

# Application for Off-Licence or Renewal of Off-Licence



Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

To: The Secretary  
Marlborough District Licensing Committee  
15 Seymour Street  
P O Box 443  
Blenheim 7249

Date Stamp:

Office Use Only:

OFF/\_\_\_\_\_/\_\_\_\_\_

Receipt #

## CHECKLIST

Please provide the following with your application:

- Completed application and documentation (**incomplete applications will not be processed**)
- APPLICATION FEE – (determined by the Fees Regulations, according to the cost/risk rating) see administrator if you need to discuss.
  - Invoice – arranged with administrator
  - Cash/Eftpos  Credit Card (counter only 2.3% fee applies)
  - Internet banking – Pay to Account No. 020600-0202861-02 (use the applicant's name as a reference)
- Scale plan of premises, indicating:
  - Areas for sale and promotion of alcohol
  - Principal entrance/s to the premises
  - Any designated areas (supervised/restricted)
- Certificate of Incorporation (if applicable)
- Host Responsibility Policy e.g. [www.alcohol.org.nz/resources](http://www.alcohol.org.nz/resources)
- Statement of annual sales revenue for grocery store. In accordance with Regulation 12 or 13 (as the case requires) of the Sale & Supply of Alcohol Regulations 2013

Application for *[state whether application is for off-licence or renewal of off-licence]*

**Endorsements** *[state (by type) every endorsement sought or sought to be renewed]*

- Remote Sales only – endorsed under Section 40
- Auctioneers only – endorsed under Section 39
- N/A

## Details of applicant

Full Legal Name or names  
to be on licence *[state]*

Whether licence already held for premises or conveyance concerned *[state]*

Yes

No

If yes, state kind of licence

Applicant Status *[State by reference to section 28 of Sale and Supply of Alcohol Act 2012, the status of the applicant (for example, natural person or persons, body corporate, or Department of State)]:*

For applicant that is a natural  
person or persons, details  
*(for each, state full legal  
name, any aliases, usual  
residential address, sex,  
occupation, date and place  
of birth, any internet site,  
preferred mode of contact);*

For applicant that is a body  
corporate, authority under  
which incorporated *(state)*:

For applicant that is not a  
natural person or persons,  
details of contact person  
*[state name, telephone  
number or numbers, any fax  
number, any internet site,  
preferred mode of contact]:*

Postal address for service:

Business details *[describe  
principal business, any other  
businesses]:*

Criminal convictions [state all criminal convictions (other than 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)]:

For a company (whether incorporated under the Companies Act 1993 or equivalent foreign legislation), full legal names of directors [state]:

For a private company incorporated under the Companies Act 1993 [state authorised capital, paid-up capital and the following]:

Name:

Address:

Date of Birth:

Place of Birth:

Designation:

Face value of shares held:

For a partnership, full legal names and addresses of partners [state]:

## Details of premises

Address *[state]*:

Any name, trading name or name of building *[state]*:

If not owned by applicant:

Tenure *[state whether to be held as leasehold or under tenancy agreement or licence]*:

Full legal name and address of owner *[state]*:

Type *[state whether grocery, hotel, retail shop (other than grocery), or tavern]*

Whether licence conditional on completion of building work *[state]*

Yes

No

If yes state details:

Whether licence conditional on completion of construction work *[state]*:

Yes

No

If yes state details:

## Contact Details for Application

Name:

Phone:

Email:

## Details of managers

For each manager or proposed manager, full legal name, number and expiry date of manager's certificate  
*[state]*

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## Business details

Whether sale of alcohol intended to be principal purpose of business *[state]*:

Yes

No

If "No", intended principal purpose of business *[state]*

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Whether applicant engaged or intending to be engaged in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food *[state]*:

Yes

No

If "Yes", nature of other goods or services *[state]*

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Days and hours proposed for sale of alcohol *[state]*:

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## Conditions

Experience and training of applicant *[state]*

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Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people *[describe]*:

