

Application for New or Renewal of a Club Licence

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

Date stamp

Fill this form out with the assistance of the guide notes attached

- New Club-Licence Renewal Club-Licence

1. Details of Club

a. Full name of Applicant

b. Is the club incorporated? Yes No

IF YES: (i) Under what Act is the club incorporated?

(ii) What is the date of the club's incorporation?

c. Postal address for service of documents

d. Contact name

e. Phone: Club Private Mobile

Email Fax

f. Preferred means for formal correspondence Mail Email Fax

g. Is there an existing licence on the premises? Yes No

Licence Number: 022/ Expiry Date:

h. Status of the Club Chartered Club Sports Club Other (*please state*)

i. Predominant purpose

j. Total Membership (number) How many are under the age of 18 years (number)

k. Total hours which the club bar is or will be ordinarily open to club members?

l. Details of the Secretary of the club

- Full name of Secretary

- Previous names or other names known by

- Full address of the Secretary

- Occupation of the Secretary

Note: The Sale and Supply of Alcohol Act requires that at all times there be a secretary of the club. Within 10 working days of the appointment of a new secretary, the club shall inform the District Licensing Committee (DLC) of the name of the new secretary.

Deposit Fee: \$350.00

Note: This is a deposit only. An invoice for the outstanding balance will be sent to the applicant once the correct weighting category has been selected. The outstanding balance is required to be paid prior to the licence being issued.

Office Use Only)

LIQL

Application Premise No

Date Received Receipt Contact ID.

2. Details of Manager(s) (Details of ALL Managers)

- Full name
- Residential address
-
- Full name
- Residential address
-
- Full name
- Residential address
-
- Certificate number
- Expiry date/...../.....
-
- Certificate number
- Expiry date/...../.....
-
- Certificate number
- Expiry date/...../.....
-

(continue on a separate sheet if necessary)

3. Details of premises

- a. Premises name
- b. Address of club premises
-
- c. Is a licence sought conditional upon construction or completion of the premises? Yes No
- d. Does the club own the proposed licensed premises? Yes No

IF NO

- (i) Full name of the owner
- Full address of the owner
- (ii) What form of tenure will the club have?
- (iii) ... • What term of tenure will the club have?
- e. What part (if any) of the premises does the club intend should be designated as
 - (i) A restricted area
 - (ii) A supervised area
 - (iii) An undesignated area (*reason*)
- f. Does the club share the premises with any other clubs Yes No

IF YES

- (i) What is the full name of the other club?
- (ii) What months of the year do the respective clubs use the premises?

4. Club Activities

Nature of the activities

(Please attach a schedule of the club's activities that includes the days and hours during which the premise is used for those activities. It is essential that the hours sought for the liquor licence compliment the range of the club's activities.)

5A. Conditions (Changes Sort To Existing Licence ONLY)

Are any changes sought to the present conditions of the licence (ie days or hours)?

- **IF NO** - Go straight to Section 5B Yes No
- **IF YES** - Continue

Changes relating to the days and hours of the liquor licence

- (i) What are the days and hours shown on the licence present?
- (ii) What are the changes sought?

Days	Hours	From	To

Changes relating to other conditions of the liquor licence

- (i) What are the conditions of the licence at present?
- (ii) What are the changes sought?

.....

.....

.....

What are the full reasons for the changes sought?

.....

.....

Where **changes to the days and/or hours** of the licence are sought, has the applicant:

- Contacted the Western Bay Duty Planner on 571 8008 prior to submitting this application to obtain advice as to whether the changes comply with planning requirements and or any resource consents relevant to the premises? Yes No
- Filed for a Certificate of Compliance with the renewal application? The Certificate of Compliance provides the required official confirmation the changes comply with all planning requirements. Yes No

5B. Conditions

- a. When does the club intend to sell liquor under the licence?
(The days and hours should be no greater than what was applied for on your Certificate of Compliance)

Days	Hours	From	To

b. What provision does the club intend to make for the sale and supply of

(i) Food

(ii) Non-alcoholic refreshments

(iv) Low-alcohol beverages

5B. Conditions (continued)

c. To what extent, and where, is drinking water intended to be freely available to members:

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

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

f. What steps does the club propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

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

h. In the event that evidence of age documents is required, what documents will you request?

i. Has the applicant considered the neighbouring land use in the immediate area? Yes No

Activities (such as amplified music) are likely to create adverse effects on neighbouring land use. What actions does the applicant intend to take to mitigate any adverse effects?

j. What other systems (including training systems), and staff are in place (or to be in place) for compliance with the Act?

