



THE SALE OF LIQUOR REGULATIONS 1990

PAUL REEVES, Governor-General

ORDER IN COUNCIL

At Wellington this 12th day of March 1990

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to section 229 of the Sale of Liquor Act 1989, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

ANALYSIS

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1. Title and commencement 2. Interpretation <li style="padding-left: 40px;"><i>Forms</i> 3. Forms prescribed <li style="padding-left: 40px;"><i>Public Notice</i> 4. Notice of application <li style="padding-left: 40px;"><i>Applications, Licences, and Certificates</i> 5. Application for on-licence 6. On-licence 7. Definition of licensed premises 8. Application for off-licence 9. Off-licence 10. Definition of licensed premises 11. Application for club licence 12. Club licence 13. Definition of licensed premises 14. Application for special licence | <ol style="list-style-type: none"> 15. Special licence 16. Definition of licensed premises 17. Application by holder of licence for variation or cancellation of condition 18. Application for renewal of licence 19. Application for temporary authority 20. Application for manager's certificate 21. Application for renewal of manager's certificate <li style="padding-left: 40px;"><i>Administration and Appeals</i> 22. Annual return 23. Appeals to Licensing Authority 24. Records to be kept by Secretary of Licensing Authority 25. Records to be kept by Secretary of District Licensing Agency 26. Reports 27. Notice of objection 28. Service of documents |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Fees

- 29. Fees payable to District Licensing Agency
- 30. Fees payable to Licensing Authority
- 31. Fees inclusive of goods and services tax

Licensing Trusts

- 32. Remuneration of president
- 33. Remuneration of other members
- 34. Request to constitute licensing trust
- 35. Appointment of scrutineer to advise Minister
- 36. Notice of proposal to amalgamate
- 37. Written notice requiring poll

- 38. Appointment of scrutineer to advise trust
- 39. Conduct of polls
- 40. Cost of polls
- 41. Application to trust polls

Transitional Provisions and Revocations

- 42. Issue of converted licences
- 43. Converted licences generally
- 44. Special provisions relating to New Zealand Railways Corporation
- 45. Revocations Schedules

REGULATIONS

1. Title and commencement—(1) These regulations may be cited as the Sale of Liquor Regulations 1990.

(2) These regulations shall come into force on the 1st day of April 1990.

2. Interpretation—In these regulations, unless the context otherwise requires,—

“The Act” means the Sale of Liquor Act 1989:

“Converted licence” means a licence issued by the Licensing Authority in accordance with section 243 of the Act:

“Medical Officer of Health” means a Medical Officer of Health appointed under the Area Health Boards Act 1983 by an area health board; and includes any Deputy Medical Officer of Health:

A reference to a numbered form is a reference to the form so numbered in the First Schedule to these regulations.

Forms

3. Forms prescribed—(1) The forms set out in the First Schedule to these regulations are the forms to be used in respect of the several matters to which those forms relate.

(2) Such variations may be made in any form as the circumstances of any particular case may require.

Public Notice

4. Notice of application—(1) Where any person is required to give public notice of the making of an application under the Act or these regulations, the notice shall be in form 1.

(2) Forthwith after the second publication of the notice, and before the hearing or determination of the application, a copy of each of the newspapers in which the notice was published for the first and second time shall be delivered by the applicant to the Secretary of the District Licensing Agency or (as the case may require) to the Secretary of the Licensing Authority.

Applications, Licences, and Certificates

5. Application for on-licence—(1) An application for an on-licence in respect of any premises shall be in form 2.

(2) An application for an on-licence in respect of any conveyance shall be in form 3.

(3) Every application for an on-licence shall be accompanied by the following:

- (a) Three copies of the application:
- (b) (*Where the applicant is incorporated*) A copy of the certificate of incorporation or other documentary evidence of its incorporation:
- (c) (*Where the applicant is a company*) A copy of the memorandum of association, or other documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor:
- (d) (*Where the applicant is a local authority*) A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act:
- (e) (*Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988*) A copy of the property order:
- (f) A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished:
- (g) A map, or a copy of a map or of a portion of a map, showing the location of the premises.
- (h) A scale plan showing—
 - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
 - (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas:
 - (iii) Each entrance to the premises that the applicant intends should be designated as a principal entrance:
- (i) (*Where the applicant is not the owner of the premises*) A written statement from the owner to the effect that the owner has no objection to the grant of the licence:
- (j) A certificate by the local authority that the proposed use of the premises meets town planning requirements:
- (k) The prescribed fee.

6. On-licence—(1) An on-licence in respect of any premises shall be in form 4.

(2) An on-licence in respect of any conveyance shall be in form 5.

(3) The Licensing Authority may direct that any on-licence shall have attached to it a scale plan of the premises showing—

- (a) The part or parts of the premises in which liquor may be sold or supplied or consumed; and
- (b) The part or parts of the premises designated as restricted areas or as supervised areas; and
- (c) Each entrance to the premises designated as a principal entrance.

(4) No such scale plan shall be deemed to be part of the licence for the purposes of section 25 (2) of the Act.

(5) Where a scale plan is attached to the licence, the licensee shall produce it for inspection whenever required to do so by a member of the Police or an inspector.

7. Definition of licensed premises—(1) On granting an application for an on-licence in respect of any premises, the Licensing Authority shall determine whether to authorise the sale or supply or consumption of liquor in the premises generally or only in any specified part or parts of the premises.

(2) Where the Licensing Authority determines to authorise the sale or supply or consumption of liquor only in any specified part or parts of the premises, each such part shall be adequately defined on the face of the licence, or in a scale plan attached to the licence.

(3) If, in any case to which subclause (2) of this regulation applies, the licensee subsequently wishes to sell or supply or allow the consumption of liquor in any greater area, or in any other part, of the premises, the licensee shall apply to the Licensing Authority for authority to do so, and shall attach to the application a scale plan showing the proposed changes.

(4) The Licensing Authority may either grant the application or require the applicant to make an application under section 16 of the Act for the variation of the relevant condition.

8. Application for off-licence—(1) An application for an off-licence shall be in form 6.

(2) Every application for an off-licence shall be accompanied by the following:

(a) Three copies of the application:

(b) (*Where the applicant is incorporated*) A copy of the certificate of incorporation or other documentary evidence of its incorporation:

(c) (*Where the applicant is a company*) A copy of the memorandum of association or other documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor:

(d) (*Where the applicant is a local authority*) A reference to the enactment by which the applicant is expressly authorised to hold an off-licence under the Act:

(e) (*Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988*) A copy of the property order:

(f) (*Where the applicant is a club*) Evidence that the club—

(i) Held a charter under section 164 of the Sale of Liquor Act 1962 immediately before the 1st day of April 1990; or

(ii) Holds a club licence under the Sale of Liquor Act 1989,—and is not a sports club:

(g) (*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 the hotel or tavern:

(h) (*Where the application relates to premises in which the principal business is the manufacture or sale of liquor*) Particulars of the principal business conducted on the premises, and (*where that principal business is wine making*) the number of the licence held under the Wine Makers Act 1981:

(i) (*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:

- (j) *(Where the application relates to a grocery store)* Particulars of the principal business of the store:
- (k) *(Where the application is made in reliance on section 36 (2) (a) of the Act)* Evidence to show that the sale of liquor in premises of a kind described in paragraph (c) or paragraph (d) of section 36 (1) of the Act would not be economic:
- (l) *(Where the application is made in reliance on section 36 (2) (b) of the Act)* Particulars of the kind of goods sold in the premises to which it is claimed the sale of liquor would be complementary:
- (m) *(Where the application is made by the holder of an auctioneer's licence)* The number of the licence held under the Auctioneers Act 1928:
- (n) A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished:
- (o) A map, or a copy of a map or of a portion of a map, showing the location of the premises:
- (p) A scale plan showing—
 - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
 - (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas; and
 - (iii) *(Except where the applicant is a club)* Each entrance to the premises that the applicant intends should be designated as a principal entrance:
- (q) *(Where the applicant is not the owner of the premises)* A written statement from the owner to the effect that the owner has no objection to the grant of the licence:
- (r) A certificate by the local authority that the proposed use of the premises meets town planning requirements:
- (s) The prescribed fee.

9. Off-licence—(1) An off-licence shall be in form 7.

(2) The Licensing Authority may direct that any off-licence shall have attached to it a scale plan of the premises showing—

- (a) The part or parts of the premises in or from which liquor may be sold or delivered; and
- (b) The part or parts of the premises designated as restricted areas or as supervised areas; and
- (c) *(Except where the licensee is a club)* Each entrance to the premises designated as a principal entrance.

(3) No such scale plan shall be deemed to be part of the licence for the purposes of section 48 (2) or section 48 (3) of the Act.

(4) Where a scale plan is attached to the licence, the licensee shall produce it for inspection whenever required to do so by a member of the Police or an inspector.

10. Definition of licensed premises—(1) On granting an application for an off-licence in respect of any premises, the Licensing Authority shall determine whether to authorise the sale or delivery of liquor in or from the premises generally or only in or from any specified part or parts of the premises.

(2) Where the Licensing Authority determines to authorise the sale or delivery of liquor only in or from any specified part or parts of the premises, each such part shall be adequately defined on the face of the licence, or in a scale plan attached to the licence.

(3) If, in any case to which subclause (2) of this regulation applies, the licensee subsequently wishes to sell or deliver liquor in or from any greater area, or in or from any other part of the premises, the licensee shall apply to the Licensing Authority for authority to do so, and shall attach to the application a scale plan showing the proposed changes.

(4) The Licensing Authority may either grant the application or require the applicant to make an application under section 39 of the Act for the variation of the relevant condition.

11. Application for club licence—(1) An application for a club licence shall be in form 8.

(2) Every application for a club licence shall be accompanied by the following:

- (a) Three copies of the application:
- (b) (*Where the club is incorporated*) A copy of the certificate of incorporation or other documentary evidence of its incorporation:
- (c) (*Where the club held a charter under the Sale of Liquor Act 1962*) Identifying particulars of the club's charter:
- (d) A copy of the club's constitution or rules:
- (e) A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished:
- (f) A map, or a copy of a map or of a portion of a map, showing the location of the premises:
- (g) A plan showing—
 - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
 - (ii) Those parts of the premises (if any) that the club intends should be designated as restricted areas or as supervised areas:
- (h) (*Where the club is not the owner of the premises*) A written statement from the owner to the effect that the owner has no objection to the grant of the licence:
- (i) A certificate by the local authority that the proposed use of the premises meets town planning requirements:
- (j) The prescribed fee.

