 100 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the District Licensing Committee, this application for a new off-licence is made in accordance with the details set out below.

Tick the location of the premises

☐ Auckland Central ☐ Franklin ☐ Manukau ☐ North Shore
☐ Papakura ☐ Rodney ☐ Waitākere

Applicant details

1. What is the full legal name to go on the licence (individual or organisation)?

2. What is your address?

Postcode:

3. What is your mailing address (if different from above)?

Postcode:

4. What is your email address? Note: we will send you your licence by email.

5. What are your contact details?

Name:

Phone number:

6. How would you like us to contact you?

☐ Phone ☐ Email

7. Are you applying as an individual?

☐ Yes ☐ No (go to question 10)

8. What is your occupation?

9. When and where were you born?

Date of birth:

Place of birth:

Criminal conviction details

10. Have you (the applicant) been convicted of any offences, including driving offences involving alcohol or drugs?

Yes (supply details below)

No (go to question 11)

Attach offence details on a separate sheet of paper if you need more space.

Nature of offence	Conviction date	Sentence

Manager's details

11. Please list all of the people that you have or will appoint as duty managers:

Full name of manager	Certificate number	Expiry date

Applicant status details

12. What is your status?

Private company (go to question 13)

Public company (go to question 20)

Partnership (go to question 25).

If you tick any of the following, go to question 26:

Person 20 years and over

Trustee under the Trust Act 2019

Board, organisation, or other body authorised by an Act other than the Sale and Supply of Alcohol Act 2012 to sell alcohol or hold a licence

Manager under the Protection of Personal and Property Rights Act 1988

Local authority

Licensing or community trust

Government department or other instrument of the Crown

Body corporate.

Private company details

13. What is the name of the company?

14. What date was the company incorporated?

15. Where was the company incorporated?

16. What are the full details of each director and the secretary?

	Name	Address	Date of birth	Place of birth
Director				
Director				
Secretary				

17. How much authorised capital does the company have?

18. How much paid-up capital does the company have?

19. What are the full details of each person who holds any shares issued by the company?

If there are more than three shareholders, attach their name and details separately.

	Name	Address	Date of birth	Place of birth	Designation	Face value of shares held
Person 1						
Person 2						
Person 3						

Public company details

20. What is the name of the company?

21. What date was the company incorporated?

22. Where was the company incorporated?

23. What are the full details of each director and the secretary?

	Name	Address	Date of birth	Place of birth
Director				
Director				
Secretary				

24. What are the full details of each person who holds 20% or more of shares, or of any particular class of shares, issued by the company?

	Name	Address	Date of birth	Place of birth	Designation
Person 1					
Person 2					
Person 3					

Partnership details

25. What are the full details for each partner?

	Name	Address	Date of birth	Place of birth	Signature
Person 1					
Person 2					
Person 3					

Premises details

26. What is the address and trading name of the premises including any internet site used for remote sales?

Postcode:

27. What type of premises is it?
- Auctioneer

Hotel or tavern

Grocery

Bottle store

Supermarket

Uneconomic

Remote only seller

Manufacturer of alcohol

Winery cellar door

Complementary

28. Is the premises under construction?

- Yes
- No

29. Do you (the applicant) own the premises?

- Yes (go to question 32)
- No (go to question 30)

30. What is the full name and address of the owner?

Full name:

Address:

Postcode:

31. What type of lease or similar right to occupy do you have and when does it expire?

Type:

Expiry date:

32. What parts (if any) of the premises do you intend to designate as restricted, supervised or undesignated areas?

Restricted area(s) – for those 18 years or older

Supervised area(s) – where minors must be accompanied by a parent or guardian appointed under the Care of Children Act 2004

Undesignated area(s) – no restriction on minors being present

Business details

33. Is there a current off or on-licence for the premises, for example a licence issued to a previous business owner?

Yes No

34. Is the sale of alcohol the main purpose of the business or of the applicant?

Yes (go to question 36) No (go to question 35)

35. What is the main purpose of the business?

36. Do you sell or supply (or intend to sell or supply) any goods other than alcohol or food?

Yes (supply details of those goods below) No (go to question 37)

37. Do you provide (or intend to provide) any services other than those directly related to the sale or supply of alcohol and food?