.....
.....
.....

k. Names of other Club's with reciprocal visiting rights

.....
.....

6. Signature of Applicant

a. **Before signing the application, please refer to and complete the check list at the end of this form.**

b. Signed on behalf of the club (*club's name*)

Signature (*your name*)

Print name

Designation

Date

7A. Check List (For New Club Licence Application's Only) - Please Tick ✓

(For Renewal Club Licence Application Checklist, please go to question 7B)

a. **IMPORTANT** – The application will not be accepted by the District Licensing Committee until:

- **ALL questions on the application form have been answered in full.** Yes No
- **ALL additional documentation as indicated below are attached to the application.** Yes No

Please note that if any of the documents below have been filed with a previous application, you are required to file them again with this application.

b. **ADDITIONAL DOCUMENTS REQUIRED (For New Club Licence Applications)**

1. **Original Certificate of Compliance.** You should have already applied for and been issued this document prior to filing this application. Yes No
2. **Photograph** or artists impression of the exterior of the premises. Yes No
3. **Map** indicating where the premises is located. Yes No
4. **Scale Plan** of entire premises outlining:
 - Inside area used for consumption of liquor.
 - Any outside area used for the consumption of liquor.
 - Principal entrance/s.

Outline each area with a different coloured pen and provide a key to show which colour belongs to each area.

5. **Manager's certificate** of person/persons intending to be the manager of the premises, or if this document has not been issued at the time of filing this application, the date the manager's certificate application was filed with the District Licensing Committee/...../..... Yes No
6. **Host responsibility policy** (examples of these are at the back of the Toi Te Ora Public Health questionnaire). Yes No
7. **A copy of the club's menu.** Yes No
8. **A copy of the club's constitution and rules.** Yes No
9. **A schedule of the club's activities that includes the days and hours during which the premises are used for those activities.** Yes No
10. **Where the club is not the owner of the building, a written statement from the owner** to the effect that the owner has no objection to the grant of the licence. This letter must also include reference to any outside area/s to be licensed. Yes No
11. **Where the club is incorporated, a copy of the Certificate of Incorporation.** Yes No
12. **Where the club held a charter under the Sale of Liquor Act 1962, identifying particulars of the club's charter.** Yes No
13. **Deposit Fee of \$350** (includes GST) Yes No

c. **Have you completed the attached Toi Te Ora Public Health Questionnaire?** Yes No

d. **Have you signed and dated the form personally?** Yes No

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).

7B. CHECK LIST (For All Renewals of Club Licence Applications only) - Please Tick ✓

(a) **IMPORTANT** – The application will not be accepted by the District Licensing Committee until:

- **ALL questions on the application form have been answered in full.** Yes No
- **ALL additional documentation as indicated below is attached to the application.** Yes No

(b) **Have you included:**

1. **Where changes to days/hours are being sought**, the completed 100(f) Sale & Supply of Alcohol Certificate application form? Yes No
2. **Where the licence is an on licence or club licence**, a copy of your host responsibility policy? Yes No
3. **Where the licence is an on licence or club licence**, the completed Pacific Health questionnaire? Yes No
4. **The completed Fire Service Data Sheet** Yes No
5. **Deposit Fee of \$350** (includes GST) Yes No

(c) **Copy of the Club's Host Responsibility Policy (this policy should be prominently displayed).** Yes No

(d) **Have you signed and dated the form personally?** Yes No

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.)
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Guide - Application for New Club-Licence

Section 101 and 127(2), Sale and Supply of Alcohol Act 2012

Explanations in this guide are intended to assist you to complete the Application for Club Licence form. Numbers on the form relate to the explanatory notes in this guide.

Background

It is a legal requirement under the Sale and Supply of Alcohol Act 2012 that you have a licence before you can sell or supply liquor.

The District Licensing Committee (DLC) is part of Western Bay of Plenty District Council and is where you go to obtain a liquor licence.

