



Southland *district* Licensing Agency  
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand  
Tel: 0800 732 732, Fax: 0800 732 329  
[liquor@southlanddc.govt.nz](mailto:liquor@southlanddc.govt.nz) [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

## APPLICATION FOR RENEWAL OF ON, OFF OR CLUB LICENCE

Sections 18, 41 and 64 Sale of Liquor Act  
1989

### General Information

***What is the latest date that I can submit this application?***

The application must be filed with the District Licensing Agency no later than 20 working days before the expiry of the licence. After that time, it may be filed only with the permission of the District Licensing Agency. **In no case** may the application be filed after the licence has expired.

***Can I use one form to renew both my On and Off Licences?***

No, use one form per licence.

***How long does the application process take?***

The Police have 15 working days to report. Note the Sale of Liquor Act defines the period between 20 December and 15 January as non-working days.

If the application is opposed by the Inspector, Police, Medical Officer of Health, or a member of the public, the application is determined before the Licensing Authority. The Authority usually sits in Invercargill two to four times a year.

The Inspector has no statutory limit on time to report. Typically if the application is complete and there are no objections, the Inspector will report soon after the other reporting agencies. If the application is incomplete, the Inspector will place the application on hold until all the supporting documentation has been submitted.

The late placement of advertisements can also hold the application up. The Agency cannot grant the application until 10 working days after the first publication of the advertisement.

***What happens if my licence expires while I am waiting for the grant of the renewal?***

Provided your application for renewal was made prior to the expiry date of the existing licence, the licence continues in effect until the application is determined.

***Can my Licence be transferred into a new name at a later date?***

No, an On or Off Licence is issued to a specific applicant. If the licence is issued to a natural person who later forms a company, then a new Licence must be obtained in the name of the company. Similarly, if a partnership dissolves, the new entity would have to seek a new licence.



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### Checklist

Please use the checklist below before submitting your application.

#### The following must be included with your application:

- The fee of \$776.00 (or \$132.00 for a BYO or Caterers). Any cheques should be made payable to the Southland District Council.

#### To do:

- Place a notice of the application (which will be sent to you) where it is easily noticeable either on or adjacent to the site to the licensed premises, within 10 working days of filing the application. Note failure to display this notice may invalidate your application.
- Your application must be advertised twice in the Southland Times (or another newspaper as agreed to by the Licensing Inspector) within 10 working days of filing the application. A template is available on the Southland District Council website or is available from your Licensing Inspector. Placing them on the same day in two consecutive weeks complies with the legal requirement. A Licensing Inspector can assist in preparing the draft. Note the ads must not be placed until the application is lodged and all supporting information has been provided.

**This page may be detached for your records**

Application for renewal of On, Off, or Club Licence is made in accordance with the details set out below:

Please PRINT Clearly

**1. DETAILS OF APPLICANT(S)**

**(a) Full name, address and occupation**

|  |
|--|
|  |
|  |
|  |

*Enter the address and occupation if the applicant is a natural person. If the applicant is a company, the name of company only required. If a Trust, full details (full name, address and occupation) of one of the trustees, who must hold the licence on behalf of the named trust. If a partnership, full details of each partner (full name, address and occupation).*

*The applicant is the person or entity that receives the profits from the sale of liquor. For example if a company is to be created and profits are paid into the company account, then the company is the applicant.*

**(b) Postal address for service of documents**

|  |
|--|
|  |
|  |

**(c) Daytime contact number and telephone number:**

|                      |  |
|----------------------|--|
| <b>Name</b>          |  |
| <b>Telephone No.</b> |  |

**2. DETAILS OF MANAGERS**

*List persons who either have Manager's Certificates or those who will shortly apply for a Manager's Certificate.*

|                        |  |
|------------------------|--|
| <b>Last Name</b>       |  |
| <b>First Names</b>     |  |
| <b>Certificate No.</b> |  |

|                        |  |
|------------------------|--|
| <b>Last Name</b>       |  |
| <b>First Names</b>     |  |
| <b>Certificate No.</b> |  |

|                        |  |
|------------------------|--|
| <b>Last Name</b>       |  |
| <b>First Names</b>     |  |
| <b>Certificate No.</b> |  |

**3. DETAILS OF LICENCE**

**(a) Type of Licence** (tick one)  On Licence  Off Licence  Club Licence

**(b) Number** 072/

**(c) Date of expiry:**  /  /

**4. PREMISES DETAILS** (To be included only where the licence applies to any premises, for example a tavern or restaurant)

**(a) Address:**

|  |
|--|
|  |
|  |

**(b) Trading name or other name (if any):**

|  |
|--|
|  |
|--|

**(c) (If a Club Licence) Does the club share the premises with any other**

**club?** (tick one)

Yes  No

If Yes:

(i) What is the name of the other club?

(ii) What months of the year do the respective clubs use the premises?

**4. CONVEYANCE DETAILS** (To be included only where the licence applies to any conveyance, for example a vessel or train)

**(a) Type of conveyance:**

*A full description is required. For example:*

*"Passenger/car wave piercing catamaran ferry, Incat No. \*\*\*, Official number 12345, Displacement 5600 tonnes, The vessel is licensed to carry about 600 passengers and 200 medium-sized cars."*

**(b) Physical address of home base (if any):**

**(c) Principal route travelled (if any):**

*Maritime vessels, trams and trains will have a principal route. Maritime vessels will have their route restricted to the terms outlined in the Safe Ship Management Certificate.*

**(d) Name for conveyance:**

*Give legal name of conveyance, or registration number if not named.*

**5. CONDITIONS**

**Are any changes sought to the present conditions of the licence:** Yes  No

If Yes:

(i) What are the changes sought?

(ii) What are the full reasons for the changes sought?

*Changes in conditions for premises may require new certificates of building and planning to be obtained from the Council. In some cases a new resource consent application may have to be made, in particular if an increase in hours is sought.*

**6. EVACUATION SCHEME (tick as appropriate)**

- The building in which the premises is situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975, or
- The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme

**Applicant's signature**

\_\_\_\_\_ / /  
Date

**NEXT STEP**

Send this form with the supporting documentation and fee (see the checklist after the General Information page) to the Secretary, Southland District Licensing Agency, PO Box 903, Invercargill 9840, or hand in to your local office of Southland District Council

**For Office Use Only:**

**Officer in Charge of Liquor Licensing**  
New Zealand Police

\_\_\_\_\_

**Section 20 - Sale of Liquor Act 1989**

Please report in respect of the above application.

\_\_\_\_\_


Date

**Memo Licensing Inspector**

\_\_\_\_\_

**Medical Officer of Health**

PO Box 1364, Invercargill 9840

  
Bruce Halligan  
for SECRETARY

No intention of filing a report containing any matters in opposition to the application.

\_\_\_\_\_

New Zealand Police

\_\_\_\_\_

Date

No intention of filing a report containing any matters in opposition to the application.

\_\_\_\_\_

Medical Officer of Health

\_\_\_\_\_

Date

Pursuant to the provisions of Sections 20, 43 and 66 of the Sale of Liquor Act 1989, I have inquired into this application and have no objection to the renewal of the Licence.

\_\_\_\_\_

Licensing Inspector

\_\_\_\_\_

Date