



OPOTIKI DISTRICT LICENSING COMMITTEE

PUBLIC NOTICE OF APPLICATION FOR ON-LICENCE, OFF-LICENCE, OR CLUB LICENCE (OR APPLICATION FOR VARIATION OF CONDITIONS OF ON-LICENCE, OFF-LICENCE, OR CLUB LICENCE)

GUIDELINES FOR REQUIRED PUBLIC NOTICES

The Sale and Supply of Alcohol Act 2012 requires public notification of applications to be placed in a newspaper. See Form 1 and Form 2 enclosed and also display a notice on the premise site as per Form 3.

Attached are: Form 1 – First newspaper notice

Form 2 – Second newspaper notice (Renewal of Very Low Risk and Low Risk premises only required to publish once)

Form 3 – Notice for the premise site

- 1. WHICH APPLICATIONS MUST MAKE PUBLICATION OF PUBLIC NOTICE FOR APPLICATIONS**
A public notice for an application for a new licence (other than a Special Licence) and renewal licences must be published in a newspaper or newspapers circulating in the district concerned or has been nominated for the purposes of the application secretary of the licensing committee to which it was made.
- 2. SECOND PUBLICATION FOR RENEWAL OF LICENCES FOR PREMISES OR CONVEYANCE IN A FOR MEDIUM, HIGH AND VERY HIGH FEES CATEGORY**
A public notice of an application for renewal must be published in the nominated district newspaper circulating in the district concerned within 10 working day and a second time not less than 5 or more working days after the first notice.
- 3. SECOND PUBLICATION FOR RENEWAL OF LICENCES FOR PREMISES VERY LOW RISK OR LOW RISK CATEGORY ARE EXEMPT**
A renewal application for a premises in Low Risk or Very Low category are required to make public notification of a renewal application only once. A second publication is not required, as per S.37 of the Sale and Supply of Alcohol Regulations 2013.
- 4. WHEN MUST FIRST NOTICE APPEAR IN NEWSPAPER?**
For all applications for new On or On BYO Licences, Off Licences, and Club Licences, or for variations of conditions of existing licences:-

The first notice must be within 20 working days of lodging the application with the District Licensing Committee.

For all licence renewals the first notice must be within 10 working days of application.

When Must The Second Notice Appear?

Not less than 5 or more than 10 working days after the first notice. Note for renewal of Low and Very Low Risk premises a second publication is not required.

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 each of the first and second notices and deliver them to the Opotiki District Licensing Committee for the formal records (the whole page is necessary to show the dates).

5. NOTICE ON PREMISES/SITE

A notice no smaller than A4 size and in Form 1A must be displayed in a conspicuous place on or adjacent to the site to which the application relates. This notice must be displayed **within 10 working days of lodging the application.**

6. WHAT IS A WORKING DAY?

Any day except:

- (a) a Saturday, a Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's Birthday, and Waitangi Day; and
- (b) a day in the period commencing with the 20th day of December in any year and ending with the 15th day of January in the following year.

7. TYPE OF NOTICE

All notices must be in the correct style and blank forms are available from the District Licensing Committee. (Newspaper Form 1 and Form 2; On Site Form 3)

8. WHO PAYS?

The applicant must place the notice in the Opotiki News, and pay any fees.

9. FURTHER INFORMATION

Inquiries may be made to the Licensing Inspector, at the Opotiki District Council Office, 108 St John Street, Opotiki. Phone: (07) 315 3030 Facsimile: (07) 315 7050 or email daleh@odc.govt.nz.

Public notice of application for on-licence, off-licence, or club-licence (or application for variation of conditions of on-licence, off-licence, or club-licence) *(delete where not applicable)*

Section 101, Sale and Supply of Alcohol Act 2012

(Full name, address and occupation of applicant)

has made application to the District Licensing Committee at _____

for the issue (or renewal or variation of conditions of) *(delete as applicable)* a (state kind of licence)

_____ *(i.e., On Licence, Off Licence or Club Licence)*

in respect of the premises situation at _____

(or the _____) known as _____
(Specify kind of conveyance)

The general nature of the business conducted (or to be conducted) under the licence is:

_____ *(Hotel, tavern, restaurant, entertainment/night club)*

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

are _____

The application may be inspected during ordinary office hours at the office of the Opotiki District Licensing Committee at the Opotiki District Council Office, 108 St John Street, Opotiki.

Any person who is entitled to object and who wishes to object to the issue of the licence may, no 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 Ōpōtiki District Council, PO Box 44, Ōpōtiki 3162.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

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 publication of this notice.

Public notice of application for on-licence, off-licence, or club-licence (or application for variation of conditions of on-licence, off-licence, or club-licence) *(delete where not applicable)*

Section 101, Sale and Supply of Alcohol Act 2012

(Full name, address and occupation of applicant)

has made application to the District Licensing Committee at _____

for the issue (or renewal or variation of conditions of) *(delete as applicable)* a (state kind of licence)

_____ *(i.e. On Licence, Off Licence or Club Licence)*

in respect of the premises situation at _____

(or the _____) known as _____
(Specify kind of conveyance)

The general nature of the business conducted (or to be conducted) under the licence is:

_____ *(Hotel, tavern, restaurant, entertainment/night club)*

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

are _____

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No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012. *(delete whichever is applicable)*

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. *(delete whichever is applicable)*

This notice was first published on [_____state date].

Public notice of application for on-licence, off-licence, or club-licence (or application for variation of conditions of on-licence, off-licence, or club-licence) *(delete where not applicable)*

Section 101, Sale and Supply of Alcohol Act 2012

(Full name, address and occupation of applicant)

has made application to the District Licensing Committee at _____

for the issue (or renewal or variation of conditions of) *(delete as applicable)* a (state kind of licence)

_____ *(i.e. On Licence, Off Licence or Club Licence)*

in respect of the premises situation at _____

(or the _____) known as _____
(Specify kind of conveyance)

The general nature of the business conducted (or to be conducted) under the licence is:

_____ *(Hotel, tavern, restaurant, entertainment/night club)*

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

are _____

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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.