



Liquor Licensing - A guide to inserting public notices

- This is the official order form for Liquor Licence public notices as required by the Sale of Liquor Act 1989.
- Public Notices offers the fastest, most reliable and cheapest way to meet your public notice requirements.

3 EASY WAYS to SUBMIT A PUBLIC NOTICE & PAY

ONLINE

Go to www.public-notices.co.nz for the cheapest and fastest option

COST incl. GST

\$440 incl - 2 x notices | Waiheke Island and Great Barrier applicants
\$220 incl - 2 x notices

PAYMENT METHOD

Credit Card

BY FAX OR MAIL

Fax this form to **0800 200 446**

or

Mail this form to **Public Notices Ltd, P.O.Box 1167, Christchurch 8140**

COST incl. GST

\$460 incl - 2 x notices
\$240 incl 1 x notice*
Waiheke Island and Great Barrier Island applicants
\$240 incl 1 x notice

PAYMENT METHOD

Credit Card

Cheque

Direct Payment (See details below)*

TICK OPTION

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

BILLING DETAILS

Name Miss/Mrs/Mr/Ms First Name _____ Last Name _____
Address Street _____ Suburb _____
City _____ Company _____
Contact Details Phone _____ Mobile _____ Email _____

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

☐ Auckland ☐ Franklin ☐ Manukau ☐ North Shore ☐ Papakura ☐ Rodney ☐ Waitakere

- 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.

- 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.

Name* (same as application maybe person, partnership or company) _____
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). _____

WAIHEKE ISLAND AND GREAT BARRIER APPLICANTS ?

Please tick if your application is for ☐ Waiheke Island or ☐ Great Barrier. What was the date of the first notice __/__/__

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

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 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