



APPLICATION FOR OFF LICENCE

Incomplete applications will not be processed

The application must be accompanied by the correct fee (see page 2).

When a licence has been granted, it will not be issued until the annual fee has been paid.

The District Licensing Committee (DLC) will notify the public of this application via the Dunedin City Council website and the Otago Daily Times (the advertising cost is included in the application fee). The contact person will be emailed a copy of the public notice to be displayed on the premises.

Please use separate pages to provide extra information where necessary.

If you have any questions while completing this form, please contact Dunedin DLC staff on 03 474 3481 or email dla@dcc.govt.nz.

Please read and complete the following checklist before submitting the application

Written statement from the owner of the building or property giving you approval to sell alcohol from the premises. An email is acceptable, this can be sent to dla@dcc.govt.nz with the name of the premises and applicant included as a reference.

If a body corporate: certificate of incorporation (or equivalent document)

Planning and building certificates

Supermarkets or grocery stores must provide a scale floor plan showing the areas where alcohol will be displayed and promoted

All other premise types must provide a scale floor plan of the premises showing the principal entrance and the areas where alcohol is to be sold, with an indication of which areas are to be:

- undesignated – anyone of any age allowed
- supervised – minors must be with their parent/guardian
- restricted – R18.

Map showing location of 'sensitive' locations, e.g. schools, early childhood facilities, hospitals and churches

A risk mitigation plan detailing how you will ensure impact upon the community will be minimised, e.g. control of noise and litter, parking and dispersal of patrons

Copy of host responsibility policy

If the application is for a grocery store, you will also need to complete a statement of projected annual sales revenue declaration and have it verified by a chartered accountant

Letter of authorisation if a consultant is completing this form on your behalf

Calculate your application fee

Select your premises type:

Type of premises	Points
Supermarket, grocery store, bottle store	15
Off-licence in a hotel or tavern	10
Remote sale premises or premises not otherwise specified	5
Winery cellar doors	2
Premises points	

Select the latest time you intend to sell alcohol:

Latest alcohol sales time	Points
10pm or earlier	0
After 10.01pm	3
Trading hours points	

Add the premises points to the trading hours points to get your total points =

Use the table below to work out the fee payable:

Total points	Risk rating	Application fee (GST Inc)	Annual fee (GST Inc)	Total fee required
0-2	Very low	\$368.00	\$161.00	\$529.00
3-5	Low	\$609.50	\$391.00	\$1000.50
6-15	Medium	\$816.50	\$632.50	\$1449.00
16-25	High	\$1,023.50	\$1,035.00	\$2058.50
26 plus	Very high	\$1,207.50	\$1,437.50	\$2645.00

APPLICATION FOR OFF LICENCE

Section 100 of the Sale and Supply of Alcohol Act 2012

To the Secretary, Dunedin District Licensing Committee

Application for an off licence is made in accordance with the particulars set out below:

Endorsements (tick if applicable)

Auctioneer – s39

Remote (internet) seller – s40

Contact person

Name:

Phone:

Email:

Postal address for service:

Postcode:

Applicant details

Applicant status *please select from the below options*

Individual

Partnership

Body corporate

Public company

Private company

Club

Trustee

Local authority

Licensing trust

Government department or
other instrument of the Crown

Manager under the Protection of
Personal Property Rights Act 1988

Board, organisation or other body

Legal name/s of the person/s or organisation that will receive any proceeds from alcohol sales.

Full legal name:

Any other names you may be known by:

Address:

Postcode:

Occupation:

Phone:

Email:

(If an individual)

Date of birth:

Place of birth:

Gender:

Postal address for documents:

Postcode:

Is this your principal business? Yes No

Please state any other businesses:

Further details where the applicant is a company or an incorporated society

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

Where the applicant is a **private company**, give full details of each person who holds any shares issued by the company as follows: full name, address, date of birth, place of birth, designation in company and percentage of shares held.

