



Application for Club Licence or Renewal of Club Licence

Section 100 and 127(2), Sale and Supply of Alcohol Act 2012

To: Otorohanga District Council, PO Box 11, Otorohanga 3940
Phone: 0800 734 000 | Fax: 07 873 4300 | Web: www.otodc.govt.nz | Email: info@otodc.govt.nz

To the Secretary
District Licensing Committee Otorohanga District Council

Application for a (*tick which licence applies*) **Club Licence** or **Renewal of Club Licence** is made in accordance with the particulars set out below:

Full Legal Name or Names to be on licence:			
Is a licence already held for the premises concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, what type of licence?			
Applicant Status: <i>[under section 28 of the Sale and Supply of Alcohol Act 2012 what is the status of the applicant?]</i>			
Applicant that is a natural person or persons (<i>complete for each applicant</i>):			
Full Legal Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Also known as (alias):			
Residential Address:			
Town:		Post Code:	
Internet Site (if applicable):		Date of Birth:	
Preferred mode of contact:		Place of Birth:	
Full Legal Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Also known as (alias):			
Residential Address:			
Town:		Post Code:	
Internet Site (if applicable):		Date of Birth:	
Preferred mode of contact:		Place of Birth:	
Applicant that is a body corporate, authority under which incorporated:			

Applicant that is not a natural person , details of contact person:			
Full Legal Name:			
Contact Phone No:		Mobile Number:	
Email Address:		Internet site:	
Preferred contact:	<i>[phone, email etc]</i>		
Postal Address:			
Town:		Post Code:	
Business Details:	<i>[describe principal business, any other businesses]</i>		
Criminal Convictions			
<i>State all criminal convictions if related to alcohol but not offences to which the Criminal Records (Clean Slate) Act 2004 applies).</i>			

Variation	
If applying for a renewal of an existing licence, do you wish to vary any conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what condition(s)?	

Details of Premises	
Address of premises: _____	
Trading or other name: _____	
Name of any other club with which the applicant shares premises: _____	
If not owned by applicant - _____	
Tenure: <i>[freehold, unit title, leasehold or under licence]</i> _____	
Full Legal Name of Owner: _____	
Address: _____	
Town: _____	Post Code: _____
Is the licence conditional on completion of building work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide details: _____	



Details of Managers (complete for each manager or proposed manager – separate page if required)

Full Legal Name:	_____		
Managers Certificate No:	_____	Expiry Date:	_____
Full Legal Name:	_____	Certificate No:	_____
Managers Certificate No:	_____	Expiry Date:	_____

Club Details

Authority under which club incorporated: _____

Total membership: _____ Number of members under 18 years of age: _____

Contact details of club secretary: _____

Is the sale of alcohol intended to be the principal purpose of club? Yes No

If No, what is the intended principal purpose of the club? _____

Are you intending to engage 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, what is the nature of the other goods and services? _____

Days and hours proposed for sale of alcohol: _____

Conditions

Experience and training of applicant: _____

Intended provision to be made for:

Food _____ *[describe type and range]*

Non-alcoholic beverages _____ *[describe type and range]*

Low-alcohol beverages _____ *[describe type and range]*

To what extent, and where, is drinking water intended to be freely available to patrons?

If no access to mains water supply, potability of water intended to be available?

What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises?



What steps are to be taken to prevent the sale and supply of alcohol to prohibited people?

What other steps does the applicant propose to promote the responsible consumption of alcohol?

What other systems (including training) and staff are in place (or to be in place) for compliance with the Act?

Attachments

- Copy of planning consent or certificate
- Copies of all relevant building certificates consents
- Floor plan showing:
 - Those parts of the premises that are to be used for the sale and supply of alcohol
 - Each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area;
 - the principal entrance
- Copy of any certificate of incorporation (or equivalent document)
- Names of other clubs with which club has reciprocal visiting rights for members
- Photograph of the exterior of the premises
- Map or a copy of a map or a portion of a map showing the location of the premises

Dated at: _____

Date: _____

Signature of applicant: _____

Notes:

- 1 This application must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), 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 Except in the case of a conveyance, 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).

