

# Clutha District Council

Fee \$793.24

## APPLICATION FOR OFF-LICENCE

(For Premises)  
Section 31, Sale of Liquor Act 1989

The Secretary  
District Licensing Agency  
PO Box 25  
BALCLUTHA 9240

Application for an Off-Licence is made in accordance with the details set out below.

### 1. DETAILS OF APPLICANT(S)

a) Full Name: \_\_\_\_\_

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

Occupation: \_\_\_\_\_

b) Address for \_\_\_\_\_

Service of Documents: \_\_\_\_\_

c) Daytime Contact Name: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_

d) Full Name & Address of Manager(s) & Managers Certificate numbers:

\_\_\_\_\_  
\_\_\_\_\_

e) Status of Applicant (*Tick Appropriate Box*)

Natural Person

Private Company

Public Company

Partnership

Government Dept.  
or other instrument  
of Crown

Club

Trustee

Licensing Trust

Local Authority

Other

 \_\_\_\_\_

**2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY**

a) Date of Incorporation: \_\_\_\_\_

b) Place of Incorporation: \_\_\_\_\_

c) Full Details of each Director, and the secretary, as follows:

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

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

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

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

d) *(In the case only of a private company)*

Authorised Capital  Paid-up Capital

e) *(In the case only of a private company)* Full details of each person who holds any shares issued by the company:

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

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

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

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

Face Value of Shares Held: \_\_\_\_\_

f) *(In the case only of a public company)* Full details of each person who holds 20 percent 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: \_\_\_\_\_

**3. FURTHER DETAILS WHERE APPLICANT IS A PARTNERSHIP**

a) Full details of each partner as follows:

| Name | Address | Date of Birth | Place of Birth |
|------|---------|---------------|----------------|
|------|---------|---------------|----------------|

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Signature of each partner: \_\_\_\_\_

\_\_\_\_\_

**4. PREMISES DETAILS**

a) Address of proposed licensed premises: \_\_\_\_\_

b) Type of premises (*Tick appropriate box*)

|                          |                          |   |
|--------------------------|--------------------------|---|
| Hotel or Tavern          | Club                     | Premises on which principal business is Manufacture or sale of liquor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |
| Supermarket              | Grocery Store            | Other   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  |

c) Proposed trading name for premises (if any): \_\_\_\_\_

d) Is a licence sought conditional upon construction or completion of the premises? Yes/No

e) Does the applicant own the proposed licensed premises? Yes/No  
If No -

(i) What is the full name and address of the owner? \_\_\_\_\_

(ii) What form of tenure of the premises will the applicant have (including term of tenure)?  
\_\_\_\_\_

f) What part (if any) of the premises does the applicant intend should be designated as

(i) A restricted area: \_\_\_\_\_

(ii) A supervised area: \_\_\_\_\_

**5. BUSINESS DETAILS**

a) Does the applicant seek the licence in connection with the business of a caterer? Yes/No

b) Does the applicant seek the licence in connection with the business of an auctioneer? Yes/No

c) Is the sale of liquor intended to be the principal purpose of the business? Yes/No

If No –  
What is intended to be the principal purpose of the business: \_\_\_\_\_

d) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food? Yes/No

What is the nature of those other goods or services? \_\_\_\_\_

e) On which days and during which hours does the applicant intend to sell liquor under the licence?

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f) Does the applicant intend to provide complimentary samples of liquor on the premises? Yes/No

**6 . CONDITIONS**

a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

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b) *(Where the principal business is other than the manufacture or sale of liquor)*  
What kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

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Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

**NOTES**

1. In respect of the status of the applicant, see Section 30 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 5(3) of the Sale of Liquor Regulations 1990.
3. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application in form 1. The notice must be published twice in the a newspaper circulating in the district, with not less than 5 days and not more than 10 days between the 2 dates of publication.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).