

**SALE OF LIQUOR REGULATIONS 1990**

**Application for Off-Licence**

**Section 31, Sale of Liquor Act 1989**

P\_\_\_\_\_

To: The Secretary,  
The District Licensing Agency  
Stratford District Council  
PO Box 320  
STRATFORD

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 manager or manager's to be employed, and certificate numbers of managers certificate(s):

\_\_\_\_\_  
\_\_\_\_\_

(e) Status of applicant (*tick appropriate box*)

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

Board, organisation or  
other body to which  
Section 75 (ba) of the  
Act applies

Body corporate to which  
section 75 (bb) of the Act  
applies

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 \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Designation \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Designation \_\_\_\_\_

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

Authorised Capital

Paid-up Capital

(e) *(In the case 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 \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Designation \_\_\_\_\_

Face value of shares held \_\_\_\_\_

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 \_\_\_\_\_

Face value of shares held \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_  
Designation \_\_\_\_\_  
Face value of  
shares held \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_  
Designation \_\_\_\_\_  
Face value of  
shares held \_\_\_\_\_

- (g) Have any of the persons identified in either 2 (c), (e), or (f) above been convicted of any offence?

YES/NO

If Yes, what are the details of each offence?

Name \_\_\_\_\_  
Nature of offence \_\_\_\_\_  
Date of conviction \_\_\_\_\_  
Penalty suffered \_\_\_\_\_

3. Further details where applicant is a partnership

- (a) Full details of each partner as follows:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_

(b) Signature of each partner \_\_\_\_\_  
\_\_\_\_\_

(c) Have any of the persons identified in 3(a) above been convicted of any offence  
YES/NO

If Yes, what are the details of each offence?

Name \_\_\_\_\_

Nature of offence \_\_\_\_\_

Date of conviction \_\_\_\_\_

Penalty suffered \_\_\_\_\_

4. **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

Supermarket

Grocery Store

Other

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

\_\_\_\_\_

(d) Is a licence sought conditional upon construction or completion of the premises.  
YES/NO

(e) Does the applicant own the proposed licensed premises

YES/NO

If No- (*include a statement from the owner confirming that they have no  
objection to the issue of the Licence*)

(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 \_\_\_\_\_

5. **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-
- (i) What is intended to be the principal purpose of the business?  
\_\_\_\_\_
  - (ii) What part of Section 36 of the Act is applicable to this application?  
\_\_\_\_\_
- (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?  
\_\_\_\_\_
- (f) Does the applicant intend to provide complimentary samples of liquor on the premises?  
YES/NO

6. **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 kinds of liquor does the applicant intend to sell or deliver under the licence?  
\_\_\_\_\_  
\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
Applicant

**NOTES:**

1. In respect of the status of the applicant, see section 30 of the Sale of Liquor Act 1989.
2. This application must be made in triplicate and be accompanied by the information listed in Regulation 8(2) of the Sale of Liquor Regulations 1990 and the required fees.
  - \$143.11 Compliance Certificate, and either
  - \$793.24 Application fee for full Off Licence, or
  - \$134.93 Application fee for Caterer or Auctioneer Off Licence
3. Within 20 working days after filing this application with the Stratford District Licensing Agency, the applicant must give public notice of the application in the required form. The notice must be published twice in either the Daily News or the Stratford Press, with not less than five days and not more than ten days between the two dates of publication.
4. Within the ten days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in the required form is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the Stratford District Licensing Agency agrees that it is impracticable or unreasonable to do so).