



"HELPING YOU SELL LIQUOR SAFELY"

Application for variation or cancellation of licence conditions



The Secretary
Hastings District Licensing Committee
Private Bag 9002
HASTINGS 4156
Phone: 06 871 5000
Fax: 06 871 5115

TRIM Ref: REG-35-13-85



ITEMS TO ACCOMPANY THIS APPLICATION

Please ensure the following documents accompany the application		Tick where provided
1.	The application form. Please note only completed application forms will be accepted.	<input type="checkbox"/>
2.	Where the application involves a redefinition of licensed area, a scale plan showing – <ul style="list-style-type: none"> a) Those parts of the premises that are used for the sale or supply of liquor; and b) Those parts of the premises (if any) that the applicant intends should be designated as restricted or supervised areas; and c) Each entrance to the premises that is to be designated as a principal entrance d) Details of the seating arrangements. 	<input type="checkbox"/>
3.	This form must be accompanied by the prescribed fee. Please contact the Liquor Licensing Inspector who will advise you on how much the application fee is. <u>How is the fee determined?</u> The fee is determined by the fee category assigned by Council (the criteria are set out in the Sale and Supply of Alcohol (Fees) Regulations 2013). The fee category is based on the type of licensed premises, latest alcohol sales time and the number of enforcements in the last 18 months.	<input type="checkbox"/>

MATTERS TO BE COMPLETED FOLLOWING FILING OF THE APPLICATION

4.	<p><u>Public notice in newspaper</u></p> <p>Within 20 working days after being contacted by the Liquor Licensing Inspector the applicant is required to give public notice of the application as indicated in the Public Notice Notes 1, 2, 3 and 5 (enclosed with this application).</p>
5.	<p><u>On site notification</u></p> <p>Within 10 working days after being contacted by the Liquor Licensing Inspector, the applicant is required to display a public notice as is indicated in the Public Notice Notes 4 and 5.</p>
6.	After lodgement of the application, the two newspapers containing the Public Notices must be forwarded to the Liquor Licensing Inspector at Hastings District Council.

APPLICATION FOR VARIATION OR CANCELLATION LICENCE CONDITIONS OF LICENCE

Sections 280 and 283, Sale and Supply of Alcohol Act 2012
Form 14

To the Secretary
Hastings District Licensing Committee

Application for the variation or cancellation of the conditions of a licence is made in accordance with the details set out below.

Details of licensee

Full Legal Name:.....

State postal address for service of documents:

.....
.....

Daytime contact name and telephone number:

Contact Name:..... Telephone Phone No:

Details of licence

Type of licence (*tick appropriate box*):

On-licence Off-licence Club licence

Number:

Details of premises

(To be included only where the licence applies to any premises that are not a conveyance)

Address:.....

Trading or other name (if any):

Details of conveyance

(To be included only where the licence applies to any conveyance)

Type of conveyance:

Address of home base (if any):.....

Trading or other name (if any):

Conditions

(To be filled in for each condition to which the application relates)

State terms of condition at present:

.....
.....

Action sought (*tick appropriate box*)

Variation

Cancellation

If variation, state in what respect does the applicant seek to vary the condition?

.....
.....

State full reasons for variation or cancellation:

.....
.....

Dated at _____ this _____ day of _____ 20

Signed: _____
(Applicant)

PUBLIC NOTICE NOTES

Important Note - Please advertise correctly - Mistakes may result in the need to readvertise

1. **Two** Public Notices are to be advertised in a nominated newspaper. The **First** Notice must be published -
 - a) **Within 20 working days After being contacted by the Liquor Licensing Inspector**
2. The Public Notices must be **at least 5 days apart** but not more than 10 days. Recommended Second Notice is published on the same day of the following week.
3. Following publications, the **page containing the notice** must be brought in to the Hastings District Council.
4. 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).
5. The Public Notice must be in the form as shown overleaf (form 7) with reference to the following notes:

- A. Insert the full name, address and occupation of the Licensee, which shall be the same as on the application form. The **Licensee** is the person, partners, company, club or group that receives the profit from the sale of liquor, and the public notice **must be in that Name**.

Company Application - The Companies Act requires: "If, within the period of 12 months immediately preceding this application, the name of the Company has changed, the Company must ensure that the public notice required for this application states:

- (I) That the name of the Company was changed in that period;
 - (II) The former name or names of the Company".
- B. Insert the type of premises - Hotel, Tavern, Restaurant, Bistro Bar, Nightclub, Entertainment and Function Centre, Wine Bar, Bottle Store, Wine Shop, Supermarket, Grocery Store, Gift Shop, etc.
 - C. Insert the full range of your trading hours – e.g.

Monday to Saturday, 7.00 am to 1.00 am the following day.
Sunday 9.00 am to 12 midnight

Hotels should include if desired:

At any time on any day to persons for the time being living on the premises whether as a lodger or employee.

SALE AND SUPPLY OF ALCOHOL ACT 2012

Form 7

Section 101, Sale and Supply of Alcohol Act 2012

[*Full name, address, and occupation of applicant*] has made application to the District Licensing Committee at Hastings for the variation of conditions of [*state kind of licence i.e. on-licence, off-licence, club licence*] in respect of the premises situated at [*address*] (or the [*specify kind of conveyance*] known as [*specify*]).

The general nature of the business conducted (or to be conducted) under the licence is [*type of business, for example, hotel, tavern, restaurant, entertainment/night club*].

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are [*specify days and hours*].

The application may be inspected during ordinary office hours at the office of the Hastings District Licensing Committee at Lyndon Road East, Hastings.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the Hastings District Licensing Committee at Private Bag 9002, Hastings 4156.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

(*In case of publication in newspaper(s)*) This is the [*state whether first, second, or only*] publication of this notice.

(*In case of second publication in newspaper(s)*) This notice was first published on [*state date*].