

Alcohol Regulatory and Licensing Authority
s.280 and s.285 Application Checklist and Guidelines

Before submitting your application, please ensure all of the following have been completed:

- I have filled out the application form according to the guidelines
- I have provided copies of all relevant licences, certificates and renewal notices
- I have advised the respondent of their right to have the matter heard by public hearing and their right to engage counsel
- I have included a signed suspension agreement which sets out the facts and grounds agreed upon (if such an agreement between the parties has been reached)
- I have included the hearing information on the bottom of the form (if required)
- I have provided details of **at least two** different forms of contact for the respondent (email, phone, postal address)
- I have carefully checked the **accuracy and clarity** of:
 - Contact details
 - Licence/certificate details
 - The grounds of my application (by reference to specified provisions of the Act)

APPLICATION GUIDELINES

APPLICATION FOR VARIATION, SUSPENSION, OR CANCELLATION OF LICENCE (for on-licence, off-licence or club licence) *Section 280, Sale and Supply of Alcohol Act 2012*

To: The Secretary
Alcohol Regulatory and Licensing Authority
DX: SX11159
Wellington

Or Private Bag 32001
Featherston Street
Wellington

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

Details of applicant

Full legal name:

Postal address for service of documents:

Daytime contact name and telephone number:

Email address:

Status (*Delete what is not applicable*):

Inspector/Constable

Rank (*If applicable*):

Details of licensee and manager

Full legal name of licensee:

Comment [BE1]: This is the name written on the licence itself (not the name of the business owner or manager).

Postal address for service of documents for licensee:

Email address of licensee:

Comment [BE2]: Email is ARLA's preferred form of contact for hearing information and issuing decisions. Please attempt to get a service email address.

Full legal name and address of each manager:

Certificate numbers of each manager's certificate (if known):

Details of licence

Type of licence (*Delete what is not applicable*):

On-Licence/Off-Licence/Club Licence

Licence number:

Comment [BE3]: Current/correct licence number. If the licence is expired but is under renewal with the DLC, please supply this information here.

Details of premises

(To be included only where the licence applies to any premises that are not conveyance)

Address:

Name, trading name, or name of building (if any):

Details of conveyance

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

Type of conveyance:

Registration number (if any):

Address of home base (if any):

Name, trading name, or name of conveyance (if any):

Action sought *(Delete what is not applicable)*

Variation/Suspension/Cancellation

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)

Terms of condition at present:

In what respect does the applicant seek to vary the condition?

Grounds of application

*(*Delete the grounds which are not applicable)*

Comment [BE4]: Any of the grounds marked with an asterisk can be removed if they are not relevant to the application.

That the licensed premises have been conducted:

- *S.280(3)(a) : in breach of the following provisions of the Sale and Supply of Alcohol Act 2012 *[State provisions]*; and in particular it is alleged as follows: *[State details of each alleged breach, and how the grounds are established by the facts]*; or
- *S.280(3)(a) : in breach of the following conditions of the licence *[State conditions]*; and in particular it is alleged as follows: *[state details of each alleged breach, and how the grounds are established by the facts]*; or
- *S.280(3)(a) : otherwise in an improper manner; and in particular it is alleged as follows: *[State details of the improper manner in which it is alleged the licensed premises have been conducted, and how the grounds are established by the facts]*:

Comment [BE5]: This is where the section/s of the Act should be provided. E.g. s.239 (1).

ENTER TEXT HERE

Comment [BE6]: Provide the details including dates, names, summary of events.

- *S.280(3)(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: *[State details of*

the reasons for alleging that the licensee is unsuitable, and how the grounds are established by the facts]

ENTER TEXT HERE

Comment [BE7]: Provide the details including dates, names, summary of events.

- * S.280(3)(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: *[state details of the disorderly manner in which it is alleged the licensed premises are being used, and how the grounds are established by the facts]:*

ENTER TEXT HERE

Comment [BE8]: Provide the details including dates, names, summary of events.

Dated at _____ this _____ day of _____ 20 ____

Signature of applicant

Hearing details:

We collect this information to help set down a hearing for the application.

How many witnesses you intend to call:

Estimated hearing duration:

Please state "On the papers" if no hearing is required.

Comment [BE9]: This information is used to set hearings down in the most efficient manner. Please provide an estimated duration if a hearing is required.

APPLICATION GUIDELINES

APPLICATION FOR SUSPENSION OR CANCELLATION OF MANAGER'S CERTIFICATE

Section 285, Sale and Supply of Alcohol Act 2012

To: The Secretary
Alcohol Regulatory and Licensing Authority
DX: SX11159
Wellington

Or Private Bag 32001
Featherston Street
Wellington

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

Details of applicant

Full name:

Postal address for service of documents:

Daytime contact name and telephone number:

Email address:

Status (*Delete what is not applicable*):

Constable/Inspector

Rank (*If applicable*):

Details of manager

Full name:

Postal address for service of documents (if known):

Email address:

Details of certificate

Number:

Details of employment

(To be included only where the manager is or was employed on any premises)

Address of premises:

Trading or other name (if any):

Kind of licence in force in respect of premises:

Comment [BE1]: Name on manager's certificate

Comment [BE2]: Email is ARLA's preferred form of contact for hearing information and issuing decisions. Please attempt to get a service email address.

Comment [BE3]: Current/correct certificate number. If the certificate is expired but is under renewal with the DLC, please supply this information here.

Name of licensee:

Details of employment

(To be included only where the manager is or was employed on any conveyance)

Kind of conveyance:

Address of home base (if any):

Trading or other name (if any):

Kind of licence in force in respect of conveyance:

Name of conveyance:

Action sought *(Delete what is not applicable)*

Suspension /Cancellation

Grounds of application

(Delete what is not applicable)*

- *S.285 (3)(a) : That the manager has failed to conduct the licensed premises in a proper manner; and in particular it is alleged as follows: *[State details of the alleged improper manner, including any applicable provisions, and how the grounds are established by the facts]*:

Comment [BE4]: Any of the grounds marked with an asterisk can be removed if they are not relevant to the application.

ENTER TEXT HERE

- *S.285 (3)(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: *[State details of the reasons for alleging that the manager is unsuitable, including any applicable provisions, and how the grounds are established by the facts]*.

Comment [BE5]: Provide the details including any applicable section/s of the Act, names, dates, summary of events.

ENTER TEXT HERE

Comment [BE6]: Provide the details including any applicable section/s of the Act, names, dates, summary of events.

Dated at _____ this _____ day of _____ 20 ____

Signature of applicant

Hearing details:

We collect this information to help set down a hearing for the application.

How many witnesses you intend to call:

Estimated hearing duration:

Please state "On the papers" if no hearing is required.

Comment [BE7]: This information is used to set hearings down in the most efficient manner. Please provide an estimated duration if a hearing is required.