



Club Licence Application

Section 55 Sale of Liquor Act 1989

Guide for Applicants (please detach for your future reference)

Please read the application form thoroughly before completing.

The checklist below is to assist you with your application and to ensure that Council receives all the information required to process your application.

Your application must be filed with the Agency in which the premises is situated.

Have you provided (All applications must have the following provided)

1. 3 complete copies of your application and attachment. *(Note: If 3 complete copies are not supplied, a photocopy and administration fee of \$15 will be charged and is payable before issue of a licence).*
2. Owner's letter of consent (required when the premises are not licensed and the Club does not own the premises).
3. Plan showing those parts of the premises to be designated restricted or supervised areas and those parts to be used for the sale and supply of liquor.
4. Are you applying as a Club holding a charter under the Sale of Liquor Act 1989 and have included particulars of the charter?
OR
5. Are you applying as an Incorporated Club and have included a copy of the Certificate of Incorporation?
6. A copy of the Club's constitution or rules.
7. A photograph of the exterior of the premises or an artist's impression.
8. A certificate by the Local Authority that the proposed use of the premises meets District Plan requirements (if not supplied with the application, a completed application for a Certificate of Compliance is to be supplied – cost is \$110).
9. A schedule of the Club's activities that includes the days and hours during which the premises are used for those activities.
10. Have you signed and dated the form personally?
11. Fee of \$776 attached



Club Licence Application

Office Use Only

Incomplete Criteria for Counter and Postal Applications

Application

- Pages 1 and 2** Check status of applicant (Q4) matches name of applicant (Q1) Yes No
- Page 2** Check Q8 if the applicant does not own the premises, owners details required plus form/term of tenure answered. Yes No
- Page 3** Check that applicant has signed application and if a company, the relationship is identified Yes No
- All Pages** Check all questions answered and fee attached Yes No

Guide for Applicants - Reference

- Q2** Check application Q8, if answer to Q8 is "No", letter of consent and evidence of tenure must be supplied. Yes No
- Q3** Check plan supplied. Yes No
- Q4 and 5** For a Chartered/Incorporated Club, has documentary evidence been supplied? Yes No
- Q6** Has the Constitution of the Club been supplied? Yes No
- Q7** Photograph or artists impression? Yes No
- Q8** Check if Certificate of Compliance not supplied, completed application for Certificate must be supplied together with \$110 fee. Yes No
- Q9** Schedule of activities been supplied including days and hours? Yes No
- Applicant advised of advertising requirements Yes No
- Fee of \$776 attached Yes No

Note: If any criteria indicates "NO", the application is incomplete.

Is application complete? Yes No

If incomplete, date and method of Advice to Applicant stating requirements

Date _____ Method _____

Accepted by: _____
(signature)

Name: _____

Received: LO/LIQL \$776.00
\$110 (if applicable) GL: 50 06 02 3420

DATE
STAMP
(if accepted
as complete)



Club Licence Application

Section 55 Sale of Liquor Act 1989

When this form is completed, return to:

The Secretary
Western Bay of Plenty District Licensing Agency
Private Bag 12803
Tauranga 3143

(NOTE: If you are posting this form and the application is assessed as incomplete, the application can not be processed and you will be informed)

1. **Details of Club**

Full Name _____

Postal Address for Service of Documents _____

Is the Club incorporated? Yes No

If yes, under what Act is the Club incorporated? _____

What is the Date of the Club's Incorporation? _____

2. **Daytime Contact Name and Telephone Number(s):**

Name: _____

Phone Number: _____

Phone Work: _____

Phone Mobile: _____

3. **Full Name and Address of Manager(s)**

Name _____ Address _____ Certificate No _____

Name _____ Address _____ Certificate No _____

Name _____ Address _____ Certificate No _____

4. **Status of Club: (Please tick one)**

Chartered Club Sports Club Other Details _____

5. **Predominant Purpose:**

Membership: _____ of whom about _____ are under the age of 18 years.

Secretary: _____ (Name) _____ (Address) _____ (Occupation)

Premises Details

6. **Address of Club Premises** _____

7. **Is a Licence sought conditional upon construction or completion of the premises?** (Tick One) Yes No

8. **Does the Club own the proposed licensed premises?** (Tick One) Yes No

If no, what is the full name and address of the owner? _____

What form of tenure will the Club have? _____

What term of tenure? _____

9. **What part (if any) of the premises does the Club intend should be designated as** (Tick One) Yes No

A Restricted Area _____
(Area where no one under the age of 18 years is permitted)

OR

A Supervised Area _____
(Area where you are permitted if you are under the age of 18 years with supervision, by a parent or guardian)

(Include in a floor plan identification of the designated areas)

Does the Club share the premises with any other Club? (Tick One) Yes No

If yes, what is the name of the other Club? _____

What months of the year does the respective Club use the premises? _____

Conditions

10. **On which days and during which hours does the Club intend to sell liquor under this Licence?**

Day _____ Hours _____

Day _____ Hours _____

Day _____ Hours _____

Day _____ Hours _____

11. **Are any of the proposed days, dates or hours beyond those allowable in any resource consent granted to the applicant?** (Tick One) Yes No

If yes, the applicant must discuss this with Council's Planning Staff prior to making the application.

