

# Form 4 – Off-Licence: New, Renewal, and/or Variation Application

An off-licence allows the licensee to sell and supply alcohol to the public for consumption away from the premises.

## Notes:

- Use this form for new off-licence applications, renewals, variations, and renewal with variation applications.
- Applications for new licences should be lodged at least six weeks prior to the anticipated opening/takeover date.
- Applications for renewal should be received at least 20 working days prior to the expiry of the current licence.
- Variation applications can be made at any time, however only one application fee is incurred if combined with a renewal.

## Sections 100, 120 and 127(2), Sale and Supply of Alcohol Act 2012

To the Secretary, Queenstown Lakes District Licensing Committee.

Application for an off-licence is made in accordance with the particulars set out below.

1 APPLICATION TYPE				
1.a	Application for <i>(tick all that apply)</i>	New Licence	Renewal	Variation
1.b	Expected opening / takeover date <i>(new licences only)</i>			
1.c	Current premises off-licence number <i>(if held)</i>			
1.d	Expiry date <i>Also include details of Temporary Authority, if applicable</i>			

2 PREMISES DETAILS				
2.a	Trading name <i>If changing, state both names</i>			
2.b	Nature of Business <i>Note: If premises is a grocery store, a statement of annual sales revenue (or predicted revenue) will be required. See supporting documents checklist for more information.</i>	Bottle Store	Grocery Store	Hotel
		Remote Sales	Supermarket	Tavern
		Other <i>(state)</i>		
2.c	Physical address <i>Location of premises</i>			
2.d	What right does the applicant have to occupy the premises? <i>E.g. Property owner / leaseholder / tenant</i>			

2.e	Full name of property owner	
2.f	Address of property owner	
2.g	Phone number / email of property owner	
2.h	Is the premises undergoing any building work related to this application?	Yes      No
2.i	If yes, please give details	

### 3 APPLICANT DETAILS

*The applicant is the private company, limited partnership, or other entity that receives (or will be receiving) the proceeds from the sale of alcohol in the first instance.*

3.a	<b>Status of applicant</b> <i>Use 'Other' for Territorial Authority, Trust, Natural Person, etc</i>	Private Company      Limited Partnership (LP)  Other (state)
3.b	<b>Full legal name of applicant</b> <i>E.g. Wines R Us Limited</i>	
3.c	<b>Phone number</b>	
3.d	<b>Postal address</b>	
3.e	<b>Email</b>	
3.f	<b>Website address</b>	
3.g	<b>Experience of applicant in regards to the sale and supply of alcohol</b> <i>E.g. Years licence held, or other licensed premises owned</i>	
3.h	Has the applicant ever appeared before the Alcohol Regulatory and Licensing Authority (ARLA)?	Yes      No
3.i	If yes, please give details including dates and outcome	

#### 4 DIRECTOR LIST

List the full names of all directors (if company) or the applicant (if natural person) with their date(s) of birth. Use a separate sheet for any additional directors.

<b>4.a</b>	<b>Director 1</b> <i>Full legal name and date of birth</i>	
<b>4.b</b>	<b>Director 2</b> <i>Full legal name and date of birth</i>	
<b>4.c</b>	<b>Director 3</b> <i>Full legal name and date of birth</i>	
<b>4.d</b>	<b>Director 4</b> <i>Full legal name and date of birth</i>	

#### 5 CONVICTIONS

<b>5.a</b>	<b>State all criminal convictions of the applicant, or of the directors of the applicant (if company)</b>  <i>Other than for offences against provisions of the Land Transport Act 1998 not contained in part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies. Use a separate sheet if necessary.</i>	
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#### 6 CONTACT PERSON FOR APPLICATION

<b>6.a</b>	<b>Full name</b>	
<b>6.b</b>	<b>Position / role</b>	
<b>6.c</b>	<b>Phone number</b>	
<b>6.d</b>	<b>Email</b>	
<b>6.e</b>	<b>Postal address for service</b>	

