**Public notice of application for renewal of an off-licence - It is your responsibility to do this**

1. The completed public notice template (below) is to be displayed in a conspicuous place on or adjacent to the site to which the application relates within 10 working days of filing your application.

2. The completed public notice template must also be sent to either Hawke’s Bay Today or Hastings Mail and published twice, at least 5 days apart and no more than 10 days after its first publication. **NOTE:** If the premises are in the low or very low risk fees category, only one newspaper notification is required.

3. If a variation of licence conditions is sought, full details of the proposed changes must be shown in the public notice.

4. Once published, copies of the public notice should be forwarded to the Secretary of the Hastings District Licensing Committee.

**Public notice template**

**Section 127(3), Sale and Supply of Alcohol Act 2012**

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| Full company name (or partnership or other legal entity) that holds the licence: |
|  |
| has made application to the District Licensing Committee at Hastings District Council for the renewal (and variation if applicable) of an off-licence in respect of the premises situated at (address): |
|  |
| Known as (trade name): |
|  |
| The general nature of the business conducted (or to be conducted) under the licence is (type of business e.g. hotel, tavern, bottle store, cellar door, supermarket, grocery store): |
|  |
| The days on which, and the hours during which alcohol is sold under the licence are (specify days and hours – if a variation is sought, both the old and new hours must be shown.) |
|  |
| 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 the first notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Hastings District Council, Private Bag 9002, Hastings 4156.  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.  This is the **first / second / only** publication of this notice. This notice was first published on: |
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