

# Application for a New Club Licence

*Is made in accordance with the particulars set out below*

*Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012  
(Form 5)*



## The Secretary

South Waikato District Licensing Committee

C/- South Waikato District Council

Private Bag 7

TOKOROA 3444

Telephone (07) 885 0340

Fax (07) 885 0718

Email: Environmental.Health@southwaikato.govt.nz

**Fee: As  
prescribed**

## Details of Applicant

Full legal name:			
Is a licence already held for the premises concerned?	<input type="checkbox"/>	Yes	No
If "yes" state what kind of licence:			
Is the Club Incorporated?	<input type="checkbox"/>	Yes	No
What is the date of the Club's Incorporation?			
Postal Address for service of documents:			
Contact Details: (Daytime)	Telephone:		Club Telephone:
	Email:		Mobile:
Address:			
Predominant purpose of Club:			
Secretary's Full Name:			
Address:			
Daytime Contact Details:	Telephone:		Mobile:
Occupation:			
Does the applicant have any criminal convictions? <i>[state all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)]</i>			
	<input type="checkbox"/>	Yes	No

If "yes" please state the nature of offence, date of conviction, and penalty suffered


## Details of Premises

Address of Proposed Premises:			
Proposed Trading name of premises (if any)			
Is a Licence sought conditional upon construction or completion of the premises?	<input type="checkbox"/>	Yes	No

Does the Club own the proposed licensed premises?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If NO, Owner's Full Name:					
Address:					
What form of tenure of the premises will the applicant have (including terms of tenure)?					
What part (if any) of the premises are you going to designate:					
As a <b>RESTRICTED</b> area (where a person who is under 18 years is not permitted on the premises)					
As a <b>SUPERVISED</b> area (where alcohol may be sold or supplied in a supervised area to any person under 18 who is accompanied by a parent or guardian)					

### Club Activities

Nature of Activities:					
On which days and during what hours will activities take place?					

### Details of Managers

Full Legal Name:	Date of Birth:	Certificate Number:	Certificate Expiry:

### Club Details

Authority under which club incorporated?					
How many members currently belong to the club?					
How many of these members are under the age of 18?					
Will the sale of alcohol be the principal purpose of club?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If "no" what will the principal purpose be?					

Will the applicant be engaged, or intend 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" what is the nature of other goods or services? (e.g. Sale of branded hats, tee-shirts)

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

## Conditions

List any experience and training completed by applicant:

What provision does the applicant intend to make for the sale and supply of: *(describe type and range)*

Food:

Non-alcoholic beverages:

Low alcoholic beverages:

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

If no access to mains water supply, what portability of water is intended to be available?

What steps does the applicant intend to take to provide help with and information on transport options from the premises?

What steps does the applicant propose 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 <i>(describe)</i>

Other systems (including training systems), and staff in place (or to be in place) for compliance of the Act <i>(describe)</i>

### Attachments

1. Copy of planning consent
2. Copies of all relevant building certificates and consents
3. Floor plan showing (first application only if no changes)—  
each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area and;  
the principal entrance
4. Copy of any certificate of incorporation (or equivalent document)
5. Names of other clubs with which club has reciprocal visiting rights for members
6. A copy of the Club's Constitution or Rules

### Notes

- This form must be accompanied by the prescribed fee.
- 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).
- 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).

### Declaration

Dated at		this		day of		20
Signed on behalf of the:						Club
Signature:						
Full Name:						
Designation						

*To assist in completing this application, please see Check List on last page*

## For Office Use Only

Date Received:		Invoice:		Amount:	
Date Paid:		Receipt No:		Debtor:	

## Privacy Act 1993

- Personal information obtained in this application is primarily for establishing applicant identity and, when this application has been granted or declined, for administration, monitoring and enforcement.
- The information may be released to any inquirer about the application, the refusal of the application, or in relation to the exercise of the approval of this application.
- The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
- The information may be provided to the Medical Officer of Health or Liquor Licensing Authority, and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
- You have the right to access the information and to request its correction.
- Disclosure of Police Information:** Applicants for this Off-Licence (for Premises) are required to sign the authorisation below. Failure to allow the Police to disclose this information may result in your application not being determined.
- Authorisation:** The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report.