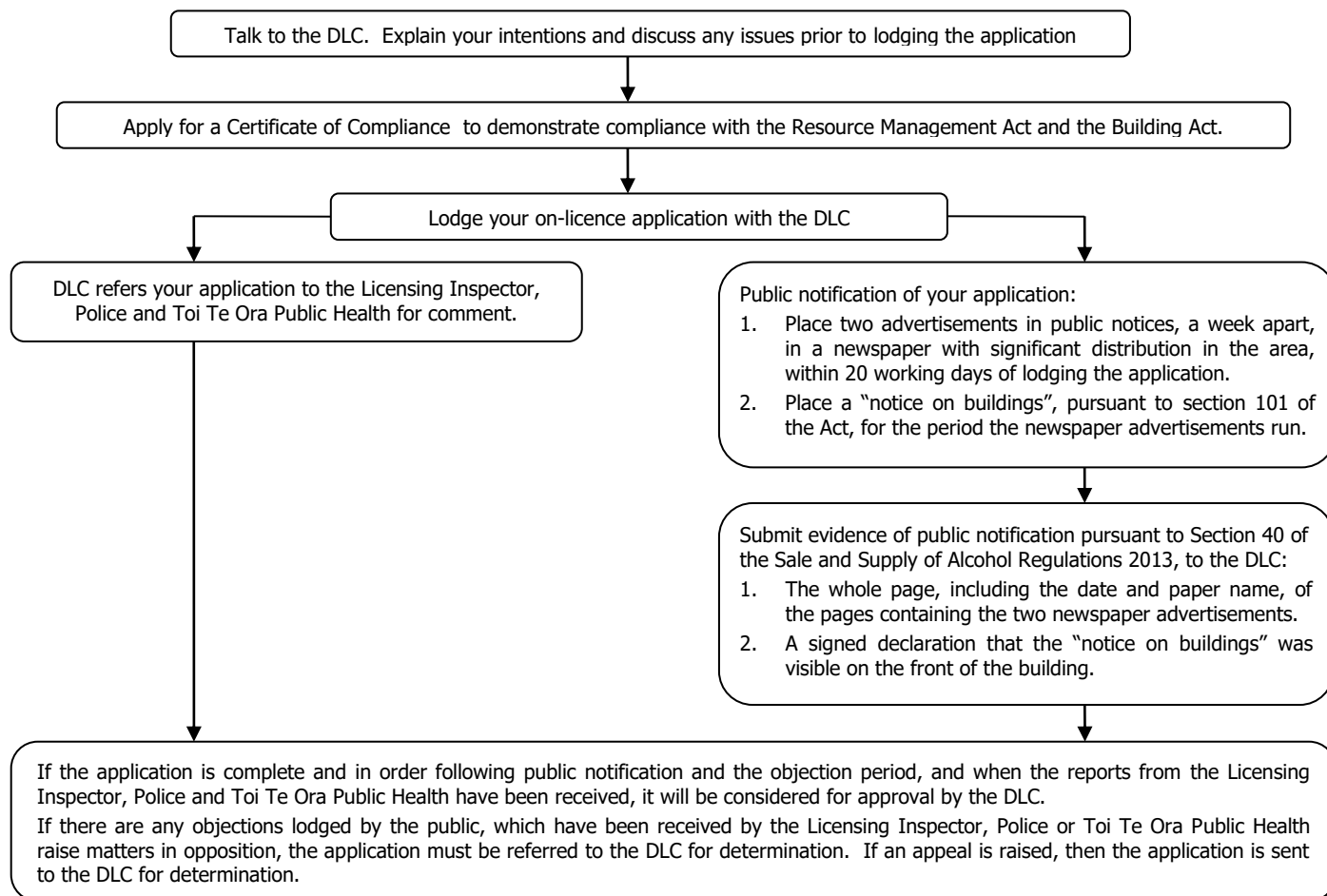
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licences means that checks are done to make sure only people responsible enough to work within the objectives of the Act are granted permission to sell or supply liquor.

There must be a person with a current manager's certificate on duty at all times when liquor is being sold or supplied to the public.

What does 'club-licence' mean?

A club licence authorises the holder to sell or supply liquor for consumption on their premises to any member of the club; or any person who is a guest of, and is accompanied by, a member of the club; or any member of any other club with which the holder of the licence has an arrangement for reciprocal visiting rights for members of the club. However, liquor cannot be removed from the site.

Process



Cost

A deposit fee of \$350.00 is payable on lodgement of this application. An invoice for the outstanding balance will be sent to the applicant once the correct weighting category has been selected. The outstanding balance is required to be paid prior to the licence being issued.

The invoice for an annual fee will be sent out prior to the anniversary. This is required to be paid within 30 days after the anniversary date. If the annual fee is not paid by day 31, the licence will be automatically suspended and the premises will be unable to sell liquor until the annual fee is paid.

For new club licence applications, at the time of the first renewal (one year after first issue), an annual fee and a renewal fee are required to be paid together.

You will also face advertising costs to meet the public notice requirements. New applications will also incur costs to obtain planning and building certificates.

Processing times

It could take up to 8 to 12 weeks to process your application. If an objection is received, and the application is referred to the DLC for processing, it could take longer.

