

# Application for a New Club Licence

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

**Section 100, 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: Alcohol@southwaikato.govt.nz

**Fee: As prescribed**

## Check List for New Club Licence

*Please ensure that all relevant documents are attached, failure to attach to the application may result in delayed processing times*

The following must be included with every application:

(Tick)

1. Application Fee - please contact the Alcohol Licensing Team if unsure.	<input type="checkbox"/>
2. Application form, with all sections completed, signed, and dated.	<input type="checkbox"/>
3. Photograph or artist's impression of exterior of premises.	<input type="checkbox"/>
4. Map showing location of premises.	<input type="checkbox"/>
5. Floor plan showing - a. each area to be designated as a supervised area or restricted area (most sports clubs are undesignated) b. the principal entrance	<input type="checkbox"/>
6. Where the Club is Incorporated, a <b>fresh copy</b> of the Certificate of Incorporation or other documentary evidence of its incorporation.	<input type="checkbox"/>
7. A copy of the Club's Constitution or Rules.	<input type="checkbox"/>
8. Names of other clubs with which the club has reciprocal visiting rights for members.	<input type="checkbox"/>
9. 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"/>
10. 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"/>
11. A certificate by the local authority that the proposed use of the premises meets requirements of the Resource Management Act 1991.	<input type="checkbox"/>
12. A certificate by the local authority that the proposed use of the premises meets requirements of the Building Act.	<input type="checkbox"/>
13. Public Notice - notice is to be completed and attached for checking prior to being published in the South Waikato News.	<input type="checkbox"/>
14. Fire Evacuation Form.	<input type="checkbox"/>

## 1. Details of Applicant

Full legal name:

Is a licence already held for the premises concerned?

Yes

No

If yes, state what kind of licence:

Is the Club Incorporated?

Yes

No

What is the date of the Club's Incorporation?

Postal Address for Service of Documents:			
Contact Details:	Telephone:		Club Telephone
	Email:		Mobile:
Address:			
Predominant Purpose of Club:			
Secretary's Full Name:			
Address:			
Contact Details:	Telephone:		Mobile:
	Email:		
Occupation:			

Does the applicant or any of its office holders 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)]*

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If "yes" please state the nature of offence, date of offence and conviction, and penalty suffered


## 2. Details of Premises

Address of Proposed Premises:			

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

If no, Owners 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 do you seek to be designated either:**

As a **RESTRICTED AREA** *(where a person who is under 18 years is not permitted on the premises)*


As a **SUPERVISED AREA** *(where any person under 18, who is accompanied by a parent or legal guardian, may be present, and supplied alcohol by that parent or legal guardian)*

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As **UNDESIGNATED** (where any person of any age can be present but only persons 18 or over, can purchase alcohol)

### 3. Club Activities

Nature of Activities:


On which days and during what hours will club activities take place?


### 4. Details of Managers

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

### 5. 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? *(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?

## 6. Further Information

List any experience and training completed by the applicant and its officers:

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

- a. Food *(describe type and range) please note that potato chips and nuts are not classed as substantial food items. Must be at least 3 types of substantive food options.*

- b. Non-alcoholic beverages *(describe type and range)*

- c. Low alcohol beverages *(describe type and range). Alcohol content must be between 1.15% - 2.5% abv*

To what extent, and where will drinking water be freely available *(describe)*

If no access to mains water supply, what potable water will to be available? *(free of charge)*

What steps does the applicant intend to take to provide help with, and information on, transport options from the premises? *(e.g., courtesy van/s, taxi)*

What steps does the applicant propose to prevent the sale and supply of alcohol to prohibited people? *(i.e., Minors, Intoxicated Persons and Non-Club Members (describe)*

Any other steps the applicant proposes to promote the responsible consumption of alcohol *(describe) i.e., minors, intoxicated persons, non-club members*

Other systems (including training systems), and staff in place (or to be in place) to ensure compliance with the Act (describe)

### 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 front 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., Police and ARLA, 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 Club-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?		Yes				
Dated at		This		Day of		20
Applicant's Signature:						

# 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: Alcohol@southwaikato.govt.nz

**Fee: \$146.00**

## Applicant Details

Full Name:				
Address:				
Postal address for Service <i>(if different to above):</i>				
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 <i>(tick)</i> :	<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:			

## 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, Police and ARLA, 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: Alcohol@southwaikato.govt.nz

Fee: \$175.00

## Applicant Details

Name of Applicant:				
Address:				
Postal address for Service <i>(if different to above):</i>				
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:	

## Use of Premises

Specifically state the proposed use of the premises in respect of which the Licence Application is being made (*e.g., shop, restaurant, hotel, cabaret, club, winery*)

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


Note: A Resource Management Certificate under the Sale and Supply of Alcohol 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:


## 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 carparks:

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

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

Dated at  this  day of  20

Applicant's Signature:

## For Office Use Only

Date Received:  Invoice:  Amount:

Date Paid:  Receipt No:

## 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, Police and ARLA, 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.



**FIRE AND EMERGENCY NEW ZEALAND  
EVACUATION SCHEME PROCEDURE DATA**

Section 286 of the Sale and Supply of Alcohol Act 2012  
Section 76 of the Fire and Emergency New Zealand Act 2017  
Fire Safety and Evacuation of Buildings 1992

LICENSED PREMISES	
Name:	_____
Address:	_____ _____ _____

Contact Person:	_____
Phone:	_____
Email:	_____

Do you have an evacuation scheme approved by Fire and Emergency New Zealand as required by section 76 of the Fire and Emergency New Zealand Act 2017	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 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:**

- I hereby declare that the above premises has an Evacuation Scheme/Procedure for the public safety which meets the requirements of Section 76 of the Fire and Emergency New Zealand Act 2017; or
- 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 New 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>
4	<p>situated at _____</p> <p><i>(Full address of the Premises)</i></p>
5	<p>and known as _____</p> <p><i>(Name of the Club)</i></p>
6	<p>The general nature of the business conducted (or to be conducted) under the licence is:</p> <p>_____</p> <p><i>(For example: sports club, chartered club)</i></p>
7	<p>The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:</p> <p>_____</p> <p>_____</p> <p><i>(Specify the days and hours alcohol will be sold)</i></p>
8	<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 25 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>_____</p> <p><i>(Date)</i></p> <p><i>(Delete where not applicable)</i></p>

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



1	<p style="text-align: center;"><b>ONSITE NOTICE</b> <b>New</b> <b>Club Licence</b></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>
4	<p>situated at _____</p> <p><i>(Full address of the Premises)</i></p>
5	<p>and known as _____</p> <p><i>(Name of the Premises)</i></p>
6	<p>The general nature of the business conducted (or to be conducted) under the licence is:</p> <p>_____</p> <p><i>(For example: sports club, chartered club)</i></p>
7	<p>The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:</p> <p>_____</p> <p>_____</p> <p><i>(Specify the days and hours alcohol will be sold)</i></p>
8	<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 25 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: -

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