

# Application for and/or renewal of a Club Licence

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



Please be aware that your application can not be processed unless you have included all of the required information. For all new applications, a pre-application meeting with one of Council's licensing inspectors is required.

Use the checklist below and the attached notes to assist you in completing your application.

## Use this checklist to ensure you have included all the required information:

- Three copies of the application form
- Copy of Certificate of Incorporation (if applicable)
- Particulars of Club Charter (if applicable) (new club only)
- Photograph of exterior or artist's impression (new club only)
- Copy of planning consent (new club only)
- Fire Evacuation Certificate.
- Copies of all relevant building certificates consents
- Map showing location of premises (new club only)
- Scale plans including floor plan showing (new club only)—
  - Each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and
  - The principal entrance
- Written statement from owner (if applicable) (new club only)
- Menu (if applicable) (new club only)
- Resource Management New Premises fee of \$340.00(new club only)
- Building Certificate fee of \$228.00 (new club only)
- Application fee

If you are proposing to vary your existing licence then you will be required to provide relevant supporting information.

## Send the completed application form and attachments to:

Liquor Licensing Department  
Matamata-Piako District Council  
PO Box 266  
Te Aroha, 3342

## Office use only

File no:

Document no.:

Receipt no.:

Date received:

Application due:

### Details of licence being applied for

Are you applying for a new club licence?  Yes  No

Are you applying for a renewal of club licence?  Yes  No

If you are applying for a renewal, are you intending on making changes to any conditions?  Yes  No

If yes, please state below: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Licence no.: \_\_\_\_\_

### Applicant details

Name of applicant: \_\_\_\_\_

Occupation: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Postal address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Name of daytime contact (If different from applicant): \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Have you had any criminal convictions (other than convictions for offenses against provisions of the Land Transport Act 1998 and offences to which the Criminal Records (Clean Slate) Act 2004 applies)?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Club details

Full name of the club: \_\_\_\_\_

Is there another licence held on the premises? (For example, Special Licence)

Yes  No

If yes, please state what kind: \_\_\_\_\_

Status of the club (please tick the appropriate box):

- Chartered Club
- Sports Club
- Other (provide details)

Is the sale of alcohol the primary purpose of the club?  Yes  No

If no, what is the intended purpose of the club? \_\_\_\_\_

Number of members: \_\_\_\_\_ Number of members under 18 years: \_\_\_\_\_

Name of Manager 1: \_\_\_\_\_

Manager's cert. No.: \_\_\_\_\_

Manager's address: \_\_\_\_\_

\_\_\_\_\_

Name of Manager 2: \_\_\_\_\_

Manager's cert. No.: \_\_\_\_\_

Manager's address: \_\_\_\_\_

\_\_\_\_\_

Full name of secretary: \_\_\_\_\_

Address of secretary: \_\_\_\_\_

\_\_\_\_\_

Occupation of secretary: \_\_\_\_\_

### **Premises details**

Address of club premises: \_\_\_\_\_

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:

a. What is the full name and address of the owner? \_\_\_\_\_

\_\_\_\_\_

b. What form of tenure/lease of the premises will the club have (including the term of tenure/lease)? \_\_\_\_\_

\_\_\_\_\_

What part (if any) of the premises does the club intend to be designated as:

- a. A restricted area (persons under the age of 18 years are not permitted in the area): \_\_\_\_\_  
\_\_\_\_\_
- b. A supervised area (persons under the age of 18 years are permitted only if they are accompanied by a parent or guardian who is over the age of 18 years): \_\_\_\_\_  
\_\_\_\_\_

Does the club share the premises with any other club?  Yes  No

If yes:

- a. What is the name of the other club? \_\_\_\_\_
- b. What months of the year do the respective clubs use the premises? \_\_\_\_\_  
\_\_\_\_\_

### Conditions

On which days and during which hours do you intend to sell liquor under the licence?

\_\_\_\_\_  
\_\_\_\_\_

What provision do you intend to make for the sale and supply of:

- a. Food (please attach a menu): \_\_\_\_\_  
\_\_\_\_\_
- b. Non-alcoholic refreshments: \_\_\_\_\_  
\_\_\_\_\_
- c. Low alcohol beverages: \_\_\_\_\_  
\_\_\_\_\_

What steps do you propose to take to ensure that the requirements of the Act, in relation to the sale of liquor to prohibited persons, are observed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What steps do you propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? (For example, supplying a

phone, courtesy bus etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To what extent, and where will there be available drinking water for patrons? (For example, a water cooler with a stock of clean recyclable plastic cups etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What steps do you propose to take to prevent the sale and supply of alcohol to prohibited people? (For example, checking ID etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other steps do you propose to take to promote the responsible consumption of liquor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration**

This application for a club licence is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
(Club name)

Signed on behalf of the club by:

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Designation e.g. President, Secretary)

\_\_\_\_\_



(Date)

**Notes to assist you in completing this application**

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after lodging 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 regulations 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 lodging 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).