12. Club licence—(1) A club licence shall be in form 9.

(2) The Licensing Authority may direct that any club licence shall have attached to it a scale plan of the premises showing—

- (a) The part or parts of the premises in which liquor may be sold; and
- (b) The part or parts of the premises designated as restricted areas or as supervised areas.

(3) No such scale plan shall be deemed to be part of the licence for the purposes of section 70 of the Act.

(4) Where a scale plan is attached to the licence, the club shall produce it for inspection whenever required to do so by a member of the Police or an inspector.

13. Definition of licensed premises—(1) On granting an application for a club licence in respect of any premises, the Licensing Authority shall determine whether to authorise the sale of liquor in the premises generally or only in any specified part or parts of the premises.

(2) Where the Licensing Authority determines to authorise the sale of liquor only in any specified part or parts of the premises, each such part shall be adequately defined on the face of the licence, or in a scale plan attached to the licence.

(3) If, in any case to which subclause (2) of this regulation applies, the club subsequently wishes to sell or deliver liquor in or from any greater area, or in or from any other part, of the premises, the club shall apply to the Licensing Authority for authority to do so, and shall attach to the application a scale plan showing the proposed changes.

(4) The Licensing Authority may either grant the application or require the applicant to make an application under section 62 of the Act for the variation of the relevant condition.

14. Application for special licence—(1) An application for a special licence in respect of any premises shall be in form 10.

(2) An application for a special licence in respect of any conveyance shall be in form 11.

(3) Every application for a special licence shall be accompanied by the following:

(a) Three copies of the application:

(b) (*Where the applicant is a local authority*) A reference to the enactment by which the applicant is expressly authorised to hold a special licence under the Act:

(c) (*Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988*) A copy of the property order:

(d) (*Where the applicant is a club and holds a club licence under the Act*) The number of the club licence:

(e) (*Where the applicant is a club but does not hold a club licence under the Act*) Such of the following particulars as the District Licensing Agency may require:

(i) (*Where the club is incorporated*) A copy of the certificate of incorporation or other documentary evidence of its incorporation; and

(ii) (*Where the club held a charter under the Sale of Liquor Act 1962*) Identifying particulars of the club's charter; and

(iii) A copy of the club's constitution or rules:

(f) (*Where the application is made for a licence under section 74 of the Act*) Identifying particulars of the on-licence or club licence held by the applicant:

(g) A plan showing—

(i) Those parts of the premises that are to be used for the sale or supply of liquor; and

(ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas:

(h) (*Where the applicant is not the owner of the premises*) A written statement from the owner to the effect that the owner has no objection to the grant of the licence:

(i) The prescribed fee.

15. Special licence—(1) A special licence in respect of any premises shall be in form 12.

(2) A special licence in respect of any conveyance shall be in form 13.

(3) The District Licensing Agency may direct that any special licence shall have attached to it a scale plan of the premises showing—

- (a) The part or parts of the premises in which liquor may be sold; and
- (b) The part or parts of the premises designated as restricted areas or as supervised areas.

(4) No such scale plan shall be deemed to be part of the licence for the purposes of section 83 of the Act.

(5) Where a scale plan is attached to the licence, the licensee shall produce it for inspection whenever required to do so by a member of the Police or an inspector.

16. Definition of licensed premises—(1) On granting an application for a special licence in respect of any premises, the District Licensing Agency shall determine whether to authorise the sale of liquor in the premises generally or only in any specified part or parts of the premises.

(2) Where the District Licensing Agency determines to authorise the sale of liquor only in any specified part or parts of the premises, each such part shall be adequately defined on the face of the licence, or in a scale plan attached to the licence.

17. Application by holder of licence for variation or cancellation of condition—(1) An application by the holder of an on-licence or an off-licence or a club licence for the variation or cancellation of any condition of the licence under section 16 or section 39 or section 62 of the Act shall be in form 14.

(2) Every such application shall be filed with the District Licensing Agency, and shall be accompanied by the following:

- (a) Three copies of the application;
- (b) The prescribed fee.

18. Application for renewal of licence—(1) An application by the holder of an on-licence or an off-licence or a club licence for the renewal of the licence shall be in form 15.

(2) Every such application shall be accompanied by the following:

- (a) Three copies of the application;
- (b) The prescribed fee.

19. Application for temporary authority—(1) An application for authority to carry on, for a period not exceeding 3 months,—

- (a) The sale and supply of liquor on any premises or conveyance in respect of which an on-licence is in force; or
- (b) The sale and delivery of liquor on or from any premises in respect of which an off-licence is in force,—

shall be made in form 17.

(2) Every such application shall be accompanied by the following:

- (a) Three copies of the application;
- (b) The prescribed fee.

20. Application for manager's certificate—(1) An application for a manager's certificate shall be in form 18.

(2) Every application for a manager's certificate shall be accompanied by the following:

- (a) One copy of the application:
- (b) (*Where the applicant claims previous experience in managing licensed premises*) Evidence in duplicate of previous experience:
- (c) (*Where the applicant claims relevant training or qualifications*) Evidence in duplicate of relevant training or qualifications:
- (d) (*Where the applicant intends to be the manager of a particular club*) Evidence in duplicate of the applicant's involvement in the management and activities of the club:
- (e) The prescribed fee.

21. Application for renewal of manager's certificate—(1) An application for the renewal of a manager's certificate shall be in form 20.

(2) Every application for the renewal of a manager's certificate shall be accompanied by the following:

- (a) Three copies of the application:
- (b) The prescribed fee.

Administration and Appeals

22. Annual return—(1) Every return required to be made by the holder of any on-licence or off-licence or club licence under section 224 of the Act shall be in form 26.

(2) Where, under section 80 (2) (f) of the Act, the District Licensing Agency imposes as a condition of a special licence a requirement to file returns, the District Licensing Agency may stipulate that those returns are to be in form 26.

23. Appeals to Licensing Authority—(1) Where, on an appeal under section 137 of the Act, the Licensing Authority is not satisfied that a copy of the notice of appeal has been given to each of the other parties to the proceedings before the District Licensing Agency, the Licensing Authority may adjourn the proceedings and give such directions for the service of copies of the notice as it thinks fit.

(2) Every person on whom a copy of the notice of appeal is duly served shall be entitled to attend as a party to the proceedings before the Licensing Authority.

24. Records to be kept by Secretary of Licensing Authority—The following particulars shall be recorded in the register set up by the Secretary of the Licensing Authority under section 220 of the Act:

- (a) The date on which a complete file relating to an application under the Act is received from a District Licensing Agency:
- (b) The name and address of the applicant:
- (c) The nature of the application:
- (d) The premises or conveyance in respect of which the application is made:
- (e) The date on which the application is heard or determined:
- (f) The manner in which the application is disposed of.

25. Records to be kept by Secretary of District Licensing Agency—The following particulars relating to special licences shall be recorded in

the register set up by the Secretary of each District Licensing Agency under section 221 (2) of the Act:

- (a) The name and address of the applicant:
- (b) The date on which the application is received:
- (c) The particular occasion or event, or series of occasions or events, or the particular kind or kinds of social gatherings, for which the licence is sought:
- (d) The premises or conveyance for which the licence is sought:
- (e) The date on which the application is heard or determined:
- (f) The manner in which the application is disposed of.

26. Reports—The Licensing Authority may, in respect of any application or matter before it, obtain a report from the Police or from any District Licensing Agency, inspector, Medical Officer of Health, or Chief Fire Officer, or from any other person authorised in any particular case to furnish a report.

27. Notice of objection—Every notice of objection filed with the Secretary of the Licensing Authority or the Secretary of a District Licensing Agency pursuant to the Act or these regulations shall set forth the grounds of the objection.

28. Service of documents—(1) Subject to the provisions of the Act and of these regulations, any notice, summons, or other document required by the Act or these regulations to be served on or given or sent to any person may be served by delivering it to that person or by leaving it at his or her usual or last known place of residence or business, or by posting it by registered letter addressed to the person at his or her address for service under section 223 of the Act or, if there is no such address for service, at his or her usual or last known place of residence or business. If so posted, it shall be deemed to have been served at the time when the registered letter would in the ordinary course of post be delivered.

(2) If the person is absent from New Zealand, the notice, summons, or other document may be served in a manner referred to in subclause (1) of this regulation on his or her agent in New Zealand. If the person is deceased, it may be served in any such manner on his or her personal representative.

(3) If the person or his or her place of residence or business is not known, or if the person is absent from New Zealand and has no known agent in New Zealand, or is deceased and has no personal representative, the notice, summons, or other document may be served in such manner as may be directed by the Chairperson of the Licensing Authority or (as the case may require) the Chairperson of the District Licensing Agency.

(4) Notwithstanding anything in this regulation, the Chairperson of the Licensing Authority or (as the case may require) the Chairperson of the District Licensing Agency may in any case direct the manner in which any notice, summons, or other document is to be served, or direct that service be dispensed with.

Fees

29. Fees payable to District Licensing Agency—(1) Fees of the following amounts shall be payable to the appropriate District Licensing Agency in respect of the following applications:

\$

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| (a) On making application under section 9 of the Act for the grant of an on-licence, or under section 16 of the Act for the variation or cancellation of any condition of an on-licence, or under section 18 of the Act for the renewal of an on-licence, (except in any case where the licence is endorsed under section 28 of the Act) .. | 675.00 |
| (b) On making application under section 9 of the Act for an on-licence to be endorsed under section 28 of the Act, or under section 16 of the Act for the variation or cancellation of any condition of an on-licence endorsed under section 28 of the Act, or under section 18 of the Act for the renewal of an on-licence endorsed under section 28 of the Act | 115.00 |
| (c) On making application under section 24 of the Act for authority to carry on the sale and supply of liquor on any premises or conveyance in respect of which an on-licence is in force, or under section 47 of the Act for authority to carry on the sale and delivery of liquor on or from any premises in respect of which an off-licence is in force | 115.00 |
| (d) On making application under section 31 of the Act for an off-licence, or under section 39 of the Act for the variation or cancellation of any condition of an off-licence, or under section 41 of the Act for the renewal of an off-licence, (except in any case where the licence is endorsed under section 51 or section 52 of the Act) | 675.00 |
| (e) On making application under section 31 of the Act for an off-licence to be endorsed under section 51 or section 52 of the Act, or under section 39 of the Act for the variation or cancellation of any condition of an off-licence endorsed under section 51 or section 52 of the Act, or under section 41 of the Act for the renewal of an off-licence endorsed under section 51 or section 52 of the Act .. | 115.00 |
| (f) On making application under section 55 of the Act for the grant of a club licence, or under section 62 of the Act for the variation or cancellation of any condition of a club licence, or under section 64 of the Act for the renewal of a club licence | 675.00 |
| (g) On making application under section 76 of the Act for a special licence | 55.00 |
| (h) On making application under section 118 of the Act for the grant of a manager's certificate, or under section 123 for the renewal of a manager's certificate | 115.00 |

	\$
(i) On making application under section 221 of the Act for an extract from any record or register	20.00
(j) On making application under section 228 of the Act for authority to sell liquor pursuant to a special licence on or from any premises or conveyance other than the licensed premises	115.00.

