



Complete this form with the assistance of the application for off-licence or renewal of off-licence guide - numbers in this form relate to explanatory notes in the guide.

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (DLC) (or 10 working days if it is an application for renewal), the applicant must give public notice of it in **Form 7 - NEWSPAPER OR INTERNET**  
*Public notice of application for on, off or club licence or variation of conditions.*  
The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the case of a conveyance, within 10 working days after filing this application with the DLC, the applicant must ensure that notice of this application in **Form 7 - NOTICE ON BUILDING**  
*Public notice of application for on, off or club licence or variation of conditions*  
is displayed on the premises to which it relates, in a place (whether inside or outside the premises) where it can conveniently be read by a person outside the premises.

### 1. Application type

- 1a. Are you applying for a new licence or a licence renewal?
- ☐ New ☒ Renewal (no changes) ☐ Renewal with variations (hours) ☐ Renewal with variation (re-definition of licensed area)
- 1b. Is a licence already held for the premises or conveyance concerned? ☒ Yes ☐ No
- If yes, state which type of licence:
- Remote

### 2. Applicant details

- 2a. Full name(s) to be on the licence    
First name(s) Surname
- 2b. Contact person
- 2c. Contact postal address (include postcode)
- 2d. Contact details     
Phone Mobile Fax
- 2e. Email
- 2f. Preferred means for formal correspondence ☐ Mail ☒ Email ☐ Fax

### 3. Premises details

- 3a. Current/proposed trading name
- 3b. Premises address
- 3c. Type of premises
- ☐ Supermarket ☐ Hotel ☐ Class 1 club ☒ Remote sale
- ☐ Grocery store ☐ Tavern ☐ Class 2 club
- ☐ Bottle store ☐ Winery cellar door ☐ Class 3 club
- ☐ Other premises (specify below)

Please turn over

#### OFFICE USE ONLY

Date received	<input type="text"/>	Applicant ID	<input type="text"/>	Scanned by	<input type="text"/>	Application #	<input type="text"/>
Received by	<input type="text"/>	Document #	<input type="text"/>	Advertised	<input type="radio"/> Newspaper	Receipt #	<input type="text"/>
Property ID	<input type="text"/>	Land ID	<input type="text"/>		<input type="radio"/> Internet	Amount paid	\$ <input type="text"/>



### 3. Premises details – continued

3d. What part of the premises (if any) does the applicant intend should be designated as:

A restricted area?

Not applicable - remote sales

A supervised area?

Not applicable - remote sales

Undesignated area?  
(specify reason)

Not applicable - remote sales

3e. Is the licence sought conditional on construction or completion of building work?

☐ Yes

☒ No

3f. Does the licensee own the proposed licensed premises?

☒ Yes

☐ No

If no, what is the full name and address of the owner?

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

### 4. Alcohol trading hours

4a. On which days and during which hours does the applicant propose to sell or supply alcohol under the licence?

Day of the week

Hours

Monday	from 0000	to 2359
Tuesday	from 0000	to 2359
Wednesday	from 0000	to 2359
Thursday	from 0000	to 2359
Friday	from 0000	to 2359
Saturday	from 0000	to 2359
Sunday	from 0000	to 2359

4b. For renewal applications.

Do you propose to change your current licensed hours?

☐ Yes

(specify current licensed hours below)

☒ No

Day of the week

Hours

	from	to
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

### 5. Endorsements

5a. Indicate if an endorsement is sought or sought to be renewed.

☐ Auctioneer

☒ Remote seller of alcohol

☐ Not applicable

### 6. Further applicant details

6a. Status of applicant

☐ Individual person

☐ Public company

☐ Body corporate

☐ Partnership

☒ Private company

☐ Other (please specify)



## 6. Further applicant details – continued

- 6b. Further details where the applicant is an individual person.

Place and date of birth

Birthplace	DOB
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Maiden name (if applicable)

Occupation

- 6c. Further details where the applicant is a body corporate.  
Incorporation details:

i. Date of incorporation

Place of incorporation

- 6d. Further details where the applicant is a private company.  
Incorporation details:

i. Date of incorporation

Place of incorporation

ii. Capital

☐ Authorised capital ☒ Paid-up capital

iii. Full details of each director, secretary and each person who holds shares issued by the company.

Name

Address

Place and date of birth

Position held / Face value of shares held

Joseph Emans

71 Wairau Road, Oakura, 4314

Birthplace Reading, UK

DOB 30/11/1976

Position Director

Shares 9

Name

Address

Place and date of birth

Position held / Face value of shares held

Sarah Markert-Emans

71 Wairau Road, Oakura

Birthplace Lahnstein, Germany

DOB 16/12/1981

Position Director

Shares 1

Name

Address

Place and date of birth

Position held / Face value of shares held

Birthplace

DOB

Position

Shares

Name

Address

Place and date of birth

Position held / Face value of shares held

Birthplace

DOB

Position

Shares

- 6e. Further details where the applicant is a public company.  
Incorporation details:

i. Date of incorporation

Place of incorporation

ii. Capital

☐ Authorised capital ☐ Paid-up capital

iii. Full details of each director, secretary and each person who holds 20 per cent or more of the shares, or of any particular class of shares issued by the company.