**7 CONDITIONS SOUGHT**

7.a	<p><b>Licensed days and hours sought</b></p> <p><i>E.g. Monday to Sunday, 8.00am to 10.00pm</i></p>	
7.b	<p><b>Indicate if a ‘Supervised’ or ‘Restricted’ designation will be applied to all or any part of the premises, and if so, describe the relevant area(s)</b></p> <p><i>Minors are prohibited from entering ‘Restricted’ areas, and must only be allowed within ‘Supervised’ areas if accompanied by their parent or legally-appointed guardian.</i></p>	<p>No designation      Supervised      Restricted</p>
7.c	<p><b>If application includes a variation, describe change(s) required and reasons for change(s)</b></p> <p><i>E.g. Change to licensed hours, area, designation</i></p>	

**8 PREMISES OPERATIONS**

8.a	<p><b>Is sale of alcohol the principal purpose of the business?</b></p>	<p>Yes      No</p>
8.b	<p><b>If no, state principal purpose of business</b></p>	
8.c	<p><b>Other goods and/or services offered by the premises</b></p> <p><i>E.g. Glassware, grocery items, accommodation</i></p>	
8.d	<p><b>Normal operating days and hours</b></p> <p><i>These may be different to the licensed hours sought</i></p>	
8.e	<p><b>During free tastings, where will drinking water be available to guests?</b></p>	
8.f	<p><b>If no access to mains water supply, what is the potability of water available?</b></p>	

## 9 SYSTEMS AND STAFF TRAINING

9.a	<p><b>What staff training is provided in regards to sale of alcohol compliance and host responsibility practices?</b></p> <p><i>E.g. Online courses, shadow shifts, HPA publications, tests and/or sign-off sheets.</i></p> <p><i>Explain content, duration and how often it is provided. Include copies of any alcohol-related in-house training material as supporting documents. Copies of HPA publications are not required.</i></p>	
9.b	<p><b>What till prompts do you have regarding age checks?</b></p>	
9.c	<p><b>What other steps will be taken to prevent the sale and supply of alcohol to prohibited persons?</b></p> <p><i>E.g. In-house mystery shopper / pseudo Controlled Purchase Operation (CPO) programs, intoxication assessments</i></p>	
9.d	<p><b>Has the premises ever been subject to a Police CPO?</b></p>	Yes      No
9.e	<p><b>If yes, what were the results? (If known)</b></p>	
9.f	<p><b>Is there good visibility over the entire premises from the point of sale?</b></p>	Yes      No
9.g	<p><b>If no, how are any blind spots monitored?</b></p>	
9.h	<p><b>What promotions and advertising involving alcohol will the premises be doing?</b></p> <p><i>Both within the premises, and externally (e.g. Social Media)</i></p>	
9.i	<p><b>Will single sales be offered?</b></p>	

## 10 AMENITY AND GOOD ORDER OF THE LOCALITY

The DLC must consider the effects the issue (or renewal) of the licence will have on the amenity and good order of the locality.

10.a	<b>List number and type of all ‘sensitive sites’ within 500m of the premises</b>  <i>Sensitive sites include schools, childcare centres, places of worship, etc</i>	
10.b	<b>List number and type of all licensed premises within 50m of the premises</b>	
10.c	<b>State number of residential neighbours within 50m</b>	
10.d	<b>What security systems are in place?</b>  <i>E.g. Outdoor lighting, number of CCTV cameras, alarm, guards</i>	
10.e	<b>Has the premises ever received any noise or nuisance complaints from neighbours?</b>	

## 11 CERTIFIED MANAGERS

11.a	<b>Manager 1</b>  <i>Full legal name, certificate number and expiry date</i>	
11.b	<b>Manager 2</b>  <i>Full legal name, certificate number and expiry date</i>	
11.c	<b>Manager 3</b>  <i>Full legal name, certificate number and expiry date</i>	
11.d	<b>Any additional certified managers</b>  <i>Include details here, or on a separate sheet</i>	

## 12 SUPPORTING DOCUMENTS CHECKLIST

Copies of the following documents must be included for all applications.