(2) Out of each fee payable under paragraph (a) or paragraph (d) or paragraph (f) of subclause (1) of this regulation, the District Licensing Agency shall pay to the Licensing Authority the sum of \$270.

(3) Out of each fee payable under paragraph (b) or paragraph (e) or paragraph (h) of subclause (1) of this regulation, the District Licensing Agency shall pay to the Licensing Authority the sum of \$46.

30. Fees payable to Licensing Authority—(1) Fees of the following amounts shall be payable to the Licensing Authority in respect of the following matters:

	\$
(a) On giving notice of appeal under section 137 of the Act against a decision of a District Licensing Agency	280.00
(b) On making application under section 220 of the Act for an extract from any record or register	20.00
(c) On making application under section 228 of the Act for authority to sell liquor pursuant to an on-licence or an off-licence or a club licence on or from any premises or conveyance other than the licensed premises	115.00
(d) For every permanent club charter an annual fee of	900.00
(e) On the issue under section 243 of the Act of a converted on-licence or a converted off-licence or a converted club licence (except in any case where the converted licence is to be endorsed under section 28 or section 51 or section 52 of the Act) the sum of less \$56.25 for each complete month between the date of the issue of the licence and the 30th day of June 1990:	675.00
(f) On the issue under section 243 of the Act of a converted on-licence endorsed under section 28 of the Act or a converted off-licence endorsed under section 51 or section 52 of the Act, the sum of less \$9.50 for each complete month between the date of the issue of the licence and the 30th day of June 1990.	115.00

(2) Out of each fee payable under paragraph (e) of subclause (1) of this regulation, the Licensing Authority shall pay to the appropriate District Licensing Agency the sum of \$405.

(3) Out of each fee payable under paragraph (f) of subclause (1) of this regulation, the Licensing Authority shall pay to the appropriate District Licensing Agency the sum of \$69.

31. Fees inclusive of goods and services tax—The fees fixed by these regulations are inclusive of goods and services tax under the Goods and Services Tax Act 1985.

Licensing Trusts

32. Remuneration of president—The maximum remuneration payable immediately before the commencement of this Act to the chairman of any licensing trust under section 8 (1) of the Licensing Trusts Act 1949 or section 9 (1) of the Invercargill Licensing Trust Act 1950 or section 9 (1) of the Masterton Licensing Trust Act 1947 shall be deemed to be the maximum fixed under section 199 of the Act in respect of the remuneration payable to the president of that Trust, but without limiting the power of the Minister to fix a different maximum in any case in accordance with section 199 of the Act.

33. Remuneration of other members—A licensing trust may pay to each of its members, other than the president, in respect of each meeting of the trust or of any committee of the trust attended by that member, remuneration at a rate fixed by the trust not exceeding \$50, but no more than \$2,500 in total in any financial year.

34. Request to constitute licensing trust—A written request to the Minister under section 185 (2) of the Act to constitute a licensing trust in respect of any area shall be in form 28, and shall include a description of the area that is proposed as the trust district.

35. Appointment of scrutineer to advise Minister—(1) Where the Minister receives a written request to constitute a licensing trust, the Minister may, by notice in writing, require the Licensing Authority to appoint a scrutineer to peruse the request and to advise the Minister on it.

(2) In particular, the scrutineer shall—

- (a) Scrutinise the names, addresses, and occupations of the signatories to the request to ensure that they include at least 15 percent of the residents of the area, being persons qualified to vote in local authority elections; and
- (b) Check the description of the proposed trust district to ensure that no part of it is included in the district of any other licensing trust.

36. Notice of proposal to amalgamate—Where a licensing trust gives public notice under subsection (2) of section 211 of the Act of a proposal to amalgamate with any other licensing trust, the notice shall include a statement of the right of the electors of the trust under subsection (4) of that section to require a poll of electors to be held on the amalgamation proposal.

37. Written notice requiring poll—Where written notice is to be given to a licensing trust requiring the holding of a poll on an amalgamation proposal under section 211 (4) of the Act, or on a competition proposal under section 215 (3) (b) of the Act, or on an expansion proposal under section 218 (3) (b) of the Act, the notice shall be given in form 29.

38. Appointment of scrutineer to advise trust—(1) Where a licensing trust receives a written request for the holding of a poll on an amalgamation proposal under section 211 (4) of the Act, or on a

competition proposal under section 215 (3) (b) of the Act, or on an expansion proposal under section 218 (3) (b) of the Act, the licensing trust shall, by notice in writing, require the Licensing Authority to appoint a scrutineer to peruse the request and to advise the licensing trust on it.

(2) In particular, the scrutineer shall scrutinise the names, addresses, and occupations of the signatories to the request to ensure that they include at least 15 percent of the electors of the trust.

39. Conduct of polls—(1) Where—

(a) A scrutineer appointed under regulation 38 of these regulations has informed the Licensing Authority that at least 15 percent of the electors of the licensing trust have duly requested that a poll be held on an amalgamation proposal under section 211 of the Act, or on a competition proposal under section 215 of the Act, or on an expansion proposal under section 218 of the Act; or

(b) A licensing trust has informed the Licensing Authority that it has duly resolved that a poll on any such competition proposal or expansion proposal be held, the Licensing Authority shall direct that a poll be held accordingly.

(2) By the same or any further direction, the Licensing Authority may also—

(a) Fix a date for the taking of the poll; and

(b) Fix a date for the closing of the rolls of electors; and

(c) Appoint a Returning Officer to conduct the poll; and

(d) Give such directions as may be necessary in relation to the form of notices to be given by the Returning Officer in respect of the poll; and

(e) Determine the form of the ballot paper; and

(f) Authorise or direct the doing of any other thing necessary or expedient for the taking of the poll.

(3) The Licensing Authority may direct that the rolls of electors of the appropriate electoral districts (including Maori electoral districts) for the time being in force, or the rolls of electors of the districts or portions of the districts of any local authorities for the time being in force, shall be suitably marked to indicate the persons entitled to vote and used as the rolls of electors for the purposes of the poll and for the purpose of ensuring that electors residing, on the date fixed for the closing of the rolls, in the area in which the poll is to be taken are entitled to vote, may direct that the Returning Officer shall prepare a supplementary roll.

(4) Every poll under this section shall be a poll of the persons who are residing, on the date fixed for the closing of the rolls, in the area and who are qualified as electors of any local authority having jurisdiction in that area.

(5) Subject to any directions given by the Licensing Authority, the provisions of the Local Elections and Polls Act 1976, so far as they are applicable and with any necessary modifications, shall apply to the poll.

40. Cost of polls—All costs and expenses of or incidental to the holding of any poll held under section 211 or section 215 or section 218 of the Act shall be borne by the trust or trusts concerned.

41. Application to trust polls—The provisions of regulation 39 (2) of these regulations, except paragraph (a), shall apply with any necessary

modifications to any poll held under section 249 (3) (a) or section 250 (3) (a) or section 251 (3) (a) or section 252 (3) (a) or section 253 (3) (a) of the Act.

Transitional Provisions and Revocations

42. Issue of converted licences—(1) When the Licensing Authority is ready to issue a converted licence, the Secretary of the Licensing Authority shall notify the person who is entitled to the licence that it may be uplifted on payment of the prescribed fee.

(2) If the licence is not uplifted within 20 working days after notice is given under subclause (1) of this regulation, the licence shall lapse.

43. Converted licences generally—(1) For the purposes of section 242 (1) of the Act, the conditions that are to be incorporated in the converted licence are all authorities, provisions, prohibitions, and conditions, whether prescribed by law, or included in the licence, permit, or charter that is to be replaced by the converted licence, or fixed by order under section 221A or section 221C of the Sale of Liquor Act 1962, relating to any of the following matters:

- (a) The days on which and the hours during which liquor could or could not be sold, supplied, or delivered:
- (b) The consumption of liquor on or off the premises or any part of the premises:
- (c) The class or classes of persons to whom liquor could or could not be sold, supplied, or delivered:
- (d) The kind or kinds, or the quantity, of liquor that could or could not be sold.

(2) For the purposes of section 242 (1) of the Act, where, immediately before the commencement of the Act, a special dining permit under section 215 of the Sale of Liquor Act 1962 was in force in respect of any hotel, tourist house, tavern, or chartered club, the authority conferred by that permit to sell and supply liquor to persons dining on the premises or any specified part of the premises, on the days and during the hours specified in the permit, shall be deemed to have been conditions attaching immediately before the commencement of this Act to the sale or supply of liquor pursuant to the hotelkeeper's licence, tourist-house keeper's licence, tavernkeeper's licence, or club charter that is to be replaced by the converted licence.

44. Special provisions relating to New Zealand Railways Corporation—As soon as practicable after the commencement of this Act, the New Zealand Railways Corporation shall, for the purposes of sections 233 and 243 of the Act, supply to the Secretary of the Licensing Authority the following information:

- (a) Identifying particulars (such as a name or registration number) of each railcar or railway carriage or any part of any railcar or railway carriage in which any liquor facilities were maintained under section 26 of the New Zealand Railways Corporation Act 1981 immediately before the commencement of this Act:
- (b) The type of those liquor facilities (such as a bar, or trolley service):
- (c) The days on which and the hours during which liquor is sold or supplied in each such railcar or railway carriage:
- (d) The usual places and times of departure and arrival of each such railcar or railway carriage:

(e) The name and address of each person who was acting as the manager of any such liquor facility.

45. Revocations—The regulations and orders specified in the Second Schedule to these regulations are hereby revoked.

SCHEDULES

Reg. 3

FIRST SCHEDULE

PRESCRIBED FORMS

Reg. 4

FORM 1

PUBLIC NOTICE

Sections 9 (4), 16 (2), 18 (3), 31 (3), 39 (2), 41 (3), 55 (3), 62 (2), 64 (3), and 76 (4), Sale of Liquor Act 1989

[Full name, address, and occupation of applicant] has made application to the District Licensing Agency at for the grant (or renewal) of a [Specify type of licence] in respect of the premises situated at (or the [Specify type of conveyance] travelling between and) known as

The general nature of the business conducted (or to be conducted) under the licence is [For example, hotel, tavern, restaurant, entertainment/night club].

