



# Liquor Licensing - A guide to inserting public notices

Below is the official order form for placing your public notice requirements under the Sale of Liquor Act 1989. You are required to publish 2 notices 5 working days apart. Once received your public notice will be published on either the Tuesday or the Friday in the NZ Herald. (See below for publishing days). We are an independent company specialising in public notices, offering a better and easier way of advertising than any other method.

3 EASY WAYS TO PLACE YOUR AD AND PAY	COST 2 Notices	PAYMENT METHOD	TICK OPTION
<b>ONLINE</b> - Go to <a href="http://www.public-notices.co.nz">www.public-notices.co.nz</a>	<b>\$440.00</b> incl. GST	<b>Credit Card</b>	
<b>FAX</b> - This form to 0800 200 446	<b>\$460.00</b> incl. GST	<b>Credit Card, Direct Payment*, Cheque</b>	
<b>MAIL</b> - This form to Public Notices (address below)	<b>\$460.00</b> incl. GST	<b>Credit Card, Direct Payment*, Cheque</b>	

- Cost for one notice as required by Waiheke Island and Great Barrier Island applicants is Online \$220, Fax or mail \$240 incl. GST

\* Direct Payment - Public Notices Ltd ANZ 010797 0406090 00, please reference with your trading name

### PERSONAL DETAILS

Name Miss/Mrs/Mr/Ms First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address Street \_\_\_\_\_ Suburb \_\_\_\_\_

City \_\_\_\_\_ Fax \_\_\_\_\_

Contact Details Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

### FORM 1 - Layout for Public Notices of On/Off/Club/Variation Licences

- Please indicate which section(s) of the following from the Sales of Liquor Act 1989 you are applying by ticking the box.

9(4) New On     16(2) Variation On     18(3) Renewal On     31(3) New Off     39(2) Variation Off

41(3) Renewal Off     55(3) New Club     62(2) Variation Club     64(3) Renewal Club     75(4) Special

\* The following information should be the same as on the application and may be a person, partnership or company.

Name\* \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

Please tick  Premises  Conveyance

Premises Physical Address \_\_\_\_\_

Trading As (name of premises) \_\_\_\_\_

General Nature of business (e.g. hotel tavern restaurant, nightclub) \_\_\_\_\_

Licence hours and days (Insert the days and hours as stated on the application form). \_\_\_\_\_

This is for two notices  Or  This is just for the second publication of this notice the first was on \_\_\_\_\_

- For premises on **Waiheke Island** the first notice shall be placed in a local paper. For premises on **Great Barrier Island** the first notice should be put in the Barrier Bulletin.
- In both cases the second notice should be put in the NZ Herald via [www.public-notices.co.nz](http://www.public-notices.co.nz).
- Cost for one notice as required by **Waiheke Island** and **Great Barrier Island** applicants is Online \$220, Fax or mail \$240 incl. GST
- It is important to insert your public notice requirement as soon as possible after submitting your application.
- For new applications, notices must be published with 20 working days of lodging application.
- For renewal notices, must be published within 10 working days of lodging application.

### PUBLISHING DAYS / COPIES OF PUBLIC NOTICES

Your notice will be submitted for the next newspaper publishing round which is either Tuesday if you submit this form after midday Thursday and before midday Monday, or on Friday if submitted after midday Monday and before midday Thursday. Your second notice will be published on the same day the following week. Scanned copies of the newspaper notices are available only online at [www.public-notices.co.nz](http://www.public-notices.co.nz) these can be printed out and submitted to the District Licensing Agency.

### PAY BY CREDIT CARD

Credit Card  Visa     Master Card     Diners     AMEX

Card Number

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_ Expiry Date   /

Authorisation: I/We authorise, to debit my/our nominated credit card account with the amount specified above