

Checklist

Variation or Cancellation of Conditions

Sale and Supply of Alcohol Act 2012



The following must be included in your application or it will be returned

Please tick when completed:

- Completed application form
- The prescribed fee
- Public Notices (*attached - to be checked before you place it in the newspaper and display it on the premises*)

- *The applicant must be the person or entity that will take any money from the sale of alcohol.*
- *Additional information may be requested during the processing period.*
- *Applications take a minimum of 6-8 weeks to process.*

Fees

Applications and Annual Fees are set by a cost/risk framework under the Sale and Supply of Alcohol (Fees) Regulations 2013. Information about the fee framework is available on your local council's website. Fees include GST and are non-refundable.

If it is determined that your fee category should be changed, any additional fee must be paid before the licence is issued.

Fee category	Application fee
Very low	\$368
Low	\$609.50
Medium	\$816.50
High	\$1023.50
Very High	\$1207.50

Office Use Only

Risk category: Fee: Payment received: / /

Public notices checked: / / Initial:

Application

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To: The Secretary
District Licensing Committee

(Please tick one)

- Carterton
- Masterton
- South Wairarapa

NCS No. _____

1 Licensee Details

Full Name

Telephone Mobile

Email

Postal address

2 Licence Details

Type of licence On-licence / number _____

Off-licence / number _____

Club licence / number _____

3 Premises Details (not a conveyance)

Trading (or other) Name

Address

4 Conveyance Details

Type of conveyance (bus, ship etc.)

Trading (or other) Name

Home base address

5 Conditions and Requested Actions

Fill in a section for **each condition** the application relates to (*attach a separate sheet if necessary*):

a) Current condition to be changed:

Action sought: Cancellation Variation

How do you want to vary the condition?

Full reasons for the cancellation or variation:

b) Current condition to be changed:

Action sought: Cancellation Variation

How do you want to vary the condition?

Full reasons for the cancellation or variation:

Variation or Cancellation of Conditions

NOTES:

1. The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.
2. This application, including personal information, will be available to the public and media as part of the District Licensing Committee’s decision-making process.
3. This form must be accompanied by the prescribed fee.
4. The applicant must give public notice of this application (in Form 7) within 20 working days of filing with the District Licensing Committee (10 days for a renewal). The notice must comply with regulation 36, 37 or 38 (whichever applies) of the Sale and Supply of Alcohol Regulations 2013.
5. Except in the case of a conveyance, 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, within 10 working days of filing with the District Licensing Committee. The Secretary of the District Licensing Committee may waive this requirement if it is deemed impracticable or unreasonable to display the notice.

Dated this _____ day of _____ 20_____

Signature of Applicant _____

Applications must be submitted to the local council where the premises is located:

<p>District Licensing Committee Masterton District Council PO Box 444 Masterton 5840 T 06 370 6300 E alcohol@mstn.govt.nz www.mstn.govt.nz</p>	<p>District Licensing Committee Carterton District Council PO Box 9 Carterton 5743 T 06 379 4030 E info@cdc.govt.nz www.cdc.govt.nz</p>	<p>District Licensing Committee South Wairarapa District Council PO Box 6 Martinborough 5741 T 06 306 9611 E health@swdc.govt.nz www.swdc.govt.nz</p>
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Public Notice : Variation or Cancellation of Conditions

Section 101 Sale and Supply of Alcohol Act 2012

Licensee Name

Address

has made an application to the District Licensing Committee at:

Carterton District Council **Masterton District Council** **South Wairarapa District Council**

for the Cancellation of conditions Variation of conditions

of an On-Licence / Off-licence / Club licence (circle one) in respect to the premises situated at (address):

Or in respect to a conveyance (e.g. bus, train):

Known as (business name):

The general nature of the business conducted / to be conducted under the licence is (e.g. hotel, tavern, restaurant, nightclub):

The following variation(s) to the conditions of licence are sought (if applicable):

The application may be inspected during ordinary office hours of the relevant District Licensing Committee where the premises is located. Any person who is entitled to object, and who wishes to object to the grant of the application, may, no later than 15 working days after the date of the first publication of this notice, file their objection in writing with the Secretary of the relevant District Licensing Committee:

<p>Masterton District Council 64 Chapel Street, Masterton PO Box 444 Masterton 5840</p>	<p>Carterton District Council Holloway Street, Carterton PO Box 9 Carterton 5743</p>	<p>South Wairarapa District Council 19 Kitchener Street, Martinborough PO Box 6 Martinborough 5741</p>
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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 (date) _____

The first publication was on (date) _____

This notice must be completed and attached to the Licence application so a Licensing Inspector can check it before it is placed in a newspaper. It is the applicant's responsibility to advertise this notice in either the Wairarapa Times-Age or the Wairarapa News.

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