The days on which and the hours during which liquor 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 District Licensing Agency at [Number, street, and town].

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Agency at [Full postal address].

This is the first (or second) publication of this notice.

FIRST SCHEDULE—continued
FORM 2
APPLICATION FOR ON-LICENCE
(FOR PREMISES)
Section 9, Sale of Liquor Act 1989

Reg. 5 (1)

To: The Secretary,
The District Licensing Agency,
at

Application for an on-licence is made in accordance with the details set out below.

1. DETAILS OF APPLICANT(S)

- (a) Full name, address, and occupation
(b) Postal address for service of documents
(c) Daytime contact name and telephone number
(d) Full name and address of proposed manager (if any).
(e) Status of applicant (tick appropriate box)

Form with checkboxes for applicant status: Natural person, Private company, Public company, Licensing trust, Partnership, Government Department or other instrument of Crown, Local authority, Trustee, Manager under the Protection of Personal and Property Rights Act 1988.

2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY

- (a) Date of incorporation
(b) Place of incorporation
(c) Full details of each director, and the secretary, as follows:

Table with 5 columns: Name, Address, Date of Birth, Place of Birth, Designation. Includes three rows of dotted lines for data entry.

(d) (In the case only of a private company)

Authorised Capital [] Paid-up Capital []

(e) (In the case only of a private company) Full details of each person who holds any shares issued by the company:

FIRST SCHEDULE—continued

FORM 2—continued

Name	Address	Date of Birth	Place of Birth	Designation	Face value of shares held
.....
.....
.....

(f) (In the case only of a public company) Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation
.....
.....
.....

3. PREMISES DETAILS

- (a) Address of proposed licensed premises
- (b) Proposed trading name for premises (if any)
- (c) Is a licence sought conditional upon construction or completion of the premises Yes/No
- (d) Does the applicant own the proposed licensed premises Yes/No
 - If No—(i) What is the full name and address of the owner?
 - (ii) What form of tenure of the premises will the applicant have (including term of tenure)?
- (e) What part (if any) of the premises does the applicant intend should be designated as—
 - (i) A restricted area
 - (ii) A supervised area

4. BUSINESS DETAILS

- (a) What is the general nature of the business to be conducted by the applicant if the licence is granted? (For example, hotel, tavern, restaurant, entertainment/nightclub)
- (b) Is the sale of liquor intended to be the principal purpose of the business? Yes/No
 - If No—what is intended to be the principal purpose of the business?

FIRST SCHEDULE—continued

FORM 2—continued

- (c) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food? Yes/No
If Yes—what is the nature of those other goods or services?.....
- (d) On which days and during which hours does the applicant intend to sell liquor under the licence?
- (e) (*In the case only of a BYO restaurant*) Does the applicant wish to have the licence endorsed under section 28 of the Act?
Yes/No

5. CONDITIONS

- (a) What provision does the applicant intend to make for the sale and supply of—
 - (i) Food?
 - (ii) Non-alcoholic refreshments?
- (b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

Dated at this day of 19.....

.....
Applicant

NOTES

1. In respect of the status of the applicant, see section 8 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 5 (3) of the Sale of Liquor Regulations 1990.
3. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to 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 2 dates of publication.



FIRST SCHEDULE—continued

Reg. 5 (2)

FORM 3

APPLICATION FOR ON-LICENCE
(FOR CONVEYANCE)

Section 9, Sale of Liquor Act 1989

To: The Secretary,
The District Licensing Agency,
at

Application for an on-licence is made in accordance with the details set out below.

1. DETAILS OF APPLICANT(S)

- (a) Full name, address, and occupation
- (b) Postal address for service of documents
- (c) Daytime contact name and telephone number
- (d) Full name and address of proposed manager (if any)
- (e) Status of applicant (*tick appropriate box*)

Natural person	Private company	Public company
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licensing trust	Partnership	Government Department or other instrument of Crown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local authority	Trustee	Manager under the Protection of Personal and Property Rights Act 1988
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY

- (a) Date of incorporation
- (b) Place of incorporation
- (c) Full details of each director, and the secretary, as follows:

Name	Address	Date of Birth	Place of Birth	Designation
.....
.....
.....

FIRST SCHEDULE—continued

FORM 3—continued

(d) (In the case only of a private company)

Authorised Capital Paid-up Capital

(e) (In the case only of a private company) Full details of each person who holds any shares issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation	Face value of shares held
.....
.....
.....

(f) (In the case only of a public company) Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation
.....
.....
.....

3. CONVEYANCE DETAILS

(a) Type of conveyance

(b) Address of home base (if any)

(c) Principal route travelled (if any)

(d) Proposed trading name for conveyance (if any)

(e) Is a licence sought conditional upon construction or completion of the conveyance Yes/No

(f) Does the applicant own the conveyance Yes/No

If No—(i) What is the full name and address of the owner?

(ii) What form of tenure of the conveyance will the applicant have (including term of tenure)?

(g) What part (if any) of the conveyance does the applicant intend should be designated as—

(i) A restricted area?

(ii) A supervised area?

FIRST SCHEDULE—continued

FORM 3—continued

4. BUSINESS DETAILS

- (a) What is the general nature of the business to be conducted by the applicant if the licence is granted?
(For example, transportation of passengers by ship, aircraft, rail, or coach, scenic trips)
- (b) Is the sale of liquor intended to be the principal purpose of the business? Yes/No
If No—what is intended to be the principal purpose of the business?
- (c) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food? Yes/No
If Yes—what is the nature of those other goods or services?
- (d) On which days and during which hours does the applicant intend to sell liquor under the licence?

5. CONDITIONS

- (a) What provision does the applicant intend to make for the sale and supply of—
 - (i) Food?
 - (ii) Non-alcoholic refreshments?
- (b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

Dated at this day of 19.....

.....

Applicant

NOTES

- 1. In respect of the status of the applicant, see section 8 of the Sale of Liquor Act 1989.
- 2. For the matters that are to accompany this application, see regulation 5 (3) of the Sale of Liquor Regulations 1990.
- 3. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to 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 2 dates of publication.



FIRST SCHEDULE—*continued*

FORM 4

Reg. 6 (1)

ON-LICENCE

(FOR PREMISES)

Sections 7 and 114, Sale of Liquor Act 1989

AUTHORITY (*Omit this section in any case where the licence is endorsed under section 28 of the Act.*)

PURSUANT to the Sale of Liquor Act 1989, [Full name] is authorised to sell and supply liquor, on the premises situated at [Number, street, and town] and known as [Trading name of premises], for consumption on the premises, to—

- (a) Any person who is for the time being living on the premises, whether as a lodger or an employee of the licensee, or otherwise; or
 - (b) Any person who is present on the premises for the purpose of dining; or
 - (c) Any person who is present on the premises for the purpose of attending any function or entertainment (whether live or not); or
 - (d) Any other person who is present on the premises,—
- and to allow the consumption of liquor on the premises by any such person.

ENDORSEMENT (*To be included only in the case of a BYO restaurant where the licence is endorsed under section 28 of the Act*)

Section 28 of the Act applies to this licence.

[Full name] is authorised—

- (a) To allow the consumption of liquor in the restaurant situated at [Number, street, and town] and known as [Name of premises] by any person who is there for the purpose of dining, if the liquor is brought to the restaurant by that person or any other person dining with that person; and
- (b) To sell and supply any food or hot beverage of which liquor is an ingredient for consumption in the restaurant by any person who is there for the purpose of dining, if the food or beverage as supplied to that person contains not more than 14.33 percent alcohol by volume.

Except as stated in paragraph (b) above, this licence does NOT authorise the licensee to sell or supply liquor to any person.

(*Except in the case of an individual, or in the case of a BYO restaurant where the licence is endorsed under section 28 of the Act*) The authority conferred by this licence shall be exercised through a manager or managers appointed by the licensee in accordance with Part VI of the Act.

CONDITIONS

This licence is subject to the following conditions:

- (a) The licensee shall have available for consumption on the premises, at all times when the premises are open for the sale of liquor, a reasonable range of non-alcoholic refreshments:
- (b) (*In the case of a hotel or tavern only*) No liquor shall be sold or supplied on any Sunday or on Good Friday or Christmas Day to any person other than—

FIRST SCHEDULE—*continued*

FORM 4—*continued*

(i) Any person who is for the time being living on the premises, whether as a lodger or an employee of the licensee, or otherwise; or

(ii) Any person who is present on the premises for the purpose of dining;

*(c) Liquor may be sold only on the following days and during the following hours:

*(d) Food shall be available for consumption on the premises as follows:

*(e) The whole (or each of the following parts) of the premises is designated as—

(i) A restricted area

(ii) A supervised area

*(f) The following steps shall be taken by the licensee to ensure that the provisions of the Act relating to the sale of liquor to prohibited persons are observed:

*Delete where not applicable

DURATION

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence shall continue in force—

(a) Until the close of the period of 1 year commencing with the date of its issue; or

(b) If an application for the renewal of the licence is duly made, until the application is determined; or

(c) If the licence is renewed, until the close of the period for which it is renewed.

Dated at this day of 19

.....
Secretary, Liquor
Licensing Authority

FIRST SCHEDULE—*continued*

FORM 5

Reg. 6 (2)

ON-LICENCE

(FOR CONVEYANCE)

Sections 7 and 114, Sale of Liquor Act 1989

AUTHORITY (*Omit this section in any case where the licence is endorsed under section 28 of the Act*)

PURSUANT to the Sale of Liquor Act 1989, [Full name] is authorised to sell and supply liquor, on the [Type of conveyance] known as [Name of conveyance], based at [Home base], and journeying between and [Usual places of departure and arrival], for consumption on the conveyance, to—

- (a) Any person who is for the time being living on the conveyance, whether as a lodger or an employee of the licensee, or otherwise; or
 - (b) Any person who is present on the conveyance for the purpose of dining; or
 - (c) Any person who is present on the conveyance for the purpose of attending any function or entertainment (whether live or not); or
 - (d) Any other person who is present on the conveyance,—
- and to allow the consumption of liquor on the conveyance by any such person.

ENDORSEMENT (*To be included only in the case of a BYO restaurant where the licence is endorsed under section 28 of the Act*)

Section 28 of the Act applies to this licence.

