

How to renew an on-licence

Under Section 127(2) of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to renew an on-licence to sell and supply alcohol for consumption in a premises or conveyance.

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 renew an on-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 to 11.**

After you apply, you must notify the public of your application following the instructions on **page 12** and the Public notice template on **page 13.**

When to apply

You must lodge your application at least 20 working days before your existing licence expires, not counting the day you submit your application or the day that the licence expires.

How to submit your application

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

- apply online at **aucklandcouncil.govt.nz/on-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/on-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.

A copy of your existing licence.

This completed application form.

A copy of the menu for both food and drinks.

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

A photo of the main entrance.

A copy of your host responsibility policy.

A copy of your register of managers, acting managers and temporary managers, appointed in the last 2 years.

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.

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/on-licence

Will you be retaining the same hours and conditions as your current licence and have no enforcement holdings?

Yes (go to step 5)

No

(complete steps 1 to 5 or use the fee calculator at aucklandcouncil.govt.nz/on-licence)

Step 1: Find your premises type and add your points into the box.

Type of on-licensed premises — P	Points
Class 1 restaurant, night club, tavern, adult premises	15
Class 2 restaurant, hotel, function centre	10
Class 3 restaurant, other premises not otherwise specified	5
BYO restaurants, theatres, cinemas, winery cellar doors	2
Enter your premises points — P	
Restaurant classes — definitions Class 1 restaurant: A restaurant with a significant separate bar area which, in the opinion of the council, operates that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables in the bar area. Class 2 restaurant: A restaurant that has a separate bar (which may include a small bar area) but which, in the opinion of the council, does not operate that area in the nature of tavern at any time. Class 3 restaurant: A restaurant that only serves alcohol to the table and does not have a separate bar area.	

Step 2: Find your latest trading time and add your points into the box.

Latest trading time allowed by licence (during 24-hour period from 6am to 6am) — T	Points
2am or earlier	0
Between 2am and 3am	3
Any time after 3am	5
Enter your premises points — T	

Step 3: Find your number of enforcement holdings and add your points into the box.

Number of enforcement holdings in last 18 months — E	Points
None	0
1	10
2 or more	20
Enter your premises points — E	

Step 4: Add your points together to get your total points.

P + T + E = Total points

Step 5: Tick the risk rating that matches your total 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
16 – 25	High		\$1,023.50
26+	Very high		\$1,207.50

Paying your fee

To process your application, we must receive the correct fee. Your fee is not refundable or transferable.

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/on-licence

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

Paying your annual fee — information to note

You will have been already notified that your annual fee is due. You must pay the annual fee within 30 days of the expiry date shown on your licence or your licence will be suspended.

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/on-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
16 – 25	High	\$1,035.00
26+	Very high	\$1,437.50

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Renew an on-licence application form

Under Section 127(2) of the Sale and Supply of Alcohol Act 2012

To the Secretary of the District Licensing Committee, this application to renew an on-licence is made in accordance with the details set out below.

Tick the location of the premises

<input type="checkbox"/> Auckland Central	<input type="checkbox"/> Franklin	<input type="checkbox"/> Manukau	<input type="checkbox"/> North Shore
<input type="checkbox"/> Papakura	<input type="checkbox"/> Rodney	<input type="checkbox"/> Waitākere	

Licence details

1. What is your licence number and expiry date?

Licence number: _____ Expiry date: _____

Application details

2. Will this application be lodged at least 20 working days before the licence expires?

Yes (go to question 4) ☐ No (go to question 3) ☐

3. Why couldn't you lodge this application on time?

Applicant details

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

5. What is your address?

Postcode: _____

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

Postcode: _____

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

8. What are your contact details?

Name: _____

Phone number: _____

9. How would you like us to contact you?

☐ Phone ☐ Email

Criminal conviction details

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

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 your staff that are currently appointed as duty managers.

Full name of manager	Certificate number	Expiry date

Applicant status details

12. What is your status?

Private company

Public company

Partnership

Person 20 years and over

Trustee under the Trusts 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 trust or community trust

Government department or other instrument of the Crown

Body corporate

13. Is this application for a premises or a conveyance?

Premises (go to question 14)

Conveyance (go to question 17)

Premises details

14. What is the address of the premises?

Postcode:

15. What is the trading name of the premises?

16. What parts (if any) of the premises are designated or do you intend to designate as restricted or supervised 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

Conveyance details

17. What type of conveyance is this application for (e.g. bus, train, ferry)?

18. What is the address of the conveyance's home base?

Postcode:

19. What is the conveyance's trading name (if any)?

20. What is the conveyance's registration number (if any)?

Business details

21. What is the general nature of the business you intend to conduct in the premises or conveyance if the licence is granted?

Licensed premises examples: Hotel, tavern, restaurant, entertainment/nightclub, function centre.
Conveyance examples: Transporting passengers by ship, aircraft, rail or coach.

22. Is the sale of alcohol the main purpose of the business?

Yes (go to question 24)

No (go to question 23)

23. What is the main purpose of the business?

24. 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 25)

25. 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 26)

26. Are you a BYO-only restaurant?

Yes (go to question 28)

No (go to question 27)

27. Are you a caterer?

No (go to question 28)

28. Do you wish to change any of the conditions of your current licence including your hours of sale?

Yes (go to question 29)

No (go to question 31)

29. What changes to the conditions of your licence do you wish to make? Any changes to hours can be entered at question 30.

30. On which days and during which hours do you intend to sell alcohol under the licence?

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Fire evacuation statement

31. 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 sections 75 - 78 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.

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 each question thoroughly.

32. What food will you sell or supply at the premises?

33. What non-alcoholic refreshments will you sell and supply at the premises?

34. What low-alcohol beverages will you sell and supply at the premises?

35. Where and how will you make drinking water freely available to patrons free of charge?

At table service on request.

At the bar on request.

At the bar or a side table for self service.

Other by way of self service.

Please specify

36. 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?

37. What steps will you take to provide assistance with, or information about, alternative forms of transport from the licensed premises or conveyance?

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

39. What relevant experience and training do you have?

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 13** of this application form.

Placing your public notice in a newspaper and on a website

Within 10 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/on-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 13** 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 on-licence

Under Section 127(3), 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 renewal of an on-licence in respect of the premises situated at:

The general nature of the business to be conducted under the licence (type of business, e.g. hotel, tavern, restaurant, café, nightclub), 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 of the application 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 131(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: _____