

# Application for club licence

## Checklist

**Please contact The Licensing Inspector to arrange a pre-lodgment check of your application. Your application will not be accepted without an appointment with the inspector.**

### The following must be included with your application

- The completed, signed, and dated application form.
- Completed answers to the three questions: object of the Act; design and layout; amenity and good order.
- Certificate of Incorporation/Memorandum of Association (*only if the applicant is a company or an incorporated society*).
- Letter of consent from the owner of the building, or a signed lease agreement.
- Planning Certificate of Compliance.
- Building Certificate of Compliance.
- If the premises are still under construction, building consent number:
- Map showing location of the premises.
- Photo or artist impression of the premises.
- Scale plans showing: designation (if any), principal entrances, and area where alcohol will be sold or supplied.
- A copy of food/drinks menu.
- Names of other clubs with which club has reciprocal visiting rights for members.
- Copy of the Club Charter, if a chartered club.
- Copy of the club rules or constitution.
- Public notice – Form 7 is to be completed and attached for checking prior to you placing it in a local newspaper and displaying it on the premises in a conspicuous place.
- I understand that I must publicly advertise within 20 working days after filing the application.
- Host Responsibility Policy (one page, to be displayed in your premises).
- Host Responsibility Plan (if applicable).
- A completed CPTED (Crime Prevention Through Environmental Design) site assessment.
- A schedule of the club's activities, including the days and hours during which the premises are used for those activities. Sports clubs should include playing/training schedules.
- This checklist.
- The prescribed fee. (*The application fee is determined by the premises' risk category. Information on licence application fees is available on the Council's website. Non-refundable once processed.*)

# Application for club licence



## Information Sheet

A club licence authorises the sale or supply of alcohol for consumption on a premises of a legitimate club. Alcohol can be supplied to club members, their guests and members of clubs with reciprocal visiting rights. All clubs must appoint a certified manager.

The licence is subject to the provisions of the Sale and Supply of Alcohol Act 2012 (the Act) and conditions of the District Licensing Committee (DLC).

## Application Process

Indicative timeframe to process a club licence application is 6-8 weeks.

You can facilitate your application by providing complete and accurate information.

The District Licensing Committee forwards copies of your application to various reporting agencies before making its licensing decision. If there has been an objection to your application, it will be heard by the District Licensing Committee. Objections will trigger a hearing on your application.

The District Licensing Committee meets on the first Friday of each month.

If you are granted a club licence, you must apply for a renewal at least 20 working days before the licence expires.

## Application Requirements

You will need to provide:

- Planning certificate of compliance – before you apply for a club licence, you will need to obtain a Planning Certificate of Compliance.
- Proof of club – a copy of Club Charter, club rules or constitution, or a certificate of incorporation.
- Proof of consent – you will need a written statement from the building owner consenting to alcohol sales.
- Building documentation – a photo or drawing of the exterior of the premises, a map showing the location, an A4 scale plan of the interior showing areas used for sale of liquor, areas restricted or supervised, and all principal entrances.
- Building evacuation scheme – <https://onlineservices.fire.org.nz>
- Host responsibility policy (one page).
- Host responsibility plan – an implementation plan specific to your premises using the booklet 'Creating a Responsible Drinking Environment, Host Responsibility: Guidelines for Licensed Premises 2014', available from the Inspector or download the PDF from <http://www.alcohol.org.nz/resources-research/alcohol-resources/resource-publications>.
- Menu – a proposed list of food and beverages.
- Public notice – you must place a notice in the Bush Telegraph (being the nominated newspaper by the Secretary) within 20 working days after you submit your application. The notice must be published twice\* (not more than ten days and not less than five days apart). You must also display a visible notice on the site of the proposed premises within 10 working days after submitting the application.
- Club Schedule – list of all club activities and when (days and hours) they are scheduled.

\* Unless advised otherwise by the Inspector.

# Application for club licence

## Sale and Supply of Alcohol Act 2012

### The Object of the Act

All applications must be considered in light of the object of the new Act (section 4):

- The sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm includes crime damage, death disease, disorderly behaviour, illness or injury, directly or indirectly caused or directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol. It also includes harm to society generally or the community directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol.

### Design and Layout

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Guidelines and examples on the types of concepts that design and layout could include are contained in Crime Prevention Through Environmental Design (CPTED). Guidelines on CPTED can be obtained through the Health Promotion Agency at <http://www.alcohol.org.nz/resources-research/alcohol-resources/resource-publications>, or from the licensing inspector.