[Full name] is authorised—

- (a) To allow the consumption of liquor in the restaurant situated on the [Type of conveyance] known as [Name of conveyance] based at [Home base], and journeying between and [Usual places of departure and arrival] by any person who is there for the purpose of dining, if the liquor is brought to the restaurant by that person or any other person dining with that person; and
- (b) To sell and supply any food or hot beverage of which liquor is an ingredient for consumption in the restaurant by any person who is there for the purpose of dining, if the food or beverage as supplied to that person contains not more than 14.33 percent alcohol by volume.

Except as stated in paragraph (b) above, this licence does not authorise the licensee to sell or supply liquor to any person.

(*Except in the case of an individual, or in the case of a BYO restaurant where the licence is endorsed under section 28 of the Act*) The authority conferred by this licence shall be exercised through a manager or managers appointed by the licensee in accordance with Part VI of the Act.

CONDITIONS

This licence is subject to the following conditions:

- (a) The licensee shall have available for consumption on the conveyance, at all times when the conveyance is open for the sale of liquor, a reasonable range of non-alcoholic refreshments:

FIRST SCHEDULE—*continued*

FORM 5—*continued*

- * (b) Liquor may be sold only on the following days and during the following hours:
- * (c) Food shall be available for consumption on the conveyance as follows:
- * (d) The whole (or each of the following parts) of the conveyance is designated as—
 - (i) A restricted area
 - (ii) A supervised area
- * (e) The following steps shall be taken by the licensee to ensure that the provisions of the Act relating to the sale of liquor to prohibited persons are observed:

*Delete where not applicable

DURATION

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence shall continue in force—

- (a) Until the close of the period of 1 year commencing with the date of its issue; or
- (b) If an application for the renewal of the licence is duly made, until the application is determined; or
- (c) If the licence is renewed, until the close of the period for which it is renewed.

Dated at this day of 19

.....
Secretary, Liquor
Licensing Authority

—

FIRST SCHEDULE—continued

FORM 6

Reg. 8 (1)

APPLICATION FOR OFF-LICENCE

Section 31, Sale of Liquor Act 1989

To: The Secretary,
The District Licensing Agency,
at

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

1. DETAILS OF APPLICANT(S)

- (a) Full name, address, and occupation
(b) Postal address for service of documents
(c) Daytime contact name and telephone number
(d) Full name and address of proposed manager (if any)
(e) Status of applicant (tick appropriate box)

Form with checkboxes for applicant status: Natural person, Private company, Public company, Licensing trust, Partnership, Government Department or other instrument of Crown, Local authority, Trustee, Manager under the Protection of Personal and Property Rights Act 1988, Club.

2. FURTHER DETAILS WHERE APPLICANT IS A COMPANY

- (a) Date of incorporation
(b) Place of incorporation
(c) Full details of each director, and the secretary, as follows:

Table with 5 columns: Name, Address, Date of Birth, Place of Birth, Designation. Includes three rows of dotted lines for data entry.

FIRST SCHEDULE—continued

FORM 6—continued

(d) (In the case only of a private company)

Authorised Capital Paid-up Capital

(e) (In the case only of a private company) Full details of each person who holds any shares issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation	Face value of shares held
.....
.....
.....

(f) (In the case only of a public company) Full details of each person who holds 20 percent or more of the shares, or of any particular class of shares, issued by the company:

Name	Address	Date of Birth	Place of Birth	Designation
.....
.....
.....

3. PREMISES DETAILS

(a) Address of proposed licensed premises

(b) Type of premises (tick appropriate box)

Hotel or tavern	Club	Premises on which principal business is manufacture or sale of liquor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supermarket	Grocery Store	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(c) Proposed trading name for premises (if any)

(d) Is a licence sought conditional upon construction or completion of the premises Yes/No

FIRST SCHEDULE—continued

FORM 6—continued

- (e) Does the applicant own the proposed licensed premises
Yes/No
If No—(i) What is the full name and address of the owner?
(ii) What form of tenure of the premises will the applicant have (including term of tenure)?
- (f) What part (if any) of the premises does the applicant intend should be designated as—
(i) A restricted area
(ii) A supervised area

4. BUSINESS DETAILS

- (a) Does the applicant seek the licence in connection with the business of a caterer? Yes/No
- (b) Does the applicant seek the licence in connection with the business of an auctioneer? Yes/No
- (c) Is the sale of liquor intended to be the principal purpose of the business? Yes/No
If No—what is intended to be the principal purpose of the business?
- (d) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food? Yes/No
If Yes—what is the nature of those other goods or services?
- (e) On which days and during which hours does the applicant intend to sell liquor under the licence?

5. CONDITIONS

- (a) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?
- (b) (Where the principal business is other than the manufacture or sale of liquor) What kind or kinds of liquor does the applicant intend to sell or deliver under the licence?

Dated at this day of 19.....

.....
Applicant

FIRST SCHEDULE—*continued*FORM 6—*continued*

NOTES

1. In respect of the status of the applicant, see section 30 of the Sale of Liquor Act 1989.

2. For the matters that are to accompany this application, see regulation 8 (2) of the Sale of Liquor Regulations 1990.

3. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to 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 2 dates of publication.

FIRST SCHEDULE—continued

FORM 7

Reg. 9 (1)

OFF-LICENCE

Sections 29 and 114, Sale of Liquor Act 1989

AUTHORITY (*Omit this section in any case where the licence is endorsed under section 51 or section 52 of the Act.*)

PURSUANT to the Sale of Liquor Act 1989, [Full name] is authorised to sell or deliver liquor on or from the premises situated at [Number, street, and town] and known as [Trading name of premises], to any person for consumption off the premises.

ENDORSEMENT (*To be included only where the licence is endorsed under section 51 of the Act*)

Section 51 of the Act applies to this licence.

[Full name], carrying on business as a caterer, is authorised to deliver liquor from the premises situated at [Number, street, and town] and known as [Trading name of premises] and sell it on any other premises for consumption on those other premises by persons attending any reception, function, or other social gathering promoted by any person or association of persons other than the holder of this licence.

ENDORSEMENT (*To be included only where the licence is endorsed under section 52 of the Act*)

Section 52 of the Act applies to this licence.

[Full name], carrying on business as an auctioneer, is authorised to sell liquor by auction in the course of that business.

(*Except in the case of an individual, or in the case of a licence endorsed under section 52 of the Act*) The authority conferred by this licence shall be exercised through a manager or managers appointed by the licensee in accordance with Part VI of the Act.

CONDITIONS

This licence is subject to the following conditions:

- (a) (*Except in the case of a licence endorsed under section 51 of the Act*) No liquor shall be sold or delivered on any Sunday or on Good Friday or Christmas Day:
- (b) (*In the case only where the licensee is the holder of a club licence*) Liquor shall be sold or supplied only to members of the club:
- (c) (*In the case only where the licence applies to premises described in section 36 (1) (d) of the Act*) No liquor shall be sold other than—
 - (i) Wine that conforms to the standard prescribed by regulation 219 of the Food Regulations 1984 (S.R. 1984/262), or any other standard that may be prescribed pursuant to the Food Act 1981 in substitution for that standard; and
 - (ii) Sparkling wine that conforms to the standard prescribed by regulation 220 of those regulations, or any other standard that may be prescribed pursuant to the Food Act 1981 in substitution for that standard:

* (d) Liquor may be sold only on the following days and during the following hours:

FIRST SCHEDULE—continued

FORM 7—continued

- **(e)* The whole (or each of the following parts) of the premises is designated as—
 - (i) A restricted area
 - (ii) A supervised area
- **(f)* The following steps shall be taken by the licensee to ensure that the provisions of the Act relating to the sale of liquor to prohibited persons are observed:
- **(g)* (In the case only where the principal business in the premises is other than the manufacture or sale of liquor) No liquor may be sold or delivered other than the following kind or kinds:
- **(h)* (In the case only where the licence is endorsed under section 51 of the Act) The licensee shall have available for consumption on the premises on which liquor is being sold—
 - (i) A reasonable range of non-alcoholic refreshments; and
 - (ii) Food.

*Delete where not applicable

DURATION

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence shall continue in force—

- (a) Until the close of the period of 1 year commencing with the date of its issue; or
- (b) If an application for the renewal of the licence is duly made, until the application is determined; or
- (c) If the licence is renewed, until the close of the period for which it is renewed.

Dated at this day of 19.....

.....
Secretary, Liquor
Licensing Authority

FIRST SCHEDULE—continued

FORM 8

Reg. 11 (1)

APPLICATION FOR CLUB LICENCE

Section 55, Sale of Liquor Act 1989

To: The Secretary,
The District Licensing Agency,
at

Application for a club licence is made in accordance with the details set out below.

1. DETAILS OF CLUB

(a) Name

(b) Is the club incorporatedYes/No

If Yes—(i) Under what Act is the club incorporated?

(ii) What is the date of the club's incorporation?

(c) Postal address for service of documents

(d) Daytime contact name and telephone number

(e) Full name and address of proposed manager

(f) Status of club (*tick appropriate box*)

Chartered Club

Sports Club

Other

(g) Predominant purpose

(h) Membership of whom about are under the age of 20 years

(i) Full name, address, and occupation of the secretary

2. PREMISES DETAILS

(a) Address of club premises

(b) Is a licence sought conditional upon construction or completion of the premises Yes/No

(c) Does the club own the proposed licensed premises Yes/No

If No—(i) What is the full name and address of the owner?

(ii) What form of tenure of the premises will the club have (including term of tenure)?

(d) What part (if any) of the premises does the club intend should be designated as—

(i) A restricted area

(ii) A supervised area

FIRST SCHEDULE—continued

FORM 8—continued

3. CLUB ACTIVITIES

- (a) Nature of activities
- (b) Days on which and hours during which the activities take place
.....

4. CONDITIONS

- (a) On which days and during what hours does the club intend to sell liquor under this licence?
- (b) What provision does the club intend to make for the sale and supply of—
 - (i) Food?
 - (ii) Non-alcoholic refreshments?
- (c) What steps does the club propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

Dated at this day of 19.....

Signed on behalf of the club by

.....
[Designation]

NOTES

1. For the matters that are to accompany this application, see regulation 11 (2) of the Sale of Liquor Regulations 1990.

2. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to 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 2 dates of publication.



