

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

**Form 3 - Section 100 and 127 (2) - Sale and Supply of Alcohol Act 2012**

To: The Secretary  
Marlborough District Licensing Committee  
15 Seymour Street  
PO Box 443  
Blenheim 7240

Date Stamp:

Office Use Only:

ON \_\_\_\_\_ / \_\_\_\_\_

Receipt #

Surname:

## 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.
  - ☐ Cash / Eftpos
  - ☐ Internet Banking – Pay to Account No. 02 0600 0202861 02  
(use applicants name as reference)

**Date Paid** \_\_\_\_\_

- ☐ Scale plan of premises, indicating:
  - Interior and exterior areas for sale, supply and consumption of alcohol
  - Principal entrance/s to the premises
  - Any designated areas (supervised/restricted)
- ☐ Food menu/s (lunch/dinner/snack/bar)
- ☐ Certificate of Incorporation (if applicable)
- ☐ Host Responsibility Policy e.g. [www.alcohol.org.nz/resources](http://www.alcohol.org.nz/resources)
- ☐ Any lease agreement for occupation of public land e.g. outdoor dining

Application for *(state whether application is for on-licence or renewal of on-licence)*

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## Endorsements *(state, by type, every endorsement sought or sought to be renewed)*

- ☐ BYO only – endorsed under Section 37 for BYO restaurant
- ☐ Caterers – endorsed under Section 38 as business of a caterer
- ☐ N/A

## Details of Applicant

Full Legal Name or names to be on licence:

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Whether licence already held for concerned: ☐ Yes ☐ No

If yes, state kind of licence: 

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## 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)*:

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For applicant that is a body corporate, authority under which incorporated:

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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)*:

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Postal address for service:

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Business details (*describe principal business, any other businesses*):

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*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):*

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

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For a private company incorporated under the Companies Act 1993 (state authorized capital, paid-up capital and the following):

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held: \_\_\_\_\_

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

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## Contact Details for Application *(if not a conveyance)*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Details of Premises

Address:

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Any name, trading name or name of building:

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If not owned by applicant – tenure *(state where to be held as leasehold, or under tenancy agreement or licence)*:

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Full legal name and address of owner:

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Whether licence conditional on completion of building work:

☐ Yes      ☐ No

If yes state details:

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## Details of Conveyance

Kind (e.g. ship, railway, carriage, bus etc.): \_\_\_\_\_

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Tenure (state whether owned by applicant or to be operated under charter, lease or licence):

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If not owned by applicant, full legal name of and address of owner: \_\_\_\_\_

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Any registration number: \_\_\_\_\_

Any home base address: \_\_\_\_\_

Any name used or proposed for conveyance: \_\_\_\_\_

Whether licence conditional on completion of construction work: ☐ Yes ☐ No

If yes state details:

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## Details of Managers

For each manager or proposed manager, full legal name, number and expiry date of manager's certificate:

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## Business Details

General nature of the business to be conducted by applicant in the premises if licence granted (for example, hotel, tavern, restaurant, entertainment/nightclub):

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Whether sale of alcohol intended to be principal purpose of business:

☐ Yes ☐ No

If no, intended principal purpose of business: \_\_\_\_\_

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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:

☐ Yes ☐ No

If yes, nature of other goods or services principal purpose of business:

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Days and hours proposed for sale of alcohol: \_\_\_\_\_

In the case only of a BYO restaurant, whether applicant wishes to have licence endorsed under Section 37 of the Act:

☐ Yes    ☐ No

## Conditions

Experience and training of applicant:

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Food intended to be available for purchase (*describe type and range or attach all menus*):

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Non-alcoholic beverages intended to be available for purchase (*describe type and range*):

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Low-alcoholic beverages intended to be available for purchase (*describe type and range, state if you require an exemption because you manufacture and sell only your own alcoholic beverages and do not manufacture a low <2.5% alcohol beverage*):

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To what extent, and where, drinking water is intended to be freely available to patrons (*describe*):

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If no access to mains water supply, potability of water intended to be available (*describe*):

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Steps intended to be taken to provide help with and information about transport options from the premises (*describe type and range*):

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

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Any other steps the applicant proposes to promote the responsible consumption of alcohol (*describe*):

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

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### **Further Details where Applicant is a Company**

Full details of each person who holds 20% or more of the shares, or any other 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 applicant: \_\_\_\_\_

Dated at (*place*): \_\_\_\_\_

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

☐

I confirm that the above information is true and correct.

### 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





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/](https://www.fireandemergency.nz/business-and-landlords/)