Do you consent to the release of this information?	<input type="checkbox"/>	Yes
Dated at	<input type="text"/>	this <input type="text"/> day of <input type="text"/> 20

Applicant's Signature:

## Check List for Club Licence - New

The following must be included with every application:

1. Application Fee	<input type="checkbox"/>	Yes
2. Photograph or artist's impression of exterior of premises	<input type="checkbox"/>	Yes
3. Map showing location of premises	<input type="checkbox"/>	Yes
4. Floor plan showing— (a) each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and	<input type="checkbox"/>	Yes
(b) the principal entrance	<input type="checkbox"/>	Yes
5. Names of other clubs with which club has reciprocal visiting rights for members	<input type="checkbox"/>	Yes
6. Copy of planning consent	<input type="checkbox"/>	Yes
7. A copy of the Club's Constitution or Rules	<input type="checkbox"/>	Yes
8. Copies of all relevant building certificates or consents	<input type="checkbox"/>	Yes

## Please check list or note "N/A" (not applicable) - New Application Only

9. Where the Club is Incorporated, a copy of the Certificate of Incorporation or other documentary evidence of its incorporation.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	N/A
10. Where the Club is not the owner of the premises, a written statement from the owner, to the effect that the owner has no objection to the grant of the licence.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	N/A
11. A schedule of the Club's activities that includes the days and hours during which the premises are used for those activities.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	N/A
12. A certificate by the local authority that the proposed use of the premises meet requirements of the Resource Management Act 1991	<input type="checkbox"/>	Yes	<input type="checkbox"/>	N/A
13. A certificate by the local authority that the proposed use of the premises meet requirements of the Building Code	<input type="checkbox"/>	Yes	<input type="checkbox"/>	N/A

# Application for Certificate that the Proposed Use of the Premises Meets the Requirements of the Building Code

*Section 100(f) Sale and Supply of Alcohol Act 2012*



**The Secretary**  
South Waikato District Licensing Committee  
C/- South Waikato District Council  
Private Bag 7  
TOKOROA 3444

Telephone (07) 885 0340  
Fax (07) 885 0718  
Email: [info@southwaikato.govt.nz](mailto:info@southwaikato.govt.nz)

**Fee:**  
**\$133.00**

## Applicant Details

Full Name:				
Address:				
Postal address for Service (if different to above):				
Name of Contact:				
Contact Details:	Telephone:		Fax:	
	Email:		Mobile:	

## Premises Details

Name of Premises/Establishment::						
Address of Premises in respect of which a Licence Application is made:						
Type of Licence (tick):	<input type="checkbox"/>	On-Licence	<input type="checkbox"/>	Off-Licence	<input type="checkbox"/>	Club Licence
<input type="checkbox"/>	New Building	<input type="checkbox"/>	Existing Building - no change of use	<input type="checkbox"/>	Existing Building - change of use	
Applicant's Signature:						
Date:						

## For Office Use Only

Date Received:		Invoice:		Amount:	
Date Paid:		Receipt No:			

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- The information may be provided to the Medical Officer of Health or Liquor Licensing Authority, and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
- You have the right to access the information and to request its correction.

# Application for Certificate that the Proposed Use of the Premises Meets the Requirements of the Resource Management Act 1991



*Section 100(f) Sale and Supply of Alcohol Act 2012*

The Secretary  
South Waikato District Licensing Committee  
C/- South Waikato District Council  
Private Bag 7  
TOKOROA 3444

Telephone (07) 885 0340  
Fax (07) 885 0718  
Email: [info@southwaikato.govt.nz](mailto:info@southwaikato.govt.nz)

**Fee:**  
**\$159.00**

## Applicant Details

Name of Applicant:				
Address:				
Postal address for Service (if different to above):				
Name of Contact:				
Contact Details:	Telephone:		Email:	
	Fax:		Mobile:	

## Premises Details

Name of Premises/Establishment:	
Address of Premises in respect of which a Licence Application is made:	
Legal Description of the Property:	

State what Section of the Liquor Act the application is made (On-Licence, Off-Licence, Club Licence)

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## Use of Premises

Specifically state the proposed use of the premises in respect of which the Licence Application is being made, eg, shop, restaurant, hotel, cabaret, club, winery, etc.

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State how the premises were established (eg, permitted activity, resource consent, existing use rights). Please attach supporting evidence/documentation (such as a copy of Council decision on a Planning application).

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Note: A Resource Management Certificate under the Sale of Liquor Act will only be issued in respect of an application which complies fully, as a permitted activity, with the District Plan provisions, or the application is for a renewal. Otherwise, Resource Consent or Certificate of Compliance will be required.

If the use has been established by a Planning or Resource Consent, please supply evidence that all conditions of any consent have been complied with:

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## Proposed Use of Premises

Please state in detail the proposed use of the premises, namely:

Hours and days of operation or the frequency with which the premises will be used:

The number of people the premises will cater for:

The number of available car parks:

The Application must be accompanied by a scaled site plan showing:

- All buildings.
- Car parking/manoeuvring area.
- Entrances and exists to and from the site.
- All areas to be used for the sale, supply and consumption of liquor.