Current premises off-licence (if held)

Fire Evacuation Statement

Host Responsibility Policy

Internal training materials used at the premises, relating to the sale and supply of alcohol

Manager’s Certificate(s) for any manager listed, if not issued by QLDC

Map showing the location of the premises in relation to sensitive sites within 500m

Photograph of the exterior of the premises

Floor plan showing entire area to be licensed (with licensed area boundary marked in colour), principal entrance(s), bar/point of sale, and any area to be designated as ‘Supervised’ or ‘Restricted’

If the application is signed by someone else on behalf of the applicant, a letter from the applicant stating that they give permission for that person to act on their behalf.

*Note: Templates for the following revenue statements or projections can be found on the QLDC website, [here](#).*

If premises is a **grocery store**, a statement verified by a chartered accountant of gross sales revenue exc. GST, for food, products, household items, alcohol, tobacco, and convenience foods, for a 12 month period ending within 90 days of this application being made. For new businesses, provide a projection for the upcoming 12 months.

If premises is a **bottle store**, a statement verified by a chartered accountant of annual sales revenue exc. GST, for alcohol, tobacco, food products, non-alcoholic beverages, convenience foods, and all other items, for a 12 month period ending within 90 days of this application being made. For new businesses, provide a projection for the upcoming 12 months.

**Additional documents required for new or variation applications.**

Application for Compliance Certificate form

Certificate of incorporation (if incorporated)

Where the applicant does not own the property, a statement from the property owner consenting to the application

## 13 DECLARATION

I confirm that, at the time of writing, all information provided is true and correct to the best of my knowledge.

<b>13.1</b>	<b>Full name</b>	
<b>13.2</b>	<b>Date</b>	
<b>13.3</b>	<b>Signature</b>	

## 14 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any QLDC office, or via email to [alcoholinspectors@qldc.govt.nz](mailto:alcoholinspectors@qldc.govt.nz).

Alternatively, to apply by post, please send the completed application together with all supporting documents to the following address:

The Secretary, Queenstown Lakes District Licensing Committee  
c/o Queenstown Lakes District Council  
Private Bag 50072  
Queenstown 9348

## 15 PAYMENT

Alcohol licence fees can be found using the [Alcohol Licence Fee Calculator](#). Applications will not be processed until full payment is received.

Payment can be made as follows:

- **In person.** Visit any QLDC office to pay at the counter (listed at bottom of form).
- **Over the phone.** Call our customer service team on 03 441 0499.
- **By bank transfer.** Account number for payment is 02 0948 0002000 00.
- **Via the [QLDC website](#).**

Following lodgement, you will be emailed an invoice with Application ID to use as the payment reference.

**Please note:** Payments by credit card incur an additional 1.5% fee.

## 16 FURTHER INFORMATION

For more information on applying for an alcohol licence, please visit the [QLDC website](#) or contact:

**Phone:** 03 441 0499 (Queenstown) or 03 443 0024 (Wānaka)

**Email:** [alcoholinspectors@qldc.govt.nz](mailto:alcoholinspectors@qldc.govt.nz)

### QLDC Offices

#### Queenstown

10 Gorge Road  
Queenstown 9300

74 Shotover Street  
Queenstown 9300

#### Wānaka

47 Ardmore Street  
Wānaka 9305

**Opening Hours:** 8.00am – 5.00pm, Monday to Friday (except public holidays).

*The Alcohol Licensing team is based at the Shotover Street office.*



# Alcohol Licence Public Notice – WEBSITE

## Form 7a

Public notices of alcohol licence applications are published on the QLDC website. Complete the form below and include it in your application – this will be displayed on the website by the assigned alcohol licensing inspector.

