

# Application for New or Renewal of Club Licence

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: info@southwaikato.govt.nz

**Fee: As prescribed**

Application for:  
[tick]

Renewal

New

## Details of Applicant(s)

Full legal name:

Is a licence already held for the premises concerned?

Yes

No

Is the Club Incorporated?

Yes

No

If "yes" state what kind of licence:

If "yes", under what Act is the Club Incorporated?

What is the date of the Club's Incorporation?

Postal Address for service of documents?

Contact Details:

Telephone

Fax

Email

Mobile

Address:

Applicant status:

Natural person(s)

Body corporate

Not a natural person

Predominant purpose of Club:

Secretary's Full Name:

Address:

Occupation:

### Applicant that is a natural person

Full legal name:

Any aliases:

Occupation:

Sex:

Date of Birth:

Place of Birth:

Internet site:

Preferred mode of contact:

Residential Address:

### Applicant that is not a natural person, details of contact person

Full legal name:

Any aliases:

Occupation:

Sex:

Date of Birth:		Place of Birth:	
Internet site:		Preferred mode of contact:	
Residential Address:			
Applicant that is a body corporate, authority under which incorporated?			

Does the applicant have any criminal convictions?  
*[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)]*

	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?  Yes  No

Does the Club own the proposed licensed premises?  Yes  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 **RESTRICTED** area (where a person who is under 18 years is not permitted on the premises)

--

As a **SUPERVISED** area (where liquor 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

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		No
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?			
On which days and during what hours does the Club intend to sell liquor 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 *(describe)*


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


**Attachments**

- 1. Copy of planning consent

2. Copies of all relevant building certificates consents
3. Floor plan showing—  
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**

1. This form 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).

**Declaration**

Dated at	Tokoroa	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

1. 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.
2. 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.
3. The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
4. 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.
5. You have the right to access the information and to request its correction.
6. **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.
7. **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?  Yes

Dated at Tokoroa this  day of  20

Applicant's Signature:

## Check List for Club Licence

The following must be included with every application:

1. Application Fee	<input type="checkbox"/>	Yes
3. Photograph or artist's impression of exterior of premises	<input type="checkbox"/>	Yes
4. Map showing location of premises	<input type="checkbox"/>	Yes
5. 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
6. Names of other clubs with which club has reciprocal visiting rights for members	<input type="checkbox"/>	Yes
7. Copy of planning consent	<input type="checkbox"/>	Yes
8. A copy of the Club's Constitution or Rules	<input type="checkbox"/>	Yes
9. Copies of all relevant building certificates or consents	<input type="checkbox"/>	Yes

## Please check list or note "N/A" (not applicable)

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
11. 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
12. 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
13. 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
14. 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