Dated at  this  day of  20

Applicant's Signature:

*To assist in completing this application, please see Check List on last page*

## For Office Use Only

Date Received:

Invoice:

Amount:

Date Paid:

Receipt No:

## Privacy Act 1993

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- The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
- The information may be provided to the Medical Officer of Health or Liquor Licensing Authority, and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
- You have the right to access the information and to request its correction.



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

Section 288 of the Sale and Supply of Alcohol Act 2012

Section 21A of the Fire Service Act 1975

Fire Safety and Evacuation of Buildings 1992

<b>LICENSED PREMISES</b>	
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

<b>DETAILS OF THE BUILDING'S FIRE PROTECTION — Please tick if you have the following:</b>			
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"/>		
Portable fire extinguishers	<input type="checkbox"/>	No of units _____	
Other	<input type="checkbox"/>		

<b>Please tick where applicable:</b>	
<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: _____

## PUBLIC NOTICE

Of application for Club Licence

Section 101, Sale and Supply of Alcohol Act 2012

Form 7



Applicant - this form should be completed and forwarded directly to the South Waikato News  
South Waikato News - please print only what is inside the box

1	<p style="text-align: center;"><b>Public Notice</b> <b>New</b> <b>Club Licence</b></p> <p style="text-align: center;"><b>Section 101, Sale and Supply of Alcohol Act 2012</b></p>
2	<p>_____</p> <p>_____</p> <p><i>(Full name, address and occupation of applicant)</i></p>
3	<p>has made application to the District Licensing Committee at Tokoroa for the grant of a Club licence in respect of the premises</p>
5	<p>situated at _____</p> <p><i>(Full address of the Premises)</i></p>
6	<p>and known as _____</p> <p><i>(Name of the Premises)</i></p>
7	<p>The general nature of the business conducted (or to be conducted) under the licence is _____</p> <p><i>(For example: hotel, tavern, restaurant, entertainment/night club)</i></p>
8	<p>The days on which and the hours during which liquor is (or is intended to be) sold under the licence are _____</p> <p>_____</p> <p><i>(Specify the days and hours alcohol will be sold)</i></p>
	<p>The application may be inspected during ordinary office hours at the offices of the South Waikato District Licensing Committee, Tokoroa, Council Building, Torphin Crescent, Tokoroa.</p> <p>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 Private Bag 7, Tokoroa 3444.</p> <p>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.</p>
9	<p>This is the first/second/only publication of this notice. The first publication was made on _____</p> <p><i>(Date)</i></p> <p><i>(Delete where not applicable)</i></p>

**ONSITE NOTICE**  
Of application for Club Licence  
*Section 101 (a), Sale and Supply of Alcohol Act 2012*



1	<p style="text-align: center;"><b>ONSITE NOTICE</b> New Club Licence</p> <p style="text-align: center;"><b>Section 101(a) Sale and Supply of Alcohol Act 2012</b></p>
2	<p>_____</p> <p>_____</p> <p><i>(Full name, address and occupation of applicant)</i></p>
3	<p>has made application to the District Licensing Committee at Tokoroa for the grant of a Club licence in respect of the premises</p>
5	<p>situated at _____</p> <p><i>(Full address of the Premises)</i></p>
6	<p>and known as _____</p> <p><i>(Name of the Premises)</i></p>
7	<p>The general nature of the business conducted (or to be conducted) under the licence is _____</p> <p><i>(For example: sports club, hotel, tavern, restaurant, entertainment/night club)</i></p>
8	<p>The days on which and the hours during which liquor is (or is intended to be) sold under the licence are _____</p> <p>_____</p> <p><i>(Specify the days and hours alcohol will be sold)</i></p>
	<p>The application may be inspected during ordinary office hours at the offices of the South Waikato District Licensing Committee, Tokoroa, Council Building, Torphin Crescent, Tokoroa.</p> <p>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 Private Bag 7, Tokoroa 3444.</p> <p>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.</p>

**IMPORTANT - PLEASE READ**

Please fill the above form out and attach it to your premises so it can be read by persons walking past from the outside.

Once you have done this, please take a photograph of the notice and send it to either: -

[Environmental.Health@southwaikato.govt.nz](mailto:Environmental.Health@southwaikato.govt.nz) or [Julie.smale@southwaikato.govt.nz](mailto:Julie.smale@southwaikato.govt.nz)