

# Information Sheet for 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 apply for a 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....

Liquor Licences are issued by the Liquor Licensing Authority of the Ministry of Transport. The Liquor Licensing Authority meets once a month to consider applications (if any).

The Sale of Liquor Act 1991-1992 sets out the requirements and the criteria the Authority consider when granting liquor licences.

The sale or supply of liquor to the public requires a licence under the Sale of Liquor Act 1991-1992.

A licence is issued to a named person, company or organisation. A licence cannot be transferred from one person to another, or from one premises to another.

The holder of a liquor licence must be a minimum of 21 years of age.

### FIRST STEP

☐ Obtain all necessary documents (see below)

### THEN

Once you have completed the application form and obtained all the necessary documents, you can come in (or send) to the Ministry of Transport office in Avatiu with the following:

- ☐ Completed application form
- ☐ Completed Police Report form (for every individual named in the application form, other than Managers listed)
- ☐ The prescribed fee (see note in following page under "Applicable Fees").
- ☐ A copy of the floor plans of the proposed premises
- ☐ A location map showing the site (highlighting proximity to sensitive premises such as schools, churches, etc...)
- ☐ Photos of: main entrance area
- ☐ Copy of Lease or Rental Agreement
- ☐ Owner's permission in writing (if you are not the owner)
- ☐ A copy of the Certificate of Incorporation (if applying in a company name)

- ☐ Approval Letter from Te-Aronga-Mana of the area
- ☐ A business case detailing operation of the business; your responsibilities as a host in managing the sale and control of alcohol; fire safety precautions; staff training and any other matter that will assist in determining your application)
- ☐ 2 x forms of identification – a valid passport or birth certificate and driver's licence.

### PROCESSING OF APPLICATIONS

On receipt of your application, the LLA Secretary will arrange for the following on your behalf:

- ★ placing the required advertisement into one of the local newspapers (within 20 working days after receipt of application) (you will meet the cost);
- ★ request a Public Health Inspector to inspect the proposed premises to ensure it meets Public Health requirements;
- ★ submit completed Police Report Application form to the Cook Islands Police.
- ★ Request Rescue Fire Service to inspect the proposed premises to ensure it meets fire safety requirements.

### APPLICATIONS FROM THE OUTER ISLANDS

1. All applicants in the outer islands are required to submit their applications and a cheque for the applicable fees by mail or through Air Rarotonga's express mail service. Alternatively, signed electronic copies of applications and required documents can be forwarded to the LLA Secretary via email.
2. On receipt of your application for a Licence, the LLA Secretary will prepare an advertisement and will arrange for this to be placed at your local post office for 2 weeks.

### OBJECTIONS TO YOUR APPLICATION

1. Generally, the public may file a written objection to your application with the Liquor Licensing

Authority, within 10 working days after the first public notice of your application.

2. If objections to the application are received, the Liquor Licensing Authority will hold an informal Public Hearing and both the applicant and objector(s) will be requested to attend and present their views.
3. The Authority may adjourn the Public Hearing to allow for inspection of the premises, or for further information to be obtained.
4. If no objections to the application are received, the Authority will consider the application.

#### **OUTER ISLANDS ONLY**

5. All outer islands objections will be heard by the local Island Council which are deemed as members of the LLA.

#### **HOW WILL YOUR APPLICATION BE DECIDED?**

In deciding whether to grant the licence, the Liquor Licensing Authority will consider matters such as:

- your suitability to hold a licence
- the days on which and the hours during which you propose to sell liquor
- the areas of the premises, if any, that you propose to designate as "restricted areas" or "supervised areas"
- the steps you propose to take to ensure that no liquor is sold to people who are under-age or intoxicated
- your proposal for supplying food and non-alcoholic and low-alcohol drinks.
- the proximity of the proposed licenced premises to schools, places of worship, and other community institutions.
- The steps you have to taken to ensure that public health and fire safety requirements are met.

#### **APPROVAL AND ISSUING OF LICENCE**

On approval of an application for a licence, the applicant will be issued a licence within 3 days after the approval is given. This is sent to you by mail or you will be requested to uplift from the Ministry of Transport office.

#### **EXPIRY OF LICENCE**

All liquor licences, with the exception of Special Liquor Licences, expire 31st March each year. Therefore, you are required to reapply before the expiration of the current liquor licence by filling in the appropriate form (which can be either mailed or emailed to you).

Special Liquor Licences have varied expiration dates. This is based on the conditions of individual licences.

#### **RENEWAL OF LICENCES**

The LLA Secretary will send you a reminder, either by email or mail for you to renew your liquor licence or manager's certificate along with an application pack. This will be done at least one month before the expiration of your licence.

#### **APPLICABLE FEES**

Fees are non-refundable.

A schedule of fees is attached herewith. Please arrange for separate cheques payable as follows:

**Liquor Licensing Authority** (applicable licence fee)

**Cook Islands Police** (Police Reports only)

#### **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](mailto:harriet.williams@cookislands.gov.ck)**

## LIQUOR LICENCE FEES (VAT inclusive)

TYPE OF LICENCE	CONDITIONS/HRS OF OPERATION	APPLICATION FEE	ANNUAL RENEWAL FEE	EXTENDED HOURS FEE
<b>AIRPORT</b>	During every international flight hours at the Rarotonga International Airport	\$23.00	\$287.50	NA
<b>BAR</b>	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
<b>CLUB</b>	Mondays to Saturdays of each and every week, from 11am to 12 midnight	\$23.00	\$92.00	\$46.00
<b>GUESTROOM BAR</b>	<b>VARIES</b>	\$23.00	\$92.00	\$46.00
<b>HOTEL/MOTEL</b>	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
<b>MANAGER'S CERTIFICATE</b>	Holder is responsible for the control of the sale and consumption of liquor on a licensed premises.	\$92.00	NA	NA
<b>NIGHTCLUB</b>	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
<b>RESTAURANT</b>	Mondays to Saturdays between the hours of 11am to 12 midnight	\$23.00	\$92.00	\$46.00
<b>RESTAURANT BAR</b>	Mondays to Thursdays inclusive and Saturdays between the hours of 11am to 12 midnight, and on Fridays from 11 am to 2.00am Saturday. Sundays to bona fide diners from 6.00pm to 10.00pm.	\$23.00	\$92.00	\$46.00
<b>RETAIL</b>	Mondays to Saturdays of each and every week from 9am to 9pm	\$23.00	\$92.00	\$46.00
<b>SPECIAL</b>	<b>VARIES</b>	\$23.00	\$92.00	NA
<b>POLICE REPORT</b>	Required for all new applications	\$22.50	A completed "Consent to Disclosure of Information" form must be submitted to Police in order for a Police Report to be generated.	