

## **How to Apply for a Liquor Licence: On, Off or Club**

The following information outlines the procedure required to apply for a Liquor Licence (On, Off or Club).

### **THE APPLICATION**

The Kāpiti Coast District Licensing Agency (DLA) will be able to provide you with the necessary application forms and details to apply for a licence to sell liquor.

It is prudent to meet with the Liquor Licensing Inspector to explain your application and discuss any issues prior to lodging the application. Once completed your licence application should be submitted to the DLA.

### **Public Notice**

You will need to give public notice in a newspaper within 20 working days of lodging the application.

The notice must be published twice in a newspaper, nominated by the Secretary of the DLA, which circulates in the District. There must not be less than five days and not more than 10 days between the two dates of publication.

The notices must be worded according to Form 1 of the Sale of Liquor Act. The DLA will prepare this for you once you have lodged your application.

The applicant is responsible for having the public notices printed.

The following newspapers have been nominated by the DLA:

- Kāpiti Observer.
- Kāpiti News

You will also need to display a notice attached in a conspicuous place on or adjacent to the site the application refers to (also prepared by DLA).

### **Objections**

Any person with an interest greater than the public generally may object to the application within 10 working days of the publication of the first public notice.

On and Club licence applications will be sent by the Liquor Licensing Inspector to the Police and Medical Officer of Health. Copies of their reports and any objections lodged by the public will be sent to you.

Providing there are no objections the application will be considered and determined by the DLA.

## Your Application

If there are objections lodged or the Liquor Licensing Inspector, Police or Medical Officer of Health raise matters in opposition to the application, it will be referred to the Liquor Licensing Authority in Wellington for determination.

**TYPES OF LICENCE**



**ON LICENCE** allows sale/supply of liquor for consumption on the premises, e.g. tavern, bar, hotel, café, restaurant, entertainment venue etc

**OFF LICENCE** allows for sale/supply of liquor to persons for consumption off the premises, e.g. takeaways, bottle stores, supermarkets, etc.

**CLUB LICENCE** allows sale/supply of liquor for consumption on the club premises to members of the club, their guests and members of clubs with reciprocal visiting rights.

**SPECIAL LICENCE** allows sale/supply to any person attending an event, e.g. private function, street party or sporting event.

A special licence can also be issued to an on or club licensee for an event not covered in their licence.



## REQUIREMENTS

- 3 copies of the application.
- Where the applicant is incorporated, a copy of the certificate of incorporation.
- Where the applicant is a manager acting for any person pursuant to a property order – a copy of the property order.
- Where the applicant is not the owner of the premises, a written statement from the owner to the effect that they have no objection to the issue of a licence.
- A Schedule of the Club's activities.
- Where the applicant is a club – a copy of the club's constitution or rules.
- A photograph or artist's impression of the exterior of the premises or proposed premises.
- A map showing the location of the premises
- Scale plans of the premises showing:
  - a. Those parts of the premises that are to be used for the sale and supply of liquor.
  - b. Those parts of the premises (if any) that are to be designated restricted or supervised areas.
  - c. Each principal entrance to the premises.
- A copy of a menu of the range of food that will be available and a brief explanation of the storage, handling and preparation of food.
- Host Responsibility – A statement of Intent  
A detailed Implementation Plan
- Is a use of Footpath permit required?
- A Certificate of compliance with the Resource Management Act.
- A Certificate of compliance with the Building Code.
- Application fee.

Prior to lodging an application you should check the Sale of Liquor Regulations and talk to DLA officers.

## CONTACT DETAILS

Please contact the Kāpiti Coast District Licensing Agency's Licensing Inspector for further information or advice:

**Telephone:**

Kāpiti Coast District Council  
(04) 296 4700

**Visit us at:**

Kāpiti Coast District Council  
Kāpiti Coast District Licensing Agency  
175 Rimu Road  
PARAPARAUMU

**Write to:**

Kāpiti Coast District Licensing Agency  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

