

# How to apply for a new on-licence

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

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

‘Premises’ includes a hotel, tavern, restaurant, entertainment/nightclub, or function centre. Examples of a ‘Conveyance’ include a ship, aircraft, train, or bus for transporting passengers.

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 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 13**.

After you apply, you must notify the public of your application following the instructions on **page 14** and the Public notice template on **page 15**.

### How to submit your application

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

- apply online at **[aucklandcouncil.govt.nz/on-licence](https://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](https://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](https://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.**

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 menu for both food and drinks.

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

A photo of the main entrance.

A copy of your host responsibility policy.

A report that details your target market and says how your purposed business will lessen any risks of negative effect on the local community. Also include any other information you have that may help assess your application.

**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.

If you are applying for any council-owned land, building, or facility:

a copy of the landowners permission for you to apply for an on-licence, in writing. Requests for permission can be made to **CFLeases@aucklandcouncil.govt.nz**

**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**

**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
<b>Enter your premises points — P</b>	
Restaurant classes — definitions <b>Class 1 restaurant:</b> 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. <b>Class 2 restaurant:</b> 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. <b>Class 3 restaurant:</b> 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 2.01am and 3am	3
Any time after 3am	5
<b>Enter your trading time points — T</b>	

**Step 3: Add your points together to get your total points.**

**P**  + **T**  = **Total points**

#### Step 4: 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

##### 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](https://aucklandcouncil.govt.nz/report-problem/visit-us)

##### Online

You can pay online at [aucklandcouncil.govt.nz/on-licence](https://aucklandcouncil.govt.nz/on-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/on-licence](https://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	\$1035.00
26+	Very high	\$1437.50

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# New on-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)?**

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**2. What is your address?**

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Postcode:

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

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Postcode:

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

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**5. What are your contact details?**

Name: 

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Phone number: 

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**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?**

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**9. When and where were you born?**

Date of birth: 

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Place of birth: 

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## 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 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 or community trust

Government department or other instrument of the Crown.

## Private company details

13. What is the name of the company?

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14. What date was the company incorporated?

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15. Where was the company incorporated?

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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?

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

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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						

Now go to question 26.

## Public company details

20. What is the name of the company?

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21. What date was the company incorporated?

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22. Where was the company incorporated?

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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					

Now go to question 26.



## 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					

### 26. Is this application for premises or conveyance?

Premises (go to question 27)

Conveyance (go to question 34)

## Premises details

### 27. What is the address of the premises?

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Postcode:

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### 28. What is the trading name of the premises?

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### 29. Is the premises under construction?

Yes

No

### 30. Do you (the applicant) own the premises?

Yes (go to question 33)

No (go to question 31)

### 31. What is the full name and address of the owner?

Full name:

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Address:

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Postcode:

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

Type:

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Expiry date:

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**33. What parts (if any) of the premises do you intend to designate as restricted, supervised or undesignated areas? (Taverns and hotels must have designated areas)**

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

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

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

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**Conveyance details**

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

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**35. What is the address of the conveyance’s home base?**

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Postcode:

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**36. What is the conveyance’s trading name?**

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**37. What is the registration number of the conveyance?**

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**38. Is the conveyance under construction?**

Yes                      No

**39. Do you (the applicant) own the conveyance?**

Yes (go to question 42)                      No (go to question 40)

**40. What is the full name and address of the owner?**

Full name:

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Address:

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Postcode:

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**41. What kind of lease or similar right to occupy do you have for the conveyance and how long is it for?**

Type:

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Expiry date:

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## Business details

**42. Is there a current on-licence for the premises or conveyance? For example, a licence issued to a previous business owner.**

Yes                                  No

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

Premises examples: hotel, tavern, restaurant, entertainment/nightclub, function centre.  
Conveyance examples: transporting passengers by ship, aircraft, rail or coach.

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**44. Is the sale of alcohol the main purpose of the business?**

Yes (go to question 46)                  No (go to question 45)

**45. What do you intend to be the main purpose of the business?**

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**46. 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 47)

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**47. 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 48)

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**48. Are you a BYO-only restaurant?**

Yes (go to question 50)                  No (go to question 49)

**49. Are you a caterer?**

Yes (go to question 50)                  No (go to question 50)

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

Mon                  Tue                  Wed                  Thu                  Fri                  Sat                  Sun

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## 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.

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

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

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

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

At the table 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

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### 55. 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?

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

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### 57. What other systems (including training) and staff are in place (or to be in place) to make sure you comply with the Act? Have your staff completed Servewise training?

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## 58. What relevant experience and training does the applicant have in managing the sale and consumption of alcohol?

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### Fire evacuation statement

#### 59. 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](https://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 15** 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/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 15** 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 an application for on-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 on-licence in respect of the premises situated at (or the [specify kind of conveyance] known as):

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 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: \_\_\_\_\_