FIRST SCHEDULE—continued

FORM 9

Reg. 12 (1)

CLUB LICENCE

Sections 53 and 114, Sale of Liquor Act 1989

AUTHORITY

[Name of club] is authorised to sell and supply liquor, on the premises situated at [Number, street, and town] and known as [Name of premises], for consumption on the premises, to—

- (a) Any member of the club; or
- (b) Any person who is a guest of, and is accompanied by, a member of the club; or
- (c) Any member of any other club with which the holder of the licence has an arrangement for reciprocal visiting rights for members of the clubs.

The authority conferred by this licence shall be exercised through a manager or managers appointed by the club in accordance with Part VI of the Act.

CONDITIONS

This licence is subject to the following conditions:

- (a) The club shall have a secretary at all times:
 - (b) Within 10 working days of the appointment of a new secretary, the club shall inform the Secretary of the Licensing Authority of the name of the new secretary:
 - (c) All proceeds from the sale of liquor shall belong to the club:
 - (d) The club shall have available for consumption on the premises, at all times when the club is open for the sale of liquor, a reasonable range of non-alcoholic refreshments:
 - * (e) Liquor may be sold only on the following days and during the following hours:
 - * (f) Food shall be available for consumption on the premises as follows:
 - * (g) The whole (or each of the following parts) of the premises is designated as—
 - (i) A restricted area
 - (ii) A supervised area
 - * (h) The following steps shall be taken by the licensee to ensure that the provisions of the Act relating to the sale of liquor to prohibited persons are observed:
 - * (i) (Where the application was made on behalf of an unincorporated association of persons) The club shall become incorporated on or before the day of 19.....
- *Delete where not applicable

DURATION

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence shall continue in force—

- (a) Until the close of the period of 1 year commencing with the date of its issue; or

FIRST SCHEDULE—*continued*

FORM 9—*continued*

- (b) If an application for the renewal of the licence is duly made, until the application is determined; or
- (c) If the licence is renewed, until the close of the period for which it is renewed.

Dated at this day of 19.....

.....
 Secretary, Liquor
 Licensing Authority

—

FIRST SCHEDULE—*continued*

FORM 10

Reg. 14 (1)

APPLICATION FOR SPECIAL LICENCE
(FOR PREMISES)*Section 76, Sale of Liquor Act 1989*

To: The Secretary,
The District Licensing Agency,
at

Application for a special licence is made in accordance with the details set out below.

1. DETAILS OF APPLICANT(S)

- (a) Full name(s)
- (b) Postal address for service of documents
- (c) Daytime contact name and telephone number
- (d) Full name and address of proposed manager (if any)
- (e) Status of applicant (*tick appropriate box*)

Natural person

Private company

Public company

Government
Department or
other instrument
of Crown

Licensing trust

Partnership

Manager under
the Protection of
Personal and
Property Rights
Act 1988

Local authority

Trustee

Club

2. PREMISES DETAILS

- (a) Address of proposed licensed premises
- (b) Proposed trading name for premises (if any)
- (c) Is a licence sought conditional upon construction or completion of the premises Yes/No
- (d) Does the applicant own the proposed licensed premises
Yes/No

FIRST SCHEDULE—continued

FORM 10—continued

If No—(i) What is the full name and address of the owner?

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

(e) What part (if any) of the premises does the applicant intend should be designated as—

(i) A restricted area

(ii) A supervised area

3. PURPOSES (To be included only where the application is made for a licence under section 73 of the Act)

(a) What is the particular occasion or event, or series of occasions or events, in respect of which the licence is sought?

(b) When is this occasion or event, or series of occasions or events, to occur?

(c) On which days and during what hours does the applicant intend to sell liquor under the licence?

4. PURPOSES (To be included only where the application is made for a licence under section 74 of the Act)

(a) Identifying particulars of the on-licence or club licence held by the applicant

(b) Address and trading name (if any) of hotel, tavern, or club

(c) In respect of what kind or kinds of social gatherings is the licence sought?

(d) When are the social gatherings to be held?

(e) On which days and during what hours does the applicant intend to sell liquor under the licence?

5. CONDITIONS

(a) What provision does the applicant intend to make for the sale and supply of—

(i) Food?

(ii) Non-alcoholic refreshments?

(b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

Dated at this day of 19.....

.....
Applicant

FIRST SCHEDULE—*continued*FORM 10—*continued*

NOTES

1. In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989.

2. For the matters that are to accompany this application, see regulation 14 (3) of the Sale of Liquor Regulations 1990.

FIRST SCHEDULE—continued

Reg. 14 (2)

FORM 11

APPLICATION FOR SPECIAL LICENCE

(FOR CONVEYANCE)

Section 76, Sale of Liquor Act 1989

To: The Secretary,
The District Licensing Agency,
at

Application for a special licence is made in accordance with the details set out below.

1. DETAILS OF APPLICANT(S)

- (a) Full name(s)
(b) Postal address for service of documents
(c) Daytime contact name and telephone number
(d) Full name and address of proposed manager (if any)
(e) Status of applicant (tick appropriate box)

Form with checkboxes for applicant status: Natural person, Private company, Public company, Licensing trust, Partnership, Local authority, Trustee, Club, and Government Department or other instrument of Crown/Manager under the Protection of Personal and Property Rights Act 1988.

2. PREMISES DETAILS

- (a) Type of conveyance
(b) Address of home base (if any)
(c) Principal route travelled (if any)
(d) Proposed trading name for conveyance (if any)
(e) Is a licence sought conditional upon construction or completion of the conveyance Yes/No
(f) Does the applicant own the conveyance Yes/No

FIRST SCHEDULE—continued

FORM 11—continued

If No—(i) What is the full name and address of the owner?

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

(g) What part (if any) of the conveyance does the applicant intend should be designated as—

(i) A restricted area

(ii) A supervised area

3. PURPOSES

(a) What is the particular occasion or event, or series of occasions or events, in respect of which the licence is sought?

(b) When is this occasion or event, or series of occasions or events, to occur?

(c) On which days and during what hours does the applicant intend to sell liquor under the licence?

4. CONDITIONS

(a) What provision does the applicant intend to make for the sale and supply of—

(i) Food?

(ii) Non-alcoholic refreshments?

(b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

Dated at this day of 19.....

.....
Applicant

NOTES

1. In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989.

2. For the matters that are to accompany this application, see regulation 14 (3) of the Sale of Liquor Regulations 1990.



FIRST SCHEDULE—*continued*

Reg. 15 (1)

FORM 12

SPECIAL LICENCE

(FOR PREMISES)

Sections 73 or Section 74, and Section 114, Sale of Liquor Act 1989

AUTHORITY (*To be included only in the case of a licence under section 73 of the Act*)

PURSUANT to the Sale of Liquor Act 1989, [*Full name*] is authorised to sell and supply liquor, on the premises situated at [*Number, street, and town*] and known as [*Trading name of premises*], for consumption on the premises, to any person attending the following occasion or event (*or series of occasions or events*):

AUTHORITY (*To be included only in the case of a licence under section 74 of the Act*)

PURSUANT to the Sale of Liquor Act 1989, [*Full name*] being the holder of on-licence (*or club licence*) No. in respect of the hotel (*or tavern or club*) situated at [*Number, street, and town*] and known as [*Trading name of premises*], is authorised to sell and supply liquor for consumption on the premises at any time when the premises are required to be closed for the sale of liquor, to persons attending social gatherings of the following kind(s):

(*Except in the case of an individual, or where the District Licensing Agency grants an exemption under section 84 (2) of the Act*) The authority conferred by this licence shall be exercised through a manager or managers appointed by the licensee in accordance with Part VI of the Act.

CONDITIONS

This licence is subject to the following conditions:

- (a) The licensee shall have available for consumption on the premises, at all times when liquor may be sold under the licence, a reasonable range of non-alcoholic refreshments:
- * (b) Liquor may be sold under the licence only on the following days and during the following hours:
- * (c) Food shall be available for consumption on the premises as follows:
- * (d) The whole (*or each of the following parts*) of the premises is designated as—
 - (i) A restricted area
 - (ii) A supervised area
- * (e) The following steps shall be taken by the licensee to ensure that the provisions of the Act relating to the sale of liquor to prohibited persons are observed:
- * (f) Members of the public shall be excluded from the premises in the following circumstances:
- * (g) The licensee shall file with the District Licensing Agency returns relating to the sale of liquor as follows:

*Delete where not applicable

FIRST SCHEDULE—continued

FORM 12—continued

DURATION (to be included only where the licence is granted for one particular occasion or event or a series of occasions or events) This licence shall be in force from o'clock on the day of 19 until o'clock on the day of 19

DURATION (To be included only in the case of a licence under section 74 of the Act) This licence shall expire on the day of 19.....

Dated at this day of 19

.....
Secretary, District
Licensing Agency



FIRST SCHEDULE—continued

Reg. 15 (2)

FORM 13

SPECIAL LICENCE

(FOR CONVEYANCE)

Sections 73 and 114, Sale of Liquor Act 1989

AUTHORITY

PURSUANT to the Sale of Liquor Act 1989, [Full name] is authorised to sell and supply liquor, on the [Type of conveyance] known as [Name of conveyance], based at [Home base], and journeying between and [Usual places of departure and arrival], for consumption on the conveyance, to any person attending the following occasion or event (or series of occasions or events):

(Except in the case of an individual, or where the District Licensing Agency grants an exemption under section 84 (2) of the Act) The authority conferred by this licence shall be exercised through a manager or managers appointed by the licensee in accordance with Part VI of the Act.

CONDITIONS

This licence is subject to the following conditions:

- (a) The licensee shall have available for consumption on the conveyance, at all times when liquor may be sold under the licence, a reasonable range of non-alcoholic refreshments:
- * (b) Liquor may be sold under the licence only on the following days and during the following hours:
- * (c) Food shall be available for consumption on the conveyance as follows:
- * (d) The whole (or each of the following parts) of the premises is designated as—
 - (i) A restricted area
 - (ii) A supervised area
- * (e) The following steps shall be taken by the licensee to ensure that the provisions of the Act relating to the sale of liquor to prohibited persons are observed:
- * (f) Members of the public shall be excluded from the conveyance in the following circumstances:
- * (g) The licensee shall file with the District Licensing Agency returns relating to the sale of liquor as follows:
 - *Delete where not applicable

DURATION This licence shall be in force from o'clock on the day of 19 until o'clock on the day of 19

Dated at this day of 19

.....
Secretary, District
Licensing Agency



FIRST SCHEDULE—*continued*

FORM 14

Reg. 17 (1)

APPLICATION FOR VARIATION OR CANCELLATION OF
CONDITIONS OF LICENCE*Sections 16, 39, and 62, Sale of Liquor Act 1989*

To: The Secretary,
The District Licensing Agency,
at

Application for the variation or cancellation of the conditions of a licence is made in accordance with the details set out below.