**Note:** Notice of the application still needs to be displayed at the premises (see next page).

### Section 101, Sale and Supply of Alcohol Act 2012

The Queenstown Lakes District Licensing Committee has received the following application for an alcohol licence:

PUBLIC NOTICE DETAILS	
<b>Application type</b> <i>(New/renewal and/or variation)</i>	
<b>Type(s) of licence</b> <i>(On/Off/Club)</i>	
<b>Applicant</b> <i>E.g. Company name</i>	
<b>Trading name</b>	
<b>Nature of business</b> <i>E.g. Restaurant, bowls club, cellar door</i>	
<b>Premises Address</b>	
<b>Proposed licensed days and hours (inside area)</b> <i>E.g. Monday to Sunday, 8.00am to 4.00am</i>	
<b>Proposed licensed days and hours (outside area)</b> <i>If no outside area is to be licensed, enter "N/A"</i>	
<b>Publication date</b> <i>(To be completed by alcohol inspector)</i>	

The application may be inspected during ordinary office hours at the office of the Queenstown Lakes District Licensing Committee at 74 Shotover Street, Queenstown.

Any person who wishes to object to the issue (or renewal) of the licence may, not later than 25 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 Private Bag 50072, Queenstown.

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.

**Office use only:** This notice was displayed on the [QLDC website](#) from

to

# Alcohol Licence Public Notice – PREMISES

## Form 7b

Complete Part 1 and display in a conspicuous place on or adjacent to the site to which the application relates.

- The assigned alcohol licensing inspector will advise once public notice of the application has been published on the QLDC website. The notice below must be displayed at the premises for at least 10 days following this date.
- Once the display period has ended, complete Part 2 and return the form to [alcoholinspectors@qldc.govt.nz](mailto:alcoholinspectors@qldc.govt.nz).

### Section 101, Sale and Supply of Alcohol Act 2012

The Queenstown Lakes District Licensing Committee has received the following application for an alcohol licence:

PART 1 - PUBLIC NOTICE DETAILS	
<b>Application type</b> <i>(New/renewal and/or variation)</i>	
<b>Type(s) of licence</b> <i>(On/Off/Club)</i>	
<b>Applicant</b> <i>E.g. Company name</i>	
<b>Trading name</b>	
<b>Nature of business</b> <i>E.g. Restaurant, bowls club, cellar door</i>	
<b>Premises Address</b>	
<b>Proposed licensed days and hours (inside area)</b>	
<b>Proposed licensed days and hours (outside area)</b>	
<b>Publication Date</b> <i>(Leave blank until advised by inspector)</i>	

The application may be inspected during ordinary office hours at the office of the Queenstown Lakes District Licensing Committee at 74 Shotover Street, Queenstown.

Any person who wishes to object to the issue (or renewal) of the licence may, not later than 25 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 Private Bag 50072, Queenstown.

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.

### PART 2 – DECLARATION

This notice was displayed at

from *(date)*

to

Signed

Name

# Application for Compliance Certificate

Section 100(f), Sale and Supply of Alcohol Act 2012

**IMPORTANT: This form is not required for renewal applications** where no change is sought to the licence conditions.

Please complete and include this form in support of any **new** or **variation** licence application.

Select one of the following:

- New licence sought  Variation to current alcohol licence conditions

## 1. APPLICANT'S DETAILS – The company or person who is receiving the money from the sale of alcohol

Company/ Entity/ Trust/ Natural person: \_\_\_\_\_

Contact person: \_\_\_\_\_

Postal address for service: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Mobile phone number: \_\_\_\_\_

Email: \_\_\_\_\_

## 2. PREMISES DETAILS

Trading name of premises: \_\_\_\_\_

Address of premises: \_\_\_\_\_

Valuation number: \_\_\_\_\_

Lot no: \_\_\_\_\_ DP no: \_\_\_\_\_

**Please select one of the following.**

- A new build (not built yet or in the process of being built)  
Building consent number: \_\_\_\_\_
- An existing building with alterations being made and/or the use is being changed  
Building consent number: \_\_\_\_\_
- An existing building - alterations are being made but are not subject to a building consent.
- An existing building - no alterations or change in use.