Any other steps the applicant proposes to promote the responsible consumption of alcohol *[describe]*:

Other systems (including training systems) and staff in place (or to be in place) for compliance with the Act eg any security hired, extent of CCTV *[describe]*:

### Further details where applicant is a company

Full details of each person who holds 20% or more of the shares, or of any particular class of shares, issued by the company:

Name:

Address:

Date of birth:

Place of birth

Designation

**Further details where applicant is a partnership** (Full details of each partner as follows:)

Name:

Address:

Date of birth:

Place of birth

Signature of each partner

**Signature of Application**

Signature of applicant

Dated at *[place]*

Date

**Notes**

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

Once you have completed this form, please save it to your computer for your records, then email a copy of the saved document to [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz) or post to Marlborough District Council, PO Box 443, Blenheim 7240.

MARLBOROUGH DISTRICT COUNCIL  
15 SEYMOUR STREET  
PO BOX 443, BLENHEIM 7240  
NEW ZEALAND

TELEPHONE (0064) 3 520 7400  
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EMAIL [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz)  
WEB [www.marlborough.govt.nz](http://www.marlborough.govt.nz)



The Secretary  
Marlborough District Licensing Committee  
PO Box 443  
Blenheim 7240

Dear Sir/Madam

**Premises:** \_\_\_\_\_

- (i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of section 76 of the Fire and Emergency New Zealand 2017 Act.

**OR**

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

Yours faithfully

.....  
Licensee/Manager

**Please complete the above statement and return with your application form.**

If you are not sure which one applies to your licensed premises, please contact Fire and Emergency New Zealand phone 04 496 3600, [www.fireandemergency.nz](http://www.fireandemergency.nz)



# Fire safety, evacuation procedures and evacuation schemes



## Do I need an evacuation procedure or scheme?

Buildings that the public can enter, or that are workplaces, must have an evacuation procedure in place to ensure the safe, prompt and efficient evacuation of everybody in the building, in case of a fire or other emergency. As part of an evacuation procedure, signs must be in place, indicating to people what they should do in an emergency.

In some cases, your building may require a Fire and Emergency approved evacuation scheme which requires more detail, in addition to your evacuation procedure.

### You might need an evacuation scheme if:

- You employ 10 or more people
- Your building can hold more than 100 people
- If you provide accommodation for six or more people (this excludes individual homes)
- If you store hazardous substances
- If you provide specialist care.

Find out whether your building requires an approved evacuation scheme, and information about how to apply for one at <https://onlineservices.fire.org.nz/>

## Developing your evacuation procedure

You must consider the layout of your building, its use and the people in it. For example, if people sleep in your building, in order for your procedures to be safe you need to consider how occupants will be alerted to a fire, such as being alerted by smoke alarms sounding. You must also be able to ensure that everyone can safely evacuate the building, including those people who may require assistance. There are independent evacuation consultants available who can help you with this that can be found online via the [Fire Protection Association NZ](#).

## What happens if I do not have an evacuation procedure or approved evacuation scheme?

Not having an evacuation procedure in place for your building, or an approved evacuation scheme if required, can result in:

- Your occupants not being able to safely evacuate in the event of a fire.
- Your business' ability to trade being affected.
- Your business' ability to obtain a permit or licence from a licensing regime, such as a liquor licence, being jeopardised.
- A legal penalty or offence.

## What else do I need to do?

All building owners also have a responsibility to ensure your building is safe in the event of a fire. This includes:

- Ensuring stairwells, passageways and exits from your building are free from obstacles and unlocked in case they are required in an emergency
- Maintaining appliances and managing open flames
- Taking care when packing or unpacking goods with flammable material
- Carefully storing certain materials and waste
- Ensuring that fire-fighting equipment is properly maintained.

Make sure to review your evacuation procedures, employee training and signage regularly to help ensure they are still effective.

For further information and support, visit [www.fireandemergency.nz/business-and-landlords/](http://www.fireandemergency.nz/business-and-landlords/)