Name

Address

Place and date of birth

Position held

Birthplace

DOB

Please turn over



## 6. Further applicant details – continued

Name

Address

Place and date of birth

Position held

Birthplace

DOB

Name

Address

Place and date of birth

Position held

Birthplace

DOB

Name

Address

Place and date of birth

Position held

Birthplace

DOB

- 6f. Further details where the applicant is a partnership.  
Full details of each partner:

Name

Address

Place and date of birth

Signature

Birthplace

DOB

Name

Address

Place and date of birth

Signature

Birthplace

DOB

Name

Address

Place and date of birth

Signature

Birthplace

DOB

- 6g. State all criminal convictions (other than convictions for offences against the Land Transport Act 1998 not contained in Part 6, and offences to which Criminal Records (Clean Slate) Act 2004 applies). Include directors, secretaries, shareholders and partners.

None

## 7. Business details

- 7a. Describe the principal business to be conducted on the premises if the off-licence is granted and any other business.

Production and remote sale of beer

- 7b. Is the sale of alcohol intended to be the principal purpose of the business? ☒ Yes ☐ No
- 7c. Does the applicant seek the licence in connection with the business of an auctioneer? ☐ Yes ☒ No



## 7. Business details – continued

- 7d. Is the applicant engaged in or intending to be engaged in the sale or supply of any goods other than alcohol or food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food? ☐ Yes ☒ No

If yes, what is the nature of those other goods or services?

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## 8. Certified manager details

When alcohol is being sold or supplied to the public a certified manager (appointed under Section 217 of the Sale and Supply of Alcohol Act 2012) must be on duty at all times.

- 8a. How many certified managers have been or will be employed?

1
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- 8b. Manager details

Full name

Joseph Emans

Address

71 Wairau Road, Oakura, 4314

Certificate number

033/CERT/1761/2019

Expiry date 27/5/2020

Full name

Address

Certificate number

Expiry date

Full name

Address

Certificate number

Expiry date

Full name

Address

Certificate number

Expiry date

## 9. Conditions

- 9a. What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act?

None, no staff

- 9b. State the experience and training of the applicant.

3 years experience of alcohol business, 1 year remote sales licence.

- 9c. What steps does the applicant propose to take in regard to promoting responsible consumption of alcohol?

Messaging on our website

- 9d. What steps does the applicant propose to take to prevent the sale of alcohol to prohibited people?

Require ID for delivery

Please turn over



## 9. Conditions – continued

- 9e. In the event that evidence of age documents are required, what documents will the applicant request?

Drivers Licence, Passport, 18+ Card

- 9f. What is your policy on staff and the consumption of alcohol?

No public facing staff.

- 9g. For renewal licences.

Are there any other changes sought to the present conditions of the licence?



Yes  
(specify below)



No

What are the changes sought?

What are the full reasons for the changes sought?

## 10. Amenity and good order details

To support your application please supply the information required and answer the questions listed below.

- 10a. Provide a scale floor plan which also shows the design and layout of the premises. Include seating and tables, a list of facilities, CCTV placement, designated smoking areas and security lighting.

- 10b. The reporting agencies must consider the effects the issue of the licence will have on amenity and good order.

i. Advise proximity of all childcare centres, schools and places of worship within 500m – a site plan would assist.

Within 100m of kindergarten

ii. How many residential neighbours would you have within 50m?

9

iii. Internal layout. Can the entire premises be seen by the cashier? Where there are blind spots, are there mirrors or CCTV installed? Is the internal lighting inside the premises suitable?

Not applicable, remote sales.

iv. Are there windows providing good visibility into and from the premises, and the street?

Not applicable, remote sales.

v. Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs, etc?

Not applicable, remote sales.

vi. What security systems do you have (outdoor lighting, indoor/outdoor CCTV, other)? State the location of each.

Not applicable, remote sales.

vii. Will you employ security staff and when will they be used?

Not applicable, remote sales.



## 10. Amenity and good order details – continued

viii. How many security staff hold a certificate of approval and formal registration or qualification? If so, what?

Not applicable, remote sales.

### 10c. Noise

i. Explain clearly the types of all the entertainment you will be providing and when (e.g. amplified music or large crowd noise related).

Not applicable, remote sales.

ii. Do you have a noise management plan or acoustic report?

Not applicable, remote sales.

iii. What sound-proofing has been undertaken?

Not applicable, remote sales.

10d. What outside advertising involving alcohol will you be doing? Design drawings of your advertising would be of assistance.

