

Information Sheet for renewal of Liquor Licences...

LIQUOR LICENSING AUTHORITY
Government of the Cook Islands



▶▶ AIRPORT ▶▶ BAR ▶▶ CLUB ▶▶ GUESTROOM BAR
▶▶ HOTEL/MOTEL ▶▶ NIGHTCLUB ▶▶ RESTAURANT ▶▶ RESTAURANT BAR ▶▶ RETAIL

Applicant notes and form

You are about to **RENEW** your licence to sell alcohol to people for consumption ON or OFF your premises. Therefore, you will need to complete the attached application form and answer all the questions and supply ALL the documents required.

GENERAL INFORMATION....

You are required to renew your licence at least one month before the expiry date shown on your licence.

Should you fail to lodge your application before the expiry date, your licence will automatically be cancelled and your sale of liquor operations required to cease.

Should you still want to have a liquor licence, you will be required to apply for a new one and undergo the application process for a NEW licence.

FIRST

☐ You will need to ensure that your Food Licence – issued by the Ministry of Health, is current.

THEN

Once you have completed the application form

- ☐ Completed application form
- ☐ Owner's permission in writing (if you are not the owner)
- ☐ The prescribed fee (see note as follows under "Annual Renewal Fees").
- ☐ Copy of Lease or Rental Agreement (if changed)

PROCESSING OF APPLICATIONS

On receipt of your application you must request a Public Health Inspector to inspect the proposed premises to ensure it meets Public Health requirements;

APPLICATIONS FROM THE OUTER ISLANDS

All applicants in the outer islands are required to submit their Liquor Licence applications and a cheque/cash for the applicable fees by mail or through Air Rarotonga's express mail service.

HOW WILL YOUR APPLICATION BE DECIDED?

The Liquor Licensing Authority will meet and consider your application for the renewal of a licence. It will take into consideration issues (if any) related to incidents and events affecting your licensed premises.

APPROVAL AND ISSUING OF LICENCE

On approval of an application for the renewal of a licence, the applicant will be issued a licence within 14 days after the approval is given. This will be sent to you by mail or express freight mail (outer-islands) or you will be requested to uplift this from the Ministry of Transport offices.

EXPIRY OF LICENCE

All liquor licences, with the exception of Special Liquor Licences, expire 12 months after the date of issue.

APPLICABLE FEES

Fees are non-refundable.

A schedule of fees is attached herewith. If paying by cheque, please pay to: Liquor Licensing Authority.

CONTACT PERSON

For any queries, you may contact:

Ms Harriet Williams,
Secretary (Liquor Licensing Authority)
Ministry of Transport, Avatiu at the following:

P. O Box 61, Avarua, Rarotonga
Phone: 28-810 Email:
harriet.williams@cookislands.gov.ck

Liquor Licence Fees (15% VAT inclusive)

| TYPE OF LICENCE | CONDITIONS/HRS OF OPERATION | APPLICATION FEE (New) | ANNUAL RENEWAL FEE | EXTENDED HOURS FEE |
|------------------------------|--|-----------------------|---|--------------------|
| AIRPORT | During every international flight hours at the Rarotonga International Airport | \$23.00 | \$287.50 | NA |
| BAR | Mondays to Thursdays inclusive and on Saturdays between the hours of 11am and midnight and on Fridays from 11am to 2am Saturdays | \$23.00 | \$92.00 | \$46.00 |
| CLUB | Mondays to Saturdays of each and every week, from 11am to 12 midnight | \$23.00 | \$92.00 | \$46.00 |
| GUESTROOM BAR | VARIES | \$23.00 | \$92.00 | \$46.00 |
| HOTEL/MOTEL | Mondays to Thursdays inclusive and on Saturdays between the hours of 11am and midnight and on Fridays from 11am to 2am Saturdays. On Sundays, Good Friday and Christmas days – only to bona fide persons present or living on premises. | \$23.00 | \$460.00 | \$46.00 |
| MANAGER'S CERTIFICATE | Holder is responsible for the control of the sale and consumption of liquor on a licensed premises. | \$92.00 | 92.00 | NA |
| NIGHTCLUB | Mondays to Thursdays inclusive and on Saturdays between the hours of 11am and midnight and on Fridays from 11am to 2am Saturdays | \$23.00 | \$230.00 | \$46.00 |
| RESTAURANT | Mondays to Saturdays between the hours of 11am to 12 midnight | \$23.00 | \$92.00 | \$46.00 |
| RESTAURANT BAR | Mondays to Saturdays between the hours of 11am to 12 midnight | \$23.00 | \$92.00 | \$46.00 |
| RETAIL | Mondays to Saturdays of each and every week from 9am to 9pm | \$23.00 | \$92.00 | \$46.00 |
| SPECIAL | VARIES | \$46.00 | \$92.00 | NA |
| POLICE REPORT | *Required for all new applications *Required for renewal of managers certificates each year | \$22.50 | A completed "Consent to Disclosure of Information" form must be submitted to Police in order for a Police Report to be generated. | |