Please also provide:

Authorised capital:

Paid up capital:

Where the applicant is a **public company**, give full details of each person who holds 20% or more of the shares, or any particular class of shares, issued by the company, as follows: full name, address, date of birth, place of birth, designation in company.

Further details where the applicant is a partnership

Full details of each partner as follows: full legal name, address, date of birth, place of birth.

Signature of each partner:

If a body corporate, please state the authority under which you are incorporated, e.g. Companies Act 1993, Incorporated Societies Act 1908, Charitable Trusts Act 1957.

Criminal convictions

Please state all criminal convictions against any applicants including Directors or Shareholders (except convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies).

Full Name	Conviction	Date of conviction
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(Use a separate sheet if necessary)

Details of premises

Proposed trading name:

Current trading name (if applicable):

Name of the building (if applicable):

Address of the premises:

Postcode:

Does the applicant own the premises? Yes No

If "no", please provide the full legal name and address of the owner:

A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to dla@dcc.govt.nz with the name of the premises and applicant included as a reference.

What type of lease does the applicant have and when does it expire?

Is the licence conditional on completion of building work? Yes No

If yes, please provide details:

Does the building have a current building warrant of fitness (BWOFF)? Yes No

What is the maximum occupancy of your entire premises including outside areas?

Please describe in detail the number and nature of the toilet arrangements, e.g. number of male and female toilets, number of urinals, unisex facilities and accessible facilities:

Fire Evacuation Declaration – Fire and Emergency Act 2017

Which of the following fire evacuation statements applies to you?

If unsure, check with Fire and Emergency New Zealand

The owner of the building in which the premises is situated provides and maintains an evacuation scheme as required by section 76 Fire and Emergency Act 2017

Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme

Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation

Signed:

Date:

Business details

Is there a current alcohol licence for the premises? Yes No

Type: On Off Club

Licence number:

Expiry:

What is the general nature of the business to be conducted under the licence?

Tavern Grocery Supermarket Hotel Bottle Store

Other (specify)

Please select which days, and during which hours, you wish to be licensed to sell alcohol:

Day	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Start time							
End time							

Is the sale of alcohol intended to be the principal purpose of the business ? Yes No

If not, what is the principal purpose of the business?

Does the applicant supply or sell, or intend to supply or sell, any goods other than alcohol and food?

Yes No If yes, provide details:

Does the applicant provide, or intend to provide, any services other than those related to the sale or supply of alcohol or food?

Yes No If yes, provide details:

What designation(s) are required for the premises?

Undesignated (people of any age are permitted)

Supervised (people under 18 years must be accompanied by a parent or legal guardian)

Restricted (people under 18 years not permitted)

If different designations are required for different areas, please describe:

Manager details

Provide the below details for each manager or proposed manager.

Full name	Date of birth	Manager's certificate number	Expiry date
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Conditions

1. What experience and training does the applicant have in relation to premises licensed to sell and/or supply alcohol?

2. What steps will be taken to prevent the sale and supply of alcohol to prohibited people (minors and intoxicated people)?

3. What other steps will the applicant take to promote the responsible consumption of alcohol?

4. How does the applicant intend to staff the premises to ensure compliance with the Act?

Please provide the number of staff and their experience.

5. How will the applicant train staff to ensure compliance with the Act?

Signed:

Date:

Place:

Privacy statement

The information you provide in this application, and any supporting documents, will be used by the Dunedin City Council to process your application under the Sale and Supply of Alcohol Act 2012. The information will be shared with the Dunedin District Licensing Committee (DLC), Dunedin District Licensing Inspectors, Police and the Medical Officer of Health as part of the approval process. If required, the information may form part of a public hearing before the DLC and may be used in any subsequent decision relating to your application. The decision will be publicly available.

If your application is publicly advertised, the associated information will be publicly available.

The DCC is required to keep a statutory register of all alcohol licence applications and anyone can request a copy of that information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at privacy@dcc.govt.nz or 03 477 4000.