Yes (supply details of those services below) No (go to question 38)

38. During which days and hours do you want to be able to sell alcohol?

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Steps you will take to minimise harm from alcohol

The Sale and Supply of Alcohol Act 2012 (the Act) aims to minimise harm from alcohol by managing the way it’s sold, supplied and consumed.

Please answer the following questions thoroughly.

39. What steps will you take to ensure that you observe the requirements of the Act relating to the sale of alcohol to prohibited persons, such as minors and intoxicated people?

40. What other systems (including training) and staff are in place (or to be in place) to make sure you comply with the Act? Please answer in detail.

41. What relevant experience and training does the applicant have in the sale and supply of alcohol?

Fire evacuation statement

42. Which of the following fire evacuation statements applies to you?

If you’re not sure, check with Fire and Emergency New Zealand at onlineservices.fire.org.nz/Home/EvacuationSchemes

The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 75 – 78 of the Fire and Emergency New Zealand Act 2017.

Because of the building’s current use, the owner is not required to provide and maintain an evacuation scheme.

Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation scheme.

Important privacy information

Information contained in your application and any supporting information will be held by Auckland Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the police, the Medical Officer of Health, and the council's licensing inspectors) for the purposes of assessing and reporting on your application, and to the Auckland District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Auckland District Licensing Committee and may appear in the hearing agenda and be used in the committee's decision for your application. Decisions will be made publicly available. The council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the committee's decision on it. This information (which includes the application and all attachments) is made available to the council's licensing inspectors and the police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, duty manager appointments, and the Act. The council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. The Privacy Act 2020 applies to the council and under that Act, you have the right to see and correct personal information that the council holds about you.

Applicant's signature:

On (date):

How to place your public notice

After you lodge your application, you need to notify the public. To do this, you must place your public notice in the following three places:

- on the premises or conveyance
- in a local newspaper
- on the alcohol notices website **alcoholnotices.co.nz**

Placing your public notice on the premises

Within 10 working days of lodging your application, you must place a notice where a person outside the premises can easily read it. The notice must be at least A3 paper size.

Use the Public notice template on **page 14** of this application form.

Placing your public notice in a newspaper and on a website

Within 20 working days of lodging your application, you must also publish your public notice in a local newspaper and online at **alcoholnotices.co.nz**

For a list of local newspapers and instructions to help you place your notice, go to How to place public notices at **aucklandcouncil.govt.nz/off-licence**

Your notice must:

- be published with the correct name of the applicant (e.g. the correct name for the individual or organisation)
- use the same wording as in the template on **page 14** of this application form.

Public notice template — to be placed on site

You must place this notice in A3 size where a person outside the premises can easily read it.

You must display this notice for at least 10 days after a copy is first published online.

Public notice of application for an off-licence

Under Section 101, Sale and Supply of Alcohol Act 2012

Full name of the licence holder (e.g. name of individual or organisation): _____

Address: _____

Postcode: _____

Occupation: _____

has made an application to the District Licensing Committee at Auckland for the issue of an off-licence situated at:

The general nature of the business to be conducted under the licence (type of business, e.g. hotel, tavern, bottle shop, grocery store), and its trading name is:

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

A copy can be requested by emailing **alcohollicensing@aucklandcouncil.govt.nz**

Any person who is entitled to object, and wishes to object to the issue of the licence, may file a notice in writing of their objection. The objection notice must be filed no later than 25 working days after this notice has first been published online.

Any objections must be in relation to matters specified in section 102(4) or 105(1) of the Sale and Supply of Alcohol Act 2012.

Address your objection to: The Secretary of the District Licensing Committee.

Mail to: Private Bag 92300, Victoria Street West, Auckland 1142.

Email to: **alcoholobjections@aucklandcouncil.govt.nz**

This application has been/will be published online on the following date: _____