### Amenity and Good Order

- What appropriate systems, staff, and training is in place or will be put in place to ensure compliance with the law.
- Current and possible future noise levels (if relevant, what they intend to do to mitigate them).
- Current and possible future levels of nuisance and vandalism (if relevant, what they intend to do to mitigate them).
- The number of other licensed premises in the area. Will the granting of this licence increase negative effects in the area?
- The purposes for which land near the premises is being used for, and will that change if the licence is issued?

# Application for club licence



## Sale and Supply of Alcohol Act 2012

Please explain how you are going to comply with the following requirements of the new Act.

### Question 1

The renewal of this application will contribute to the **Object of the Act** by:


### Question 2

Describe how the **design and layout** of your premises will help to achieve the Object of the Act:


### Question 3

The renewal of this application will not decrease the **amenity and good order** of the area by more than a minor extent because we:


# FORM 5

## Application for club licence



### Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to mark your answers; and
- print clearly.

To The Secretary  
District Licensing Committee  
PO Box 115  
Dannevirke 4942

Application for club licence is made in accordance with the details set out below.

### Details of applicant *(Please print in CAPITALS)*

Full legal name or names to be on licence

Postal address *(for service of documents)*

Town

Postcode

Contact person

Home phone number

Work phone number

Mobile phone number

Email

### Details of premises *(Please print in CAPITALS)*

Any name, trading name, or name of building

Physical address of premises

### Office use only

Date received  /  /

Record number

NAR  •

Receipt number

DLC decision

Parcel

Amount paid \$

Tenure: (owned by applicant or to be held as leasehold, or under tenancy agreement or licence)

Owned by applicant     Leasehold     Tenancy agreement     Licence

Full legal name of owner (including any middle names, aliases and/or maiden name that they may be known by)

Full legal name of owner (including any middle names, aliases and/or maiden name that they may be known by)

Postal address

Postal address

Is the licence sought conditional on completion of building work?

Yes     No

If YES, please state details

If YES, please state details

**Details of manager(s)** (Please print in CAPITALS)

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

Manager's certificate number

Manager's certificate number

Certificate expiry date

Certificate expiry date

Drivers licence number

Drivers licence number

Passport number

Passport number

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

Full legal name of manager (including any middle names, aliases and/or maiden name that you may be known by)

Manager's certificate number

Manager's certificate number

Certificate expiry date

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Manager's certificate number

Manager's certificate number

Certificate expiry date

Certificate expiry date

Drivers licence number

Drivers licence number

Passport number

Passport number

**Details of club** (Please print in CAPITALS)

\_\_\_\_\_

Authority under which incorporated

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of incorporation

\_\_\_\_\_

Place of incorporation

\_\_\_\_\_

Total membership

\_\_\_\_\_

Number of members under 18 years of age

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

Yes  No

If YES, nature of other goods or services

\_\_\_\_\_  
\_\_\_\_\_

On which days and during which hours does the applicant intend to sell alcohol under this licence?

\_\_\_\_\_  
\_\_\_\_\_

**Details of club secretary** (Please print in CAPITALS)

Gender:  Male  Female

\_\_\_\_\_

Full legal name (including any middle names, aliases and/or maiden name that you may be known by)

\_\_\_\_\_  
\_\_\_\_\_

Postal address

\_\_\_\_\_

Occupation

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of birth

\_\_\_\_\_

Place of birth

\_\_\_\_\_

Day contact

0 - \_\_\_\_\_

Phone number

\_\_\_\_\_

Email

**Conditions**

Food intended to be available for purchase (describe type and range)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Non-alcoholic beverages intended to be available for purchase (describe type and range)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Low-alcohol beverages intended to be available for purchase *(describe type and range)*

  

To what extent, and where, drinking water is intended to be freely available to patrons *(describe)*

  

If no access to mains water supply, potability of water intended to be available *(describe)*

  

Steps intended to be taken to provide help with and information about transport options from the premises *(describe type and range)*

  

Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people *(describe)*

  

Any other steps the applicant proposes to promote the responsible consumption of alcohol *(describe)*

  

Other systems (including training systems) and staff in place (or to be in place) for compliance with the Act? *(describe)*

  