Section 101, Sale and Supply of Alcohol Act 2012

Public Notice

of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence) (Please circle relevant application)

(Full name, address and occupation of applicant) has made application to the District Licensing Committee

.....

At For the grant (or renewal or variation of conditions) of a (specify type of licence)

in respect of the premises situated at.....

(or specify type of conveyance) travelling between

And Known as

The general nature of the business conducted (or to be conducted) under the licence is:

..... (e.g. hotel, tavern, restaurant, entertainment, night club)

The days on which and the hours during which the liquor is (or intended to be) sold under the licence are:

.....

The application may be inspected during ordinary office hours at the office of the Otorohanga District Council, District Licensing Committee, Maniapoto Street, Otorohanga.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Otorohanga District Council, PO Box 11, Otorohanga 3940.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

(In case of publication in newspaper(s)) This is the [state whether first, second, or only] publication of this notice.

(In case of second publication in newspaper(s)) This notice was first published on [state date].

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APPLICATION FOR LOCAL AUTHORITY CERTIFICATE WITH REGARD TO BUILDING ACT 2004 AND THE RESOURCE MANAGEMENT ACT 1991

For the purposes of
Section 100 (f) Sale and Supply of Alcohol Act 2012

Date Received

Application Number

BUILDING

STREET ADDRESS _____ _____	LEGAL DESCRIPTION VALUATION NUMBER _____
TRADE NAME _____ _____	LOT _____ DP _____ SECTION _____ BLOCK _____ SURVEY DISTRICT _____
COUNCIL CHARGES The Council's total charges payable on the uplifting of a Local Authority Certificate (Sale and Supply of Alcohol) are: Assessment on papers \$100.00 Assessment with site inspection \$195.00 RECEIPT NUMBER _____ DATE _____	

Full Name

Postal Address

TOWN/CITY _____ **POST CODE** _____ **TELEPHONE** _____

SIGNED BY OR FOR ON BEHALF OF THE OWNER

Signature _____ *Print Name* _____

DATE _____

**NEW ZEALAND FIRE SERVICE
EVACUATION SCHEME PROCEDURE DATA**

Section 286 of the Sale and Supply of Alcohol Act 2012

Section 21A of the Fire Service Act 1975

Fire Safety and Evacuation of Buildings 1992

LICENSED PREMISES	
Name:	_____
Address:	_____ _____

Contact Person :	_____
Phone:	_____
Email:	_____

Do you have an evacuation scheme approved by the Fire Service as required by section 21A of the Fire Service Act 1975?	Yes / No
Date approved:	_____

Do you have an evacuation procedure as required by Fire Safety and Evacuation of Buildings Regulations 1992?	Yes / No
Date implemented:	_____

What is the maximum number of people that the building can occupy?	
Employees: _____	Public: _____
Are there any other tenants in the building?	Yes / No
Are your exit routes and doors indicated by signs?	Yes / No

DETAILS OF THE BUILDING'S FIRE PROTECTION — Please tick if you have the following:	
Automatic fire sprinkler <input type="checkbox"/>	Automatic fire detection <input type="checkbox"/>
Manual fire alarm <input type="checkbox"/>	Emergency lighting <input type="checkbox"/>
Hose reels <input type="checkbox"/>	No of units _____
Portable fire extinguishers <input type="checkbox"/>	
Other <input type="checkbox"/>	

Please tick where applicable:	
<input type="checkbox"/> I hereby declare that the above premises has an Evacuation Scheme/Procedure for the public safety which meets the requirements of Section 21A of the Fire Service Act 1975; or	
<input type="checkbox"/> The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.	
Name: _____	Designation: _____
Signature: _____	Date: _____