

Checklist for New Club Licence, Renewal or Variation



Checklist for New, Renewal or Variation of Club-Licence

- Floor plan showing the area to be licensed, indicating any areas to be designated as supervised or restricted.
- Certificate of Incorporation. *(Not required for Renewals)*
- A copy of the menu and range of food.
- Host Responsibility Policy.
- Amenity and Good Order details.
- Compliance certificate application form *(Not required for Renewals)*
- Where the owner of the building is not the applicant, a written statement from the owner to the effect that the owner has no objection to the grant of the on-licence.
- Fire Evacuation Statement
- A map or a portion of a map showing the location of the premises.
- A photograph of exterior of the premises.
- A list of those Clubs with reciprocal visiting rights for members.
- All forms are signed by the applicant.

Please Note:

- Your application will not be formally accepted or processed until all information is lodged.
- Please pay on receipt of your invoice.
- Renewal applications must be filed with the District Licensing Committee at least 20 days before the expiry of any current licence.

For further information please contact

Waitaki District Council
20 Thames Street
Oamaru
Phone: (03) 433 0300
Email: regulatory@waitaki.govt.nz

Application for New Club Licence, Renewal or Variation



Form 3

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

To the Secretary, District Licensing Committee Waitaki District Council

Application for:

Please tick which type of licence you are applying for:

New Club-Licence Club-Licence Renewal Variation of Club-licence

PART A – APPLICANT

Detail of applicant

Full legal name or names to be on licence (individual or organisation): _____

Whether licence already held for premises or conveyance concerned Yes No

If yes, please state what kind of licence. _____

Is the Club incorporated? If yes, state under what Act is the Club incorporated: Yes No

What is the date of the Club's incorporation? _____

Status of Club: Chartered Club Sports Club Other

Predominant Purpose of the Club: _____

Number of Members: _____ Number of Members under the age of 18 years: _____

Postal address for service of documents:

Daytime Contact Name, Address, Email Address and Phone Number: _____

Full Name of Secretary: _____

Address of Secretary: _____

(Note: it is a condition of your licence to advise us in writing within 10 working days of the appointment of a new Club Secretary)

Details of premises:

Address of Club premises: _____

Is a licence already held for these premises or conveyance? Yes No

If Yes, licence number: _____

If not owned by applicant please provide the following:

Full legal name and Address of owner: _____

Tenure: (state whether leasehold, tenancy agreement or licence) _____

Any home based address _____

Any name, Trading name or name of building: _____

Is licence conditional on completion of construction work? Yes No

If yes, state details _____

Part C – Managers (Details of managers for each manager or proposed manager)

Name _____

Certificate Number _____ Expiry date _____

Name _____

Certificate Number _____ Expiry date _____

Name _____

Certificate Number _____ Expiry date _____

Name _____

Certificate Number _____ Expiry date _____

Part D – Proposed Club Details

Predominant Purpose of the Club: _____

Whether 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 or alcohol and food. Yes No

If yes, nature of other goods or services _____

Trading Times

What are the days and hours during which the applicant intends to sell alcohol?

Inside Areas _____

Outdoor Areas _____

Training

What experience and training regarding the sale and supply of alcohol does the applicant have?

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

Non-alcoholic refreshments (describe type and range) _____

Low-alcohol beverages (describe type and range) _____

To what extent, and where drinking water is intended to be **freely** available to patrons and how is this promoted/advertised e.g. signs? _____

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

The steps intended to be taken to provide help with and information about transport options from the premises:

What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited people?

Please describe any other steps proposed which will promote the responsible consumption of alcohol:

EVACUATION SCHEME STATEMENT

To accompany all **New** and **Renewal** Applications

All new and renewal applications for Off, On and Club Licences must be accompanied by a statement by the applicant as required under Section 100 (i) of the Sale and Supply of Alcohol Act 2012 regarding an Evacuation Scheme

The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21a of the Fire Service Act 1975 and the requirements as set out in the documentation of the approved evacuation scheme has been maintained in accordance with Section 21b of the Act



Signed by the Applicant: _____

OR

The relevant building by reason of Its current use, does not require such a scheme, or that the relevant building is exempt from having to meet the requirements of such a scheme.