- ☒ Newspaper/magazine  
☐ On your premises – roof/other

- ☐ Shop windows  
☐ Street/footpath signs

### 10e. Systems and staff training

i. Are you involved in any mystery shopper/pseudo CPO programmes?

No

ii. What till-prompt systems do you have regarding age checks?

Website requires self confirmation at entry and checkout.

iii. What staff training is provided with regard to sale of alcohol compliance and host responsibility practices - explain content, duration and how often this training is provided.

No staff.

iv. Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

### 10f. Business and premises

i. Is this your first licensed premises?

☐ Yes

☒ No

If yes, please submit a copy of your financial plan.

ii. What percentage of the front windows will be clear and transparent?

Not applicable, remote sales.

iii. What is the target market for the business?

Craft beer drinkers

iv. What is your policy regarding pricing and promotions?

Market prices. Merchandise (caps, T-shirts) give aways.



## 10. Amenity and good order details – continued

10g. The granting, or renewal of this application will contribute to the object of the Act by:

i. Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

Not applicable, remote sales.

ii. Steps taken to minimise the harm caused by the excessive or inappropriate consumption of alcohol (including BYO):

Not applicable, remote sales.

10h. **For renewal licences**

i. Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

No

ii. Has your business been subject to a Police controlled purchase operation (CPO)? If so, what were the results?

No

iii. Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

No

## 11. Public notification

Where will you advertise your application?

☐ Newspaper

☒ NPDC website

You will need to complete the following two forms:

1. **Form 7 – NEWSPAPER OR INTERNET**  
Public notice of application for on, off or club licence or variation of conditions.
2. **Form 7 – NOTICE ON BUILDING**  
Public notice of application for on, off or club licence or variation of conditions.

## 12. Applicant's declaration

### PRIVACY STATEMENT:

Information on this form is to be provided under the Sale and Supply of Alcohol Act 2012 and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media, including business organisations, upon request. In appropriate circumstances, it may also be made available to other units of the Council, the Council's approved contractors and other government agencies. Under the Privacy Act 1993, you have the right to access the personal information held about you by the Council and you can also request that the Council corrects any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided in the application form is true and correct.

Joseph

First name(s)

Emans

Surname

Signature

6/4/2020

Date

Oakura, Taranaki

Place where dated and signed, e.g. New Plymouth





## How to use this checklist

Use this checklist when finalising your off-licence to assist you to lodge a complete application and avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

All items on this checklist must be ticked to show that they are either provided (P) or are not applicable (N/A) to your project.

Fees associated with the RMA and Building certificates must also be paid at the time of submitting your application.

Additional information may be requested during the processing of your off-licence application to confirm compliance.

### OFFICE USE

Applicant use

P - Information provided

N/A - Not applicable to this project

P N/A

☐ New off-licence

☒ Renewal of off-licence

### 1. For new and renewal licences

- ☒ Prescribed fee.
- ☒ NZ Fire Service evacuation statement - completed and returned with the application.
- ☒ Form 7 - NEWSPAPER OR INTERNET  
Public notification of application for on, off or club licence or variation of conditions.
- ☒ Form 7 - NOTICE ON BUILDING  
Public notification of application for on, off or club licence or variation of conditions.
- ☐ Copies of training material supplied to staff.

### 2. For a new licence only

- ☐ ☐ **Where the applicant is incorporated.** A copy of the certificate of incorporation or other documentary evidence of its incorporation.
- ☐ ☐ **Where the application relates to a hotel or tavern.** A reference to the number of the on-licence held by the applicant in respect of a hotel or tavern.
- ☐ ☐ **Where the application relates to premises in which the principal business is the manufacture or sale of alcohol.** Particulars of principal business conducted on the premises.
- ☐ ☐ **Where the application relates to a supermarket.** Particulars of the floor area of the supermarket including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items.
- ☐ ☐ **Where the application relates to a grocery store.** Particulars of the principal business of the store including evidence and certified accounts showing the percentage of turnover that is derived from the sale of main order household foodstuffs.
- ☐ ☐ **Where the application is made in reliance of section 32(d) of the Act.** Evidence to show that the sale of alcohol in premises of a kind described in paragraph (c) or paragraph (d) of section 36(1) of the Act would not be economic.
- ☐ ☐ **Where the application is made in reliance of section 32(e) of the Act.** Particulars of the kind of goods sold on the premises to which it is claimed the sale of alcohol would be complementary.
- ☐ ☐ Financial plan.
- ☐ A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as it will look when finished.
- ☐ A map, or a copy of a map or a portion of a map, showing the location of the premises and its principal entrance.
- ☐ **Three copies of a scale plan showing:**
  - ☐ Those parts of the premises that are to be used for the sale or supply of alcohol, and
  - ☐ Those parts of the premises (if any) that the applicant intends to have designated as restricted, supervised or undesignated areas, and
  - ☐ Each entrance to the premises that the applicant intends to have designated as a principal entrance.

Please turn over