

Guidance on Preparing Form 7(a) Public Notice of Application for New or Renewal of: On-licence, Off-licence or Club Licence

Please commence this public notification process once you receive written confirmation from Council that your application has been formally accepted.

The numbers below describe what should be written in each field of your Public Notice. Please note that the information **MUST** match your application.

<p>1. Kind of licence.</p>	<p>Write either: "On-licence" OR "Off-licence" OR "Club Licence"</p>
<p>2. Name, address and occupation</p>	<p>Ensure the name is the same as the licensee name in your application. If the applicant is a Natural Person: write your personal name, address and occupation. If the applicant is a Company, Body Corporate or Club: write the official/legal name of the entity seeking the licence, and legal business address. An occupation is not required.</p>
<p>3. Issue/renewal</p>	<p>Write either: for the "issue" of (if a new application); OR for the "renewal" of (if a renewal of an existing licence).</p>
<p>4. Premises/conveyance</p>	<p>If a premises which is not a conveyance write "the premises at <i>[state full street address and town]</i>". OR If a conveyance write "the <i>[state type of vehicle]</i>" (a "conveyance" means an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle, used to transport people).</p>
<p>5. Trading name</p>	<p>Provide the trading name that the business uses for trading commercial products or services.</p>
<p>6. Business conducted/ to be conducted</p>	<p>Write either: the general nature of the business "conducted" (for an existing business); OR the general nature of the business "to be conducted" (if a new business).</p>
<p>7. Type of business</p>	<p>This must be exactly the same as in your application e.g. hotel, tavern, club, restaurant, entertainment/night club or sporting club.</p>
<p>8. Specify days and hours</p>	<p>This must be exactly the same as in your application e.g. Monday to Sunday 10am to 11pm, or Monday to Saturday 10am to 1am the following day.</p>
<p>9. Section of Act</p>	<p>Write either: specified in section "105" (if it is for a new application); OR specified in section "131" (if it is a renewal of an existing licence).</p>
<p>10. Publication of notice</p>	<p><u>For NEW Applications</u> Advertisements must be placed within 20 working days of your application being formally accepted in either the Kapiti Observer, or the Kapiti News. The notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. Depending on which notice this is, write either: This is the "first" publication of this notice OR This is the "second" publication of this notice. "This notice was first published on <i>[state date]</i>". OR</p> <p><u>For RENEWAL Applications</u> Advertisements must be placed within 20 working days of your application being formally accepted in either the Kapiti Observer, or the Kapiti News. If you have been advised by the Licensing Inspector that your premises are rated low risk or very low risk, only one notice in the newspaper is required, in which case write "This is the only publication of this notice".</p> <p>NOTE: A copy of this notice must also be displayed in a conspicuous place on, or adjacent to, the site the application refers to within ten working days of the lodging of your application. Once published, please provide the one or two complete pages from the newspapers your advertisement has appeared in, showing the name and date of newspaper, to the Kapiti Coast District Licensing Committee.</p>

Licence Applicant: Please complete by matching the highlighted numbers below with the instruction on the associated 'Guidance on Preparing Form 7a Public Notice of Application for New, or Renewal of, an On-licence, Off-licence or Club Licence'.

Public Notice Of

Application For **1.** _____
Section 101, Sale and Supply of Alcohol Act 2012

2. _____

has made application to the Kapiti Coast District Licensing Committee for the **3.** _____ of a

1. _____ in respect of the **4.** _____

known as **5.** _____

The general nature of the business **6.** _____ under the licence is

7. _____.

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:

8. _____

The application may be inspected during ordinary office hours at the office of the Kapiti Coast District Licensing Committee at 175 Rimu Road, Paraparaumu 5032.

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 District Licensing Committee at:

The Secretary
Kapiti Coast District Licensing Committee
Private Bag 60601
Paraparaumu 5254

No objection to the issue of a new/renewal (delete which doesn't apply) licence may be made in relation to a matter other than a matter specified in section **9.** _____ of the Sale and Supply of Alcohol Act 2012.

This is the **10.** _____ publication of this notice. _____