Signed by the Applicant: _____

EVACUATION SCHEME

An evacuation scheme is required for buildings including the following;

1. Buildings where 100 or more people can gather together.
2. Buildings where 10 or more people work.
3. Buildings where 6 or more people sleep, unless there are 3 or fewer households.
4. Buildings storing certain levels of hazardous substances.

For a complete list and full details of buildings that are 'relevant buildings' refer to [section 75](#) of the Fire and Emergency New Zealand Act 2017.

Please direct any queries to: Fire Information Unit

Phone: 0800 347 346

Email: fireinfo@fireandemergency.nz

Advertising – Public Notice



Section 36, 37 or 38 Sale and Supply of Alcohol Regulations 2013

Within 20 working days after filing an On, Off or Club Licence 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).

The Oamaru Mail and Otago Daily Times are the nominated newspapers for the purposes of this application.

If you choose to advertise yourself, we will send you Form 7 which you will need to publish in either nominated newspaper (instructions will be attached).

Or

You may choose for us to publish on your behalf in the 'Notice Board' section of the Oamaru Mail. We will then invoice you for the advertising, this must be paid on invoice and the licence will not be issued unless payment has been received. Please note we will also public your public notice on our Council website free of charge.

Please send form 7 so we can publish public notice

OR

Please publish form 7 on our behalf and send invoice

DETAILS OF APPLICANT(S)

Name of premises: _____

Contact Name: _____

Phone Number: Daytime: _____

Signature of Applicant: _____



Amenity and Good Order



All applications require the Agency to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (Section 105). To support your application please supply the information required and answer the questions listed in this form.

Scale Floor Plan

Provide a scale floor plan which also shows the design and layout of the premises.

This should include:

- Seating and tables
- A list of facilities
- CCTV placement
- Security lighting

The reporting agencies must consider the effects the issue of the licence will have on amenity and good order. This is defined in the Act as ..."the extent to which, and ways in which, the locality in which the premises concerned are situated is.... Pleasant and agreeable".

For all licences:

1. Advise proximity of all childcare centres, schools and churches within 500m – a site plan would assist.

2. How many residential neighbours would you have within 50 metres?

3. Security – What security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV?)

4. Internal Layout – can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-Licence)? Where are there blind spots? Is the internal lighting inside the premises suitable?

5. Windows – is there food visibility into and from the premises and the street? Yes No

6. Lighting – Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID etc.?

7. Security – Will you employ security staff and when will they be used? Yes No

Noise – On-Licence and Club Licence Only

8. Explain clearly all types* of entertainment you will be providing and when (*amplified music or large crowd noise related).

9. Noise Management – do you have a noise management plan or acoustic report? Yes No

10. Soundproofing – What soundproofing has been undertaken? _____

11. What outside advertising involving alcohol will you be doing? (Newspaper/magazine? Shop Windows? Signage on your premises?)

12. Systems and Staff Training

Are you involved in any mystery shop/pseudo CPO programmes?

13. What till prompt systems do you have regarding age checks?

14. What staff training is provided with regard to Sale of Alcohol Compliance and Host Responsibility practices – explain content, duration and how often this training is provided.

15. Please provide copies of any written material you supply to staff regarding staff training. Please attach with your application.

16. Is this your first licensed premises? Yes No

a) What percentage of the front windows will be clear and transparent?

b) What is the target market for the business?

c) What is your policy regarding pricing and promotions?

Renewals Only

1 Have you had any complaints from the neighbours (including noise complaints attended by Noise Control Contractors)?

2 Has your business been subject to a Police Controlled Purchase Operation (CPO)? If yes, what were the results?

3 Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

The granting, or renewal, of this application will contribute to the Object of the Act by:

a) Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

b) The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by:

New Zealand Police Report



Assessing the suitability of the entity/individual applying for the Licence/Certificate is a requirement under the Sale and Supply of Alcohol Act 2012. The Police are required to report on this application. That report may include the release of any previous convictions you may have. Note: For Licence applications, all directors of the entity are required to complete this form.

Full legal name: _____

Aliases/maiden name: _____

Gender: _____

Date of Birth: _____

Drivers licence number: _____

Country of origin: _____

 Signature of applicant: _____

Date: _____

Persons who are not New Zealand residents or citizens are requested to provide the following additional information:

Details of current work or visitors permit:

Your last permanent address: _____

Country: _____

Current passport number: _____

Country where passport issued: _____