12. **What provisions does the applicant intend to make for:**

Food _____

Low Alcohol Beverages _____

Non-Alcoholic Refreshments _____

Assistance or information about alternative forms of transport: _____

13. **What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?**

14. What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

15. What provisions does the applicant intend to make for courtesy vehicle availability for patrons?

Statement of Safety

Tick One

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 214 of the Fire Service Act 1975; 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.

Signed on behalf of
the

Club
by

Date

Designation



Certificate of Compliance

with Requirements of Resource Management Act and Building Code

Liquor Licence Application Number: _____

Applicant		Premises	
Address		Legal Description	
Details of Licence			

The building is *{delete whichever is not applicable}* a new building for the intended use, or an existing building that will not have a change of use, or an existing building that will have a change of use.

Signature of Applicant/Agent

____/____/____
Date

To the Western Bay Of Plenty District Licensing Agency

This letter serves as a certificate for the purposes of Section 9(1)(e) and/or Section 31(1)(e), and/or Section 55(1)(e) of the Sale of Liquor Act 1989.

This certificate refers to a proposal as detailed above.

The proposed use of the building meets the requirements of the Resource Management Act, subject to the following:

- compliance with District Plan performance standards
- compliance with land use consent (LU _____) issued _____ (copy attached).
- Hours of Operation _____

Signed: _____
Date / / _____
Consents Manager/Other

The proposed use of the building meets the requirements of the NZ Building Code to the extent required by the Building Act 2004.

Signed: _____
Date / / _____
for Building Section

An application fee of \$110 must accompany your application

Office Use Only: LO / RCON

Date Paid:	Receipt Number:
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Sale of Liquor Act 1989

Public Health Questionnaire for On-Licence and Club-Licence Applications

“Section 4: Object of the Act”

The purpose of the Sale of Liquor Act is to establish a reasonable system of control over the sale and supply of liquor to the public with the aim of contributing to the reduction of liquor abuse, so far as that can be achieved by legislative means.

This questionnaire helps ensure that licensees meet the requirements of the Sale of Liquor Act 1989 in relation to the public health consequences of alcohol use, such as alcohol-related health problems and preventable death or disability from alcohol-related motor vehicle crashes.

This questionnaire should be completed by the licensee/applicant and not a consultant.

Please return to:

The Medical Officer of Health
c/- Trieste Ngawhika/Stephen Layne
PO Box 2121
TAURANGA 3140

Phone: 0800 221 555

Sale of Liquor Act 1989

Application for: On Licence New
 Club Licence Renewal
 On (BYO) Licence

Premises type: Restaurant Conveyance
 Tavern Short Stay Hostel
 Hotel Entertainment Centre
 Club Wine bar
 Nightclub Motel
 Other _____

Applicant: _____

Name of Premises: _____

Premises address: _____

Postal address: _____

Telephone: (Premises) _____ (Other) _____

Operational hours: _____

Email address: _____

Host Responsibility

Do you have a written policy on host responsibility? Yes No

If yes, please attach a copy.

Is it displayed for your patrons? Yes No

Do you require further information on host responsibility guidelines? Yes No

Do you provide training to staff on their responsibilities in helping to provide a safer drinking environment?

Yes No

If yes: In-house training By whom: _____
Courses Provided by: _____

How do you monitor the performance of staff in relation to their responsibilities under the Sale of Liquor Act 1989?

Do you have an incident register for recording events such as fights, ejections, and attempts to purchase by minors and intoxicated persons? Yes No

How do you prevent intoxicated people from entering your premises?

How do you identify if a person is becoming intoxicated?

What steps do you take to ensure that patrons do not reach a state of intoxication?

Do you display signage stating that intoxicated patrons will not be served alcohol?

Yes No

(This signage can be provided for free by Toi Te Ora Public Health Service).

Alcohol Promotion

Do you run promotions offering reduced price liquor (e.g. happy hours, give-aways, 2 for 1 deals etc)?

Yes No

Do you run promotions offering alcohol in non-standard measures? Yes No

Do you run promotions offering alcoholic drinks which by virtue of their descriptive titles encourage excessive consumption of alcohol (e.g. shooters, slammers, blasters etc)? Yes No

Describe the type and duration of your promotions.

Food

Food slows the rate of absorption of alcohol and a **minimum of three types** of food should be available at all times – this does not mean three types of pie. Nuts and crisps are not sufficient. Please provide a menu or list the range of foods available.

Please state the times food is available.

Food must be actively promoted. How do you promote the availability of food?

- Menu Yes No
- Blackboard Yes No
- Signs Yes No
- Other: _____

Low and Non-Alcoholic Drinks

List the range of low alcohol (<2.5% alcohol) beverages that are available.

How are they promoted?

List the range of non-alcoholic beverages that are available.

How are they promoted?

Is water available at all times at no cost? Yes No

Smoke-free Environments Act 1991

Since 10 December 2004 it has been an offence to permit smoking in the internal areas of licensed premises. The licensee is required to take all reasonably practicable steps to prevent people smoking inside.

Do you display signage at all entrances to your premises indicating that smoking is not permitted inside? Yes No

Do you have a policy for dealing with patrons who smoke in internal areas? Yes No

If you have cigarette-vending machines, are they in view of the bar staff and operated by a remote control device? Yes No N/A

Are all points of sale (including vending machines) marked with a Smoking Kills sign as required under the Smoke-free Environments Act 1990? Yes No N/A

Thank you for your co-operation.

Name and designation of person completing this form:

Signature: _____ *Date:* _____