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## Signature

Dated at  this  day of  2 0

Print name

Signature of applicant

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## Please note

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee, the applicant must give public notice of it in Form 7. The notice must be given in compliance with Regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application, in Form 7, is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

## Privacy Statement

*Personal information contained in your application and any supporting information will be held by Tararua District Council. It will be provided to the: District Licensing Committee, Police, Medical Officer of Health, New Zealand Fire Service, and Licensing inspectorate, and may be provided to the licensing authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.*



# FORM 7

## Public notice



### Club licence – application

Section 101, Sale and Supply of Alcohol Act 2012

Full name on the licence (e.g. club's full name)

  

Postal address

**has made application to the District Licensing Committee at Dannevirke for the issue of a club licence in respect of the premises situated at**

  

Physical address of premises

**known as**

Trading name of premises

**The general nature of the business conducted under the licence is a**

**The days on which and the hours during which alcohol is intended to be sold under the licence are**

  

Specify days and hours (e.g. Monday to Sunday, 8:00am to midnight)

**The application may be inspected during ordinary office hours at the office of the Tararua District Licensing Committee at the Dannevirke Service Centre, 26 Gordon Street, Dannevirke.**

**Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the date of the publication of the first notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Tararua District Council, PO Box 115, Dannevirke 4942.**

**No objection to the issue of a licence may be made in relation to a matter other than a matter specified in Section 105 of the Sale and Supply of Alcohol Act 2012.**

(In case of publication in newspaper/s) This is the  publication of this notice.

(In case of second publication in newspaper/s) This notice was first published on

 /  / 

Publish notice:

Once

Twice

# CPTED checklist for club-licensed premises



## Bar area

- |  |                              |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| Bar staff have good visibility of entire premises                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Area behind the bar is raised to improve visibility                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Bar area is open with no obstructions affecting monitoring of premises                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Cash registers are front facing  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| If cash registers are not front facing, mirrors are installed for monitoring customers | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Safe is out of public view   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

## Internal layout

- |  |                              |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| Premises is laid out so staff can monitor all patrons at all times | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| There are no obstructions within the bar causing blind spots       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Where there may be blind spots, mirrors or CCTV are installed      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Bar is easily approached by customers                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Customers can easily move around the premises                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Sufficient seating is provided                                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Customers cannot climb on structures or fittings                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

## Crowding

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| The premises are not over crowded   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| The maximum number of patrons for the premises is displayed and complied with | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

## Lighting

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| Internal lighting inside the premises is suitable               | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Lighting allows customers to be seen as they enter the premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Lighting allows staff to check IDs etc                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Lighting outside the premises is suitable                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Lighting outside the premises discourages loitering             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Car parks and loading bays are well lit                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Street lighting is outside the premises and is working properly | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

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## Ventilation

- A ventilation system is installed  Yes  No  N/A
- The premises are maintained at a suitable temperature  Yes  No  N/A
- 

## Outdoor drinking areas

- Outdoor drinking areas are monitored by bar and/or security staff  Yes  No  N/A
- Lighting allows staff to monitor patrons  Yes  No  N/A
- Customers can move easily around the outdoor drinking areas  Yes  No  N/A
- Outdoor drinking areas are well defined from surrounding external environment  Yes  No  N/A
- Pavement creep is not evident  Yes  No  N/A
- Outdoor drinking areas are not overcrowded  Yes  No  N/A
- A street trading licence or equivalent is held and is current  Yes  No  N/A
- 

## CCTV

- CCTV is installed  Yes  No  N/A
- CCTV is positioned to monitor vulnerable areas  Yes  No  N/A
- Customers are aware of the CCTV system  Yes  No  N/A
- Staff understand its operation  Yes  No  N/A
- 

## Entrances and exits

- Entrances and exits are visible from behind the bar area  Yes  No  N/A
- CCTV is installed to monitor blind entrances and exits  Yes  No  N/A
- Door staff monitor entrances and exits  Yes  No  N/A
- Where queuing occurs outside the premises, there is sufficient space  Yes  No  N/A
- 

## Toilets

- Toilet facility entrances are visible from the bar area  Yes  No  N/A
- Toilets are inspected regularly  Yes  No  N/A
- 

## Staff

- There are sufficient numbers of staff to ensure control of the premises  Yes  No  N/A
- Staff are visible to customers upon entering the store  Yes  No  N/A
- Staff monitor the premises for conflict and crime  Yes  No  N/A
- Security staff are properly trained and certified  Yes  No  N/A