



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
ONLINE - Go to www.public-notices.co.nz	\$440.00 incl. GST	Credit Card	
FAX - This form to 0800 200 446	\$460.00 incl. GST	Credit Card, Direct Payment*,Cheque	
MAIL - This form to Public Notices (address below)	\$460.00 incl. GST	Credit Card, Direct Payment*,Cheque	

* 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). _____

- 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 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