

APPLICATION CHECKLIST FOR RENEWAL OF ON, OFF OR CLUB LICENCE

DOCUMENTATION TO BE PROVIDED TO APPLICANT

- 1 Application Form
- 2 Public Notice Form
Applicant is to give this to the newspapers.
 - 1st advert to be published within 20 days of deposit of application
 - 2nd advert to be published within 5 to 10 days of first advert.For Premises
 - in Otorohanga – adverts to be published in Waitomo News or Waikato Times.
 - In Kawhia – adverts to be published in Te Awamutu Courier or Waikato Times.
- 2A Public Notice Form 1A (To be attached to the building)

DOCUMENTATION TO BE PROVIDED TO DISTRICT LICENSING AGENCY

- 1 Application Form
- 2 Fee - \$776.00 per licence (ie \$776 for ON, \$776 for OFF, \$776 for Club)
- 3 Complete newspapers page showing the adverts and the date they were published
- 4 Public Notice of Application to be displayed on or adjacent to the building within 10 days of application
- 5 Fire Evacuation Declaration