

FORM 20
CARTERTON DISTRICT LICENSING AGENCY

r 21(1)

Telephone (06) 379 6626

P. O. Box 9, Carterton.

Fax No. (06) 379 7832

APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE

Application No.....

Section 123, Sale of Liquor Act 1989

To: The Secretary
The Carterton District Licensing Agency
P O Box 9
CARTERTON

Application for the Renewal of a Manager's Certificate is made in accordance with the details set out below.

1. DETAILS OF APPLICANT

(a) Full name, address, occupation and date of birth:.....
.....

(b) Postal address for service of documents:.....
.....

(c) Daytime contact name and telephone number:
.....

(d) Current place of employment:

(e) Has the applicant been convicted of any offence since the certificate was issued or last renewed? Yes/No

If Yes, what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered
.....
.....
.....

(f) What steps has the applicant taken to manage the sale and supply of liquor pursuant to the licence with the aim of contributing to the reduction of liquor abuse?

.....
.....

2. DETAILS OF CERTIFICATE (tick appropriate box)

- (a) General Manager's ☐ Club Manager's ☐
- (b) Number:
- (c) Date of expiry:

Dated at this day of 20

.....
Applicant

NOTES

1. This application must be filed with the District Licensing Agency before the certificate expires. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Agency for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Agency for the district in which the applicant is residing.
2. For the matters that are to accompany this application, see regulation 21(2) of the Sale of Liquor Regulations 1990.
3. Fee: \$132.00 (GST Inclusive).

r 14(2)

FORM 11

CARTERTON DISTRICT LICENSING AGENCY

Telephone (06) 379 6626

P. O. Box 9, Carterton.

Fax No. (06) 379 7832

**APPLICATION FOR SPECIAL LICENCE
(FOR CONVEYANCE)**

Application No.....

Section 76, Sale of Liquor Act 1989

To: The Secretary
The Carterton District Licensing Agency
P O Box 9
CARTERTON

Application for a Special Licence is made in accordance with the details set out below.

1. DETAILS OF APPLICANT(S)

(a) Full name(s)

.....
.....

(b) Postal address for service of documents

.....

(c) Daytime contact name & telephone No.

.....

(d) Full name & address of manager or managers to be employed, and
certificate numbers of manager's

certificate(s):.....

.....

(e) Status of applicant (tick appropriate box)

Natural Person	Private
Company	Public
Company	

Body corporate to which
section 75(ba) of the Act applies

Board, organisation, or other body to which
section 75(bb) of the Act applies

Government
Department or other

Licensing Trust
instrument of Crown

Partnership

Manager under the
Protection of Personal
And Property Rights
Local Authority
Trustee

Act 1988

Club

2 PREMISES DETAILS

(a) Type of conveyance:

.....

(b) Address of home base (if any).....

.....

.....

(c) Proposed trading name for conveyance (if
any).....

(d) Is a licence sought conditional upon construction or completion of the
conveyance?..... Yes/No

(e) Does the applicant own the conveyance? Yes/No

If No:-

(i) What is the full name and address of the owner?

.....

(ii) What form of tenure of the premises will the applicant have?(including
term of tenure)

.....

(f) What part (if any) of the conveyance does the applicant intend should be
designated as:-

(i) A restricted area

(ii) A supervised area

3. PURPOSES

(a) What is the occasion or event, or series of occasions or events in respect of which the licence is sought?.....
.....

(b) When is this occasion or event, or series of occasions or events, to occur?
.....
.....

(c) On which days and during what hours does the applicant intend to sell liquor under the licence?.....
.....

5. **CONDITIONS**

(a) What provision does the applicant intend to make for the sale and supply of:-

(i) Food?
.....

(ii) Non alcoholic refreshments?
.....

(iii) Low alcohol beverages?
.....

(b) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?
.....
.....

(c) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?
.....
.....

(d) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?
.....
.....

(e) What containers does the applicant propose to sell liquor in?
.....

Dated at this day of 20

Applicant

NOTES

1. In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 14(3) of the Sale of Liquor Regulations 1990.

Application for a Special Licence

1. An application for a Special Licence in respect of any premises shall be in Form 10.
2. An application for a Special Licence in respect of any conveyance shall be in Form 11.
3. Every application for a Special Licence shall be accompanied by the following:
 - (a) Three copies of the application.
 - (b) (Where the applicant is a local authority)
A reference to the enactment by which the applicant is expressly authorised to hold a special licence under the Act.
 - (c) (Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988)
A copy of the property paper.
 - (d) (Where the applicant is a club and holds a Club Licence under the Act)
The number of the Club Licence.
 - (e) (Where the applicant is a club, but does not hold a Club Licence under the Act)
Such of the following particulars as the District Licensing Agency may require:
 - (i) (Where the club is incorporated)
A copy of the certificate of incorporation or other documentary evidence of its incorporation; and
 - (ii) (Where the club held a charter under the Sale of Liquor Act 1962)
Identifying particulars of the Club's charter; and
 - (iii) A copy of the Club's constitution or rules.
 - (f) (Where the application is made for a licence under section 74 of the Act)
Identifying particulars of the On Licence or Club Licence held by the applicant.
 - (g) A plan showing:
 - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
 - (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
 - (h) (Where the applicant is not the owner of the premises)
A written statement from the owner to the effect that the owner has no objection to the grant of the licence.
 - (i) The prescribed fee \$63.00.