The processing time is very much dependent on the applicant submitting a complete application with all attachments

1. Details of Club

- a. **Full name of club**
Provide full details in each section and tick appropriate boxes.
- b. **Is your club incorporated?**
Tick the applicable description.

2. Details of Manager(s) to be Employed

At all times when liquor is being sold or supplied to the public, a manager, appointed under sections 214 and 215 of the Act, must be on duty. The duty manager shall be responsible for compliance with the Act.

A person may not be appointed as a duty manager unless that person holds a manager's certificate. The DLC at the council issues manager's certificates in Western Bay District.

Provide details of all managers employed, or are to be employed, at the premise

3. Details of Premises

- a. **Address of Club premises**
Please provide the address for the club premises.
- b. **Construction incomplete**
Tick yes if the premise is currently under construction, or construction work has yet to start. An application for a club licence can only be approved once a building certificate and planning certificate have been issued by the Council. If your project involves a building consent, or if any consented building work has been conducted on the site since 1991, you will need to obtain a Code Compliance Certificate (CCC) or final sign off before the building certificate can be issued.
- c. **Premise owner**
If the applicant is the occupier based on a rental or lease agreement, please provide the name and phone number of the property owner (the person stated on the Certificate of Title).

Where the applicant is not the owner of the premise, you will be required to submit a written statement from the owner to the effect that the owner has no objection to the grant of the licence.

- d. **Designated Areas**

Designations of the following type may be imposed to the entire premise or specified areas:

- (i) Restricted: Only those aged over 18 years of age may be present.
- (ii) Supervised: Those under 18 years of age may be present if accompanied by their parent or legal guardian.
- (iii) Undesignated: Anyone of any age may be present.

Note that in supervised and undesignated areas, although minors may be present, only persons aged over 18 years may actually make a liquor purchase.

Generally all sports clubs are undesignated. If you seek restricted or supervised designations, discuss this with the DLC.

- e. **Shared Premise**
Tick yes if the premise is shared and provide full details of the other club and their use of the premises.

4. Club Activities

Your club may conduct a range of activities. In addition to your sporting activities such as selling food, selling liquor, providing live entertainment, gambling, etc.

Please attach a schedule of the club's activities that includes the days and hours during which the premise is used for those activities. It is essential that the hours sought for the liquor licence compliment the range of the club's activities.

5. Conditions

a. Hours of operation

It is vital that you adhere to the days and hours approved under the licence. The Police will check this once the club is operating. You are not required to be open during all of the times approved in your licence. However, if you wish to have the hours extended for a special event, you will need to obtain a special licence from the DLC.

The District Plan guides the hours and days of operation. Please ask Council staff for guidance.

b. Your club licence will only be issued if you comply with all of the basic elements of a host responsibility programme. These items relate to host responsibility, which is an integral part of the sale and supply of liquor. Host responsibility is the term given to the strategies that you, as a host, have in place to ensure that your premise provides a safe drinking environment.

All applicants for a club licence must be able to show how host responsibility will take place within their premise. This includes ensuring that management and staff are trained in host responsibility practices, and that they keep updating their skills. There should be a host responsibility policy displayed prominently in your premise.

- ### d.
- serving alcohol responsibly;
 - providing and actively promoting low and non-alcohol alternatives;
 - providing and actively promoting appropriate food;
 - identifying and responsibly dealing with underage and intoxicated people;
 - arranging safe transport options.

When you lodge your on-licence application, you must include the completed questionnaire for Toi Te Ora Public Health and a copy of your host responsibility policy.

g. Effects of noise and other issues for neighbours

Depending on the environment area (or zone) that your club will be operating, different levels of noise, traffic generation, and other effects are permitted. Adverse effects of noise, for example, could be mitigated (or lessened) with sound proofing measures such as double-glazing windows, or only playing amplified music within certain hours.

6. Applicant's Signature

Please sign and date this form to confirm that the details provided in the application are true and correct. This must be signed by a designated club member.

The Following Sections of the Sale and Supply of Alcohol Act 2012 apply to Club's

21 Club licences

- On the premises a club licence is held for, the licensee can sell and supply alcohol to authorised customers (within the meaning of [section 60\(3\)](#)), for consumption there.