1. DETAILS OF LICENSEE

- (a) Full name
- (b) Postal address for service of documents
- (c) Daytime contact name and telephone number

2. DETAILS OF LICENCE

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

On-licence

Off-licence

Club licence

- (b) Number

3. DETAILS OF PREMISES (*To be included only where the licence applies to any premises*)

- (a) Address
- (b) Trading or other name (if any)

3. 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) Principal route travelled (if any)
- (d) Trading or other name (if any)

4. CONDITIONS (*To be filled in for each condition to which the application relates*)

- (a) Terms of condition at present
- (b) Action sought (*tick appropriate box*)

Variation

Cancellation

- (c) If variation, in what respect does the applicant seek to vary the condition?

- (d) Reasons for variation or cancellation

Dated at this day of 19.....

.....
Applicant

FIRST SCHEDULE—*continued***FORM 14—*continued*****NOTES**

1. This application may be made only by the holder of the licence.
 2. For the matters that are to accompany this application, see regulation 17 (2) of the Sale of Liquor Regulations 1990.
 3. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to 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 2 dates of publication.
-

FIRST SCHEDULE—continued

FORM 15

Reg. 18 (1)

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,
at

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

1. DETAILS OF LICENSEE

- (a) Full name
- (b) Postal address for service of documents
- (c) Daytime contact name and telephone number

2. DETAILS OF LICENCE

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

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

- (b) Number
- (c) Date of expiry

3. DETAILS OF PREMISES (*To be included only where the licence applies to any premises*)

- (a) Address
- (b) Trading or other name (if any)

3. 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) Principal route travelled (if any)
- (d) Trading or other name (if any)

4. CONDITIONS

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

If Yes, what changes are sought?

Dated at this day of 19

.....
Licensee

FIRST SCHEDULE—*continued*FORM 15—*continued*

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 is required to 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 2 dates of publication.

FIRST SCHEDULE—continued

FORM 16

NOTICE OF RENEWAL OF LICENCE

Sections 23, 46, and 69, Sale of Liquor Act 1989

To: [Name of licensee]

The [Type of licence] in respect of the premises situated at (or the [Specify type of conveyance] travelling between and) and known as is renewed.

The present conditions of the licence shall continue to apply.

OR

[Where the Licensing Authority alters the conditions of the licence] The present conditions of the licence shall continue to apply subject to the following changes:

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence shall expire on the day of 19, unless again renewed.

Dated at this day of 19

.....
Secretary, Liquor
Licensing Authority
(or District
Licensing Agency)

FIRST SCHEDULE—continued

Reg. 19(1)

FORM 17

APPLICATION FOR TEMPORARY AUTHORITY

Sections 24 and 47, Sale of Liquor Act 1989

To: The Secretary,
The District Licensing Agency,
at

Application for temporary authority to carry on the sale and supply (or delivery) of liquor is made in accordance with the details set out below.

1. DETAILS OF APPLICANT

- (a) Full name, address, and occupation
- (b) Postal address for service of documents
- (c) Daytime contact name and telephone number

2. DETAILS OF LICENCE

- (a) Type of licence (*tick appropriate box*)
 On-licence Off-licence
- (b) Number.....

3. DETAILS OF PREMISES (*To be included only where the licence applies to any premises*)

- (a) Address
- (b) Trading or other name (if any)

3. 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) Principal route travelled (if any)
- (d) Trading or other name (if any)

4. FURTHER DETAILS

- (a) What right, title, estate, or interest does the applicant have in the premises (or conveyance) to which the application relates?
- (b) Does the applicant intend to carry on the sale and supply (or delivery) of liquor personally? Yes/No
 If No, what is the name, address, and occupation of the person through whom the applicant intends to carry on the sale and supply (or delivery) of liquor?
 Name
- Address
- Occupation
- (c) What are the reasons for the applications?

FIRST SCHEDULE—*continued*

FORM 17—*continued*

Dated at this day of 19.....

.....
Applicant

NOTES

1. The District Licensing Agency may require notice of this application to be given to any person or persons it may specify.

2. For the matters that are to accompany this application, see regulation 19 (2) of the Sale of Liquor Regulations 1990.

—

FIRST SCHEDULE—continued

Reg. 20 (1)

FORM 18

APPLICATION FOR MANAGER'S CERTIFICATE

Section 118, Sale of Liquor Act 1989

To: The Secretary,
The District Licensing Agency,
at

Application for a manager's certificate is made in accordance with the
details set out below.

- 1. TYPE OF CERTIFICATE (tick appropriate box)
General Manager's [] Club Manager's []

- 2. DETAILS OF APPLICANT
(a) Full name, address, and occupation
(b) Postal address for service of documents
(c) Daytime contact name and telephone number
(d) Has the applicant been convicted of any offence?
Yes/No.
If Yes, what are the details of each offence?

Table with 3 columns: Nature of Offence, Date of Conviction, Penalty Suffered

- (e) Has the applicant had any experience in managing licensed premises? Yes/No
If Yes, what are the details of that experience?
(f) Has the applicant had any relevant training? Yes/No
If Yes, what are the details of that training?
(g) Does the applicant hold any relevant qualifications? Yes/No
If Yes, what are the details of each qualification?
(h) (To be included only where the applicant seeks a club manager's certificate)
What is the extent of the applicant's involvement in the management and activities of the club?
(i) Does the applicant intend at this time to be the manager of any particular licensed premises? Yes/No
If Yes, what are the identifying particulars of those licensed premises?

Dated at this day of 19

.....
Applicant

FIRST SCHEDULE—*continued***FORM 18—*continued*****NOTES**

1. For the matters that are to accompany this application, see regulation 20 (2) of the Sale of Liquor Regulations 1990.

2. If the applicant intends to be the manager of any particular licensed premises, the application must be filed with the District Licensing Agency with which the application for the licence was filed. In all other cases, the application should be filed with the District Licensing Agency for the district in which the applicant is residing.

FIRST SCHEDULE—continued

FORM 19

GENERAL (or CLUB) MANAGER'S CERTIFICATE

Section 117, Sale of Liquor Act 1989

PURSUANT to the Sale of Liquor Act 1989 [Full name] is authorised to manage any licensed premises in respect of which a licence (or a club licence or a special licence) is in force.

Subject to the requirements of the Act relating to fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate shall continue in force—

- (a) Until the close of the period of 1 year commencing with the date of its issue; or
- (b) If an application for the renewal of the certificate is duly made, until the application is determined; or
- (c) If the certificate is renewed, until the close of the period for which it is renewed.

Dated at this day of 19

.....
Secretary, Liquor
Licensing Authority



FIRST SCHEDULE—continued

Reg. 21 (1)

FORM 20

APPLICATION FOR RENEWAL OF MANAGER'S CERTIFICATE

Section 123, Sale of Liquor Act 1989

To: The Secretary,
The District Licensing Agency,
at

Application for the renewal of a manager's certificate is made in accordance with the details set out below.

1. DETAILS OF APPLICANT

- (a) Full name, address, and occupation
- (b) Postal address for service of documents
- (c) Daytime contact name and telephone number

2. DETAILS OF CERTIFICATE

- (a) Type of certificate (*tick appropriate box*)
 General Manager's Club Manager's
- (b) Number
- (c) Date of expiry

Dated at this day of 19.....

.....
Applicant

NOTES

- 1. This application must be filed with the District Licensing Agency before the certificate expires. Where the applicant is presently employed as a manager, it should be filed with the District Licensing Agency for the district in which the applicant is employed. In all other cases, it should be filed with the District Licensing Agency for the district in which the applicant is residing.
- 2. For the matters that are to accompany this application, see regulation 21 (2) of the Sale of Liquor Regulations 1990.



FIRST SCHEDULE—*continued*

FORM 21

NOTICE OF RENEWAL OF MANAGER'S CERTIFICATE

Sections 125 and 127, Sale of Liquor Act 1989

To: [*Name of manager*]

Your general (*or club*) manager's certificate is renewed.

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of managers' certificates, this certificate shall expire on the day of 19, unless again renewed.

Dated at this day of 19.....

.....
Secretary, Liquor
Licensing Authority
(*or District*
Licensing Agency)

—

FIRST SCHEDULE—continued

FORM 22

APPLICATION FOR VARIATION, SUSPENSION, OR CANCELLATION OF LICENCE

(FOR ON-LICENCE, OFF-LICENCE, OR CLUB LICENCE)

Section 132, Sale of Liquor Act 1989

To: The Secretary,
Liquor Licensing Authority,

Application for the variation (or suspension or cancellation) of a licence is made in accordance with the details set out below.

1. DETAILS OF APPLICANT

- (a) Full name
- (b) Postal address for service of documents
- (c) Daytime contact name and telephone number
- (d) Status (*tick appropriate box*)

Member of the Police

Inspector

2. DETAILS OF LICENCE

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

On-licence

Off-licence

Club licence

- (b) Number

2. DETAILS OF PREMISES (*To be included only where the licence applies to any premises*)

- (a) Address
- (b) Trading or other name (if any)

2. 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) Principal route travelled (if any)
- (d) Trading or other name (if any).....

3. ACTION SOUGHT (*tick appropriate box*)

Variation

Suspension

Cancellation

4. CONDITIONS (*To be included only where variation is sought, and, in that case, to be filled in for each condition to which the application relates*)

- (a) Terms of condition at present

FIRST SCHEDULE—continued

FORM 22—continued

(b) In what respect does the applicant seek to vary the condition?

5. GROUNDS OF APPLICATION

*(a) That the licensed premises have been conducted:

* (i) In breach of the following provisions of this Act ; and in particular it is alleged as follows: [*Specify details of each alleged breach*]; or

* (ii) In breach of the following conditions of the licence ; and in particular it is alleged as follows: [*Specify details of each alleged breach*]; or

* (iii) Otherwise in an improper manner; and in particular it is alleged as follows: [*Specify details of the improper manner in which it is alleged the licensed premises have been conducted*];

*(b) That the conduct of the licensee is such as to show that he (or she) is not a suitable person to hold the licence; and in particular it is alleged as follows: [*Specify details of the reasons for alleging that the licensee is unsuitable*];

*(c) The licensed premises are being used in a disorderly manner so as to be obnoxious to neighbouring residents or to the public; and in particular it is alleged as follows: [*Specify details of the disorderly manner in which it is alleged the licensed premises are being used*];

*Delete where not applicable

Dated at this day of 19.....

