



Clutha District Council

Fee \$793.24

APPLICATION FOR RENEWAL OF LICENCE

*(On-Licence, Off -Licence or Club Licence)
(Sections 18, 41 and 64 Sale of Liquor Act 1989)*

The Secretary
District Licensing Agency
PO Box 25
BALCLUTHA 9240

Application for the renewal of a licence is made in accordance with the details set out below.

1) DETAILS OF LICENSEE

Full Name:- _____

Postal Address for service of documents:- _____

Daytime Contact Name & Phone Number:- _____

Has the Licensee (including trustees, directors or major shareholders) been convicted of any offence since the licence was last issued or reviewed? Yes No

If yes, give details _____

2) DETAILS OF MANAGER

Full names and addresses of all managers currently employed, and certificate numbers of manager's certificates: _____

3) DETAILS OF LICENCE

Type of Licence (*tick appropriate box*)

On Licence Off Licence Club Licence

Licence Number:- _____ Expiry Date:- _____

4) DETAILS OF PREMISES (*To be included only where the licence applies to any premises*)

Address:- _____

Trading or Other Name (*If any*):- _____

(If a club licence) Does the club share the premises with any other club? Yes No

If Yes –
What is the name of the other club? _____

What months of the year do the respective clubs use the premises? _____

5) DETAILS OF CONVEYANCE (To be included only where the licence applies to any conveyance)

Type of Conveyance:- _____

Address of Home Base (If any):- _____

Principal Route Travelled (If any):- _____

Trading or Other Name (If any):- _____

5) FIRE EVACUATION SCHEME STATEMENT

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975;

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

6) CONDITIONS

Are any changes sought to the present conditions of the Licence? Yes/No

If yes, what changes are sought? _____

What are the full reasons for the changes sought? _____

Dated at _____ this _____ day of _____ 20____

Signature of Applicant:- _____

NOTES

1. This form should be used in respect of on-licences, off-licences, and club licences. Special Licences are not renewable.
2. This application should be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. In no case may the application be filed after the licence has expired.
3. For the matters that are to accompany this application, see regulation 18(2) of the Sale of Liquor Regulations 1990.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in form 1. The notice must be published twice in a newspaper circulating throughout the district, with not less than 5 days and not more than 10 days between the two dates of publication.
5. 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).