



# OPOTIKI DISTRICT LICENSING COMMITTEE

## PUBLIC NOTICE OF SPECIAL LICENCE APPLICATION

### GUIDELINES FOR REQUIRED PUBLIC NOTICE

Under Section 139 of the Act the Secretary of the District Licensing Committee may require the application to be publicly notified.

The Sale and Supply of Alcohol Act 2012 Section 101 requires public notification of an application if required under S. 139 to be placed in a newspaper and on site at premise where the Special event is to be held. See Form 1 and Form 2 to display a notice on the premise site.

Attached are: Form 1 – newspaper notice

Form 2 – Notice for the premise site

#### 1. WHEN MUST THE NOTICE APPEAR ON SITE OF EVENT?

If required under Section 139 the public notice must be **within 10 working days of lodging the application** with the District Licensing Committee in a conspicuous place or adjacent to the site to which the application relates.

A notice no smaller than A4 size and in Form 2A must be displayed in a conspicuous place on or adjacent to the site to which the application relates.

#### 2. WHEN MUST THE NOTICE APPEAR IN NEWSPAPER?

If required under Section 101 the public notice must be **within 20 working days of lodging the application** with the District Licensing Committee.

##### What Newspaper?

The Opotiki District Licensing Committee has specified the Opotiki News for Public Notices relating to Opotiki Premises.

##### Proof of Notice

Applicants must keep the whole page of the newspaper with for the public notice and deliver them to the Opotiki District Licensing Committee for the formal records (the whole page is necessary to show the date).

## Public notice of application for special licence

*Section 139, Sale and Supply of Alcohol Act 2012*

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(Full name, address and occupation of applicant)

has made application to the District Licensing Committee at \_\_\_\_\_ [place] for the issue of a special licence for the premises situated at

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(address)

(or the [specify kind of conveyance] known as \_\_\_\_\_ [specify].

The nature of the event for which the licence is required

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(describe)

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

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[specify days and hours].

The application may be inspected during ordinary office hours at the office of the \_\_\_\_\_ [specify] District Licensing Committee at 108 St John Street, Ōpōtiki.

Any person who is entitled to object and wishes to object to the issue of the licence may file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 44, Ōpōtiki 3162 no later than [date specified by Secretary of District Licensing Committee].

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 142(1) of the Sale and Supply of Alcohol Act 2012.

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