.....
Applicant



FIRST SCHEDULE—continued

FORM 23

APPLICATION FOR VARIATION, SUSPENSION, OR CANCELLATION OF SPECIAL LICENCE

To: The Secretary, The District Licensing Agency, at

Application for the variation (or suspension or cancellation) of a special licence is made in accordance with the details set out below.

1. DETAILS OF APPLICANT

- (a) Full name
(b) Postal address for service of documents
(c) Daytime contact name and telephone number
(d) Status (tick appropriate box)

Member of the Police Inspector
[] []

2. DETAILS OF LICENCE

- (a) Type of licence (tick appropriate box)

Section 73 Section 74
[] []

- (b) Number

2. DETAILS OF PREMISES (To be included only where the licence applies to any premises)

- (a) Address.....
(b) Trading or other name (if any)

3. 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) Principal route travelled (if any)
(d) Trading or other name (if any)

4. ACTION SOUGHT (tick appropriate box)

Variation Suspension Cancellation
[] [] []

5. CONDITIONS (To be included only where variation is sought, and, in that case, to be filled in for each condition to which the application relates)

- (a) Terms of condition at present
(b) In what respect does the applicant seek to vary the condition?

FIRST SCHEDULE—continued

FORM 23—continued

6. GROUNDS OF APPLICATION

*(a) That the licensed premises have been conducted:

*(i) In breach of the following provisions of this Act ; and in particular it is alleged as follows: [*Specify details of each alleged breach*]; or

*(ii) In breach of the following conditions of the licence ; and in particular it is alleged as follows: [*Specify details of each alleged breach*]; or

*(iii) Otherwise in an improper manner; and in particular it is alleged as follows: [*Specify details of the improper manner in which it is alleged the licensed premises have been conducted*];

*(b) That the conduct of the licensee is such as to show that he (or she) is not a suitable person to hold the licence; and in particular it is alleged as follows: [*Specify details of the reasons for alleging that the licensee is unsuitable*];

*(c) The licensed premises are being used in a disorderly manner so as to be obnoxious to neighbouring residents or to the public; and in particular it is alleged as follows: [*Specify details of the disorderly manner in which it is alleged the licensed premises are being used*].

*Delete where not applicable

Dated at this day of 19.....

.....
Applicant

—

FIRST SCHEDULE—*continued*

FORM 24

APPLICATION FOR SUSPENSION, OR CANCELLATION OF
MANAGER'S CERTIFICATE*Section 135, Sale of Liquor Act 1989*

To: The Secretary,
Liquor Licensing Agency,
at

Application for the suspension *or* cancellation) of a manager's certificate is made in accordance with the details set out below.

1. DETAILS OF APPLICANT

- (a) Full name
- (b) Postal address for service of documents
- (c) Daytime contact name and telephone number
- (d) Status (*tick appropriate box*)

Member of the Police

Inspector

2. DETAILS OF CERTIFICATE

- (a) Type of certificate (*tick appropriate box*)
- (b) Number

General
manager'sClub
manager's3. DETAILS OF EMPLOYMENT (*To be included only where the manager is or was employed on any premises*)

- (a) Address of premises
- (b) Trading or other name (if any)
- (c) Type of licence in force in respect of premises
- (d) Name of licensee

3. DETAILS OF EMPLOYMENT (*To be included only where the manager is or was employed on any conveyance*)

- (a) Type of conveyance
- (b) Address of home base (if any)
- (c) Principal route travelled (if any)
- (d) Trading or other name (if any)
- (e) Type of licence in force in respect of conveyance
- (f) Name of conveyance

4. ACTION SOUGHT (*tick appropriate box*)

Suspension

Cancellation

FIRST SCHEDULE—continued

FORM 24—continued

5. GROUNDS OF APPLICATION

*(a) That the manager has failed to conduct the licensed premises in a proper manner; and in particular it is alleged as follows: [*Specify details of the manner in which it is alleged that the manager has failed to conduct the premises in a proper manner*]:

*(b) That the conduct of the manager is such as to show that he (or she) is not a suitable person to hold the certificate; and in particular it is alleged as follows: [*Specify details of the reasons for alleging that the manager is unsuitable*].

*Delete where not applicable

Dated at this day of 19.....

.....
Applicant

—

FIRST SCHEDULE—continued

FORM 25

SEARCH WARRANT

Section 177, Sale of Liquor Act 1989

To [Full name and rank], member of the Police (or To every member of the Police):

1. GROUND OF WARRANT

I am satisfied, on application in writing made on oath by [Full name, address, and occupation] on the day of 19 that there is reasonable ground for believing that—

- *(a) Any liquor is being sold, or exposed or kept for sale on the premises (or conveyance) described below, being premises (or a conveyance) in which that liquor may not lawfully be sold or exposed or kept for sale; or
- *(b) The premises (or conveyance) described below is being kept or used as a place of resort for the consumption of liquor in contravention of the Sale of Liquor Act 1989.

2. DESCRIPTION OF PREMISES (To be included only where authority is being given to search any premises) The premises to which this warrant relates are situated at [Number, street, and town] and known as [Trading or other name of premises, if any].

2. DESCRIPTION OF CONVEYANCE (To be included only where authority is being given to search any conveyance) The conveyance to which this warrant relates is the [Type of conveyance] based at [Home base] travelling between and [Usual places of departure and arrival] and known as [Trading or other name, if any].

3. CONDITIONS

This warrant is subject to the following conditions:

4. AUTHORITY

Subject to the conditions set out above, this warrant authorises the member of the Police who is executing it, and any person called by that member to assist,—

- (a) To enter the premises (or conveyance) on one occasion within 14 days after the date of the issue of this warrant at any time that is reasonable in the circumstances; and
- (b) To use such force, both for making entry (whether by breaking open doors or otherwise) and for breaking open any thing on the premises (or conveyance), as is reasonable in the circumstances; and
- (c) To search for and seize any liquor, or any packages or containers containing or believed to contain any liquor, or any vessels used or believed to be used for the consumption of any liquor, or any other thing, found on the premises (or conveyance) and believed on reasonable grounds to have been involved in the commission of any offence referred to in paragraph 1 of this warrant or any other offence against the Sale of Liquor Act 1989.

FIRST SCHEDULE—continued

FORM 25—continued

Dated at this day of 19.....

.....
District Court
Judge (or Justice
or Registrar (not
being a constable))

Reg. 22

FORM 26

ANNUAL RETURN

(FOR ON-LICENCE, OFF-LICENCE, AND CLUB LICENCE)

Section 224, Sale of Liquor Act 1989

To: The Secretary,
Liquor Licensing Authority

Name of Licensee

Type of licence

Address or description of premises or conveyance

Period to which return relates: From to

Type of Liquor	Volume sold (in litres)

Dated at this day of 19

.....
Licensee (or
Manager)

NOTE

This return must be accompanied by a statutory declaration by the licensee or manager to the effect that the return is correct to the best of the licensee's or manager's knowledge.

FIRST SCHEDULE—continued

FORM 27

SCHEDULE OF LICENSED PREMISES AND MANAGERS

Section 247 (1), Sale of Liquor Act 1989

Name and Address of Premises	Type of Existing Licence	Name of Licensee or Holder of Temporary Authority	Address for service	Name of Manager and address for service (if known)

NOTES

1. In respect of hotels, taverns, and tourist houses, details are required only in respect of the keepers' licences.
2. Where the sale of liquor is being conducted under temporary authority, this should be made clear in the third column.



FORM 28

Reg. 34

REQUEST TO CONSTITUTE LICENSING TRUST

Section 185 (2), Sale of Liquor Act 1989

To: The Minister of Justice

We, the undersigned, being residents of the area described below and being entitled to vote in local authority elections, request that you advise His Excellency the Governor-General to constitute a licensing trust in respect of that area.

The area in respect of which it is proposed that a licensing trust be established is as follows:

Name	Residential Address	Postal Address	Occupation	Signature



FIRST SCHEDULE—*continued*

Reg. 37

FORM 29

NOTICE REQUIRING POLL OF ELECTORS
Sections 211, 215, and 218, Sale of Liquor Act 1989

To: *[Name of licensing trust]*

We, being electors of the trust, request that a poll be held on the amalgamation proposal (*or* competition proposal *or* expansion proposal) of which public notice was given by the trust on the day of
 19

Full Name	Residential Address	Postal Address	Occupation	Signature

—

SECOND SCHEDULE
REGULATIONS AND ORDERS REVOKED

Reg. 45

Title	Serial Number
The Licensing Trusts Regulations 1952	1952/40
The Special Licensing Polls Regulations 1954	1954/187
The Sale of Liquor Regulations 1963	1963/151
The Sale of Liquor Regulations 1963, Amendment No. 1	1965/89
The Local Licensing Trusts Regulations 1966	1966/139
The Local Licensing Trusts Regulations 1966, Amendment No. 1	1967/239
The Sale of Liquor Regulations 1963, Amendment No. 2	1968/129
The Sale of Liquor Regulations 1963, Amendment No. 3	1969/91
The Licensing Districts Order 1970	1970/200
The Local Licensing Trusts Regulations 1966, Amendment No. 2	1972/165
The Sale of Liquor Regulations 1963, Amendment No. 4	1973/120
The Local Licensing Trusts Regulations 1966, Amendment No. 3	1974/56
The Licensing Districts Order 1974	1974/313
The Licensing Districts Order 1976	1976/174
The Licensing Trusts Amendment Act 1975 Commencement Order 1976	1976/320
The Sale of Liquor Regulations 1963, Amendment No. 5	1977/74
The Sale of Liquor Regulations 1963, Amendment No. 6	1978/11
The Sale of Liquor Regulations 1963, Amendment No. 7	1981/61
The Sale of Liquor Regulations 1963, Amendment No. 8	1981/123
The Licensing (No-Licence Districts) Order 1982	1982/38
The Sale of Liquor Regulations 1963, Amendment No. 9	1982/62
The Sale of Liquor Regulations 1963, Amendment No. 10	1983/11
The Sale of Liquor Regulations 1963, Amendment No. 11	1986/334
The Licensing Trusts (Fees) Regulations 1986	1986/335
The Sale of Liquor Regulations 1963, Amendment No. 12	1988/24

MARIE SHROFF,
Clerk of the Executive Council.

EXPLANATORY NOTE

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations, which come into force on 1 April 1990, prescribe forms, fees, and other matters for the purposes of the Sale of Liquor Act 1989.

Issued under the authority of the Acts and Regulations Publication Act 1989.
Date of notification in *Gazette*: 15 March 1990.
These regulations are administered in the Department of Justice.