

# APPLICATION FOR RENEWAL OF LICENCE

(For On-Licence, Off-Licence or Club Licence)

Sections 18, 41 and 64, Sale of Liquor Act 1989

To: The Secretary  
The District Licensing Agency  
Timaru District Council  
P O Box 522  
Timaru

Application for the renewal of a licence is made in accordance with the details set out below:

## 1 DETAILS OF LICENSEE

(a) Full name: .....

Address: .....

Occupation: .....

Date of birth: .....

(b) Postal address for service of documents:

.....

(c) Daytime contact name and information:

Name: .....

Telephone No: ..... Fax No: .....

E-mail address: .....

## 2 DETAILS OF MANAGER

Full names, address, and date of birth of all managers currently employed, and certificate numbers of managers' certificates *(if any)*:

.....

.....

## 3 DETAILS OF LICENCE

(a) Type of licence *(tick appropriate box)*:

|              |                          |
|--------------|--------------------------|
| On-licence   | <input type="checkbox"/> |
| Off-licence  | <input type="checkbox"/> |
| Club Licence | <input type="checkbox"/> |

(b) Number: .....

(c) Date of expiry: .....

**4 PREMISES DETAILS**

*(To be included only where the licence applies to any premises)*

(a) Address of proposed licensed premises:

.....  
.....

(b) Proposed trading name for premises *(if any)*:

.....  
.....

(c) *(If a club licence)* does the club share the premises with any other club? 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? .....

.....

**5 DETAILS OF CONVEYANCE**

*(To be included only where the licence applies to any conveyance)*

(a) Type of conveyance: .....

(b) Address of home base *(if any)*: .....

.....

(c) Trading or other name *(if any)*: .....

.....

**6 CONDITIONS**

Are any changes sought to the present conditions of the licence? YES / NO

(a) If YES, what changes are sought? .....

.....

(b) What are the full reasons for the changes sought? .....

.....

.....

Dated at ..... this ..... day of ..... / .....

.....  
Applicant

**NOTES:**

- 1 This form should be used in respect of on-licences, off-licences and club licences. Special licences are not renewable.
- 2 This application should 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.
- 3 For the matters that are to accompany this application, see Regulation 18(2) of the Sale of Liquor Regulations 1990.
- 4 Within 10 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the two dates of publication.
- 5 Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).