**Maximum number of permitted occupants in YOUR tenancy?** \_\_\_\_\_

## 3. ALCOHOL LICENCE DETAILS

Is the premises currently licensed? NO YES – Licence number(s): \_\_\_\_\_

Do you (or the premises) have a valid resource consent? NO YES

Consent number(s) \_\_\_\_\_

Type of licence sought / varying. Please select below:

- On licence**
- Restaurant  Tavern  Hotel
- Other (specify) .....

- Off licence**
- Bottle store  Grocery store  Supermarket  Cellar door
- Remote seller  Tavern  Hotel

**Club** Type of club (e.g. sports club, RSA etc.) .....

#### 4. VARIATION

If this application is in support of a variation, please state which condition(s) you wish to change:

- Licensed area
- Licensed hours
- Designation
- Class of licence
- Other: \_\_\_\_\_

#### 5. LICENSED DAYS AND HOURS SOUGHT

**New licensed days and hours sought:**

*(E.g. Monday to Sunday, 8.00am to 10.00pm)*

Inside areas:

Outside areas:

**If varying, state current licensed days and hours:**

Inside areas:

Outside areas:

#### 6. SUPPORTING DOCUMENTS TO BE INCLUDED WITH APPLICATION

- Copy of floor plan including carparks, storage areas **and indicating** principal entrance, bar, toilets, CCTV camera locations. Highlight the entire area to be licensed (including outside areas in a different colour if applicable). If this application is in support of a tavern or hotel licence, highlight the supervised designation on the floor plan.
- Photograph of the principal entry of the premises or for a proposed building copies of architectural drawings.
- Map indicating the location of premises.

#### 7. SUPPLEMENTARY FEE OF \$275

Please note this fee is payable **in addition to** the main application fee, and any annual fees due.

**Payment options:**

Bank transfer to account number **02 0948 0002000 00**.

Credit card payments can be made through our customer services team over the counter or by phoning 03 441 0499.

Please note: a credit card fee of 1.5% applies.

I declare that all information provided within this form is correct, to the best of my knowledge.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

This template may be used for applications where the property owner's consent is required.

**Notes:**

- The property owner's consent is required for all new and variation applications where the applicant does not own the property to be licensed.
- The applicant is responsible for ensuring that the property owner is fully and accurately briefed on the application.

## STATEMENT OF CONSENT

To the Secretary, Queenstown Lakes District Licensing Committee,

As the owner, or representative of the owner, of the property situated at \_\_\_\_\_

\_\_\_\_\_ I have no objection to  
\_\_\_\_\_ (the applicant) obtaining an alcohol licence.

The applicant has advised me that they intend to sell and supply alcohol to be consumed:

*On the premises*      *Off the premises*

I agree to the applicant obtaining the following licensed hours:

Inside Areas: \_\_\_\_\_

Outside Areas (if applicable): \_\_\_\_\_

I confirm that the applicant has provided me with a copy of the proposed licensed area.

<b>Signature</b>	
<b>Date</b>	
<b>Name</b>	
<b>On behalf of (if applicable)</b>	
<b>Role/position</b>	

# EVACUATION SCHEME STATEMENT

To accompany all new and renewal applications for On, Off & Club Licences

Section 100(d) of the Sale and Supply of Alcohol Act 2012 requires one of the statements below to be signed by the applicant:

The relevant building by reason of its current use, does not require such a scheme, or the relevant building is exempt from having to meet the requirements of such a scheme.

Signed by the applicant \_\_\_\_\_

**OR**

The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency Act 2017.

Signed by the applicant \_\_\_\_\_

## **Evacuation Scheme**

An evacuation scheme is typically required for a building used for 1 or more of the following purposes:

- The gathering together, for any purpose, of 100 or more persons:
- Providing employment facilities for 10 or more persons:
- Providing accommodation for 6 or more persons (other than in 3 or fewer household units):
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

Please direct enquiries to:

Risk Reduction Department  
Fire & Emergency NZ  
PO Box 2360  
Wakatipu  
Phone: (03) 441 4550