29 Limitations on holding of on-licences and off-licences by clubs

- (1) A club cannot hold an on-licence.
- (2) Except as provided in [section 28\(4\)](#), a club cannot hold an off-licence.
- (3) Subsections (1) and (2) override [sections 25](#) and [28\(1\)](#)

60 Sale and supply in clubs to members and guests only

- (1) The holder of a club licence must ensure that no alcohol is sold or supplied to any person for consumption on the premises unless the person is—
 - (a) an authorised customer; or
 - (b) if the licence issued subject to a condition allowing alcohol to be sold or supplied to people of that kind, a person who is on the premises at the invitation of an authorised visitor who is also on the premises.
- (2) If a club licence and an off-licence are held for the same premises, the holder must ensure that no alcohol is sold or supplied to any person for consumption off the premises unless the person is an authorised customer.
- (3) In this section,—

authorised customer, in relation to premises a club licence is held for, means a person who—

- (a) is a member of the club concerned; or
- (b) is on the premises at the invitation of, and is accompanied by, a member of the club concerned; or
- (c) is an authorised visitor

authorised visitor, in relation to premises a club licence is held for, means a member of some other club with which the club concerned has an arrangement for reciprocal visiting rights for members

member, in relation to a club, means a person who—

- (a) has expressly agreed in writing to comply with the club's rules; and
- (b) is recognised as a member of the club by those rules.

61 Administrative requirements for club licences

- The holder of a club licence must take all practicable steps to ensure that—
 - (a) there is at all times a secretary of the club; and
 - (b) within 10 working days of the appointment of a new secretary, the secretary of the appropriate licensing committee is told the name of the new secretary; and
 - (c) all proceeds from the sale of alcohol belong to the club

62 No bring-your-own alcohol in clubs

- The holder of a club licence must ensure that, while the premises are open for the sale or supply of alcohol, no person consumes on the premises any alcohol not sold or supplied on the premises by the licensee.



New Zealand Fire Service Data Sheet (all applications)

Section 76 of the Fire and Emergency New Zealand Act 2017

In accordance with s.100 and s.127 of the Sale and Supply of Alcohol Act 2012, an application for an On, Off, or Club Licence, respectively, must be accompanied by a statement regarding the need for, or provision of, an Evacuation Scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017

If you have any questions regarding an Evacuation Scheme for your premises please contact Luke Burgess (Fire Risk Manager, NZ Fire Service) at luke.burgess@fireandemergency.nz or Jon Rewi (Te Puke area) at jon.rewi@fireandemergency.nz

Please complete and then tick which statement applies:

The building, located at:

.....
.....(address)

in which the premises known as

.....
.....(name of premises)

- has a current Fire Evacuation Scheme.
- does not require (by reason of its current use) an Evacuation Scheme.
- is exempt from having to meet the requirements for an Evacuation Scheme.

Signed:.....Date:

Name:

Please note, section 286 of the Sale and Supply of Alcohol Act 2012 outlines the provision for suspension of a licence for non-compliance with public health or fire precaution requirements.

A2622843



Sale and Supply of Alcohol Act 2012
Public Health Questionnaire for On-licence
and
Club Licence Applications
"Section 4: Object of the Act"

The object of the Sale and Supply of Alcohol Act 2012 is

- (1) *The object of this Act is that—*
- (a) *the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and*
 - (b) *the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.*
- (2) *For the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes—*
- (a) *any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and*
 - (b) *any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).*

This questionnaire helps ensure that licensees meet the requirements of the Sale and Supply of Alcohol Act 2012 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 will enable the completion of the Medical Officer of Health report on your licence application. Your licence application cannot be processed without completion of this questionnaire.

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

To be completed & returned by / /

To complete our files please include copies of the following when returning this questionnaire.

- Current Menu (including prices)
- Host Responsibility Policy/Statement or alcohol management plan
- Staff Training Policy

Please return to:

Toi Te Ora – Public Health, PO Box 2120, Tauranga 3140

Attn: Trieste Ngawhika

0800 221 555

Application details

Name of Licensed Premises:

Name of applicant.....

Address:

Postal address (if different from above.....

Email address:

Name of person(s) who is / are responsible for day-to-day management of the Sale of Liquor for premises:

.....

Contact phone number:

Hours of operation:

- Application for:**
- On licence
 - Club Licence
 - On (BYO) Licence

Type of application **New** **Renewal**

- Premises type:**
- | | | | |
|------------|--------------------------|----------------------|--------------------------|
| Restaurant | <input type="checkbox"/> | Conveyance | <input type="checkbox"/> |
| Tavern | <input type="checkbox"/> | Short Stay Hostel | <input type="checkbox"/> |
| Hotel | <input type="checkbox"/> | Entertainment Centre | <input type="checkbox"/> |
| Club | <input type="checkbox"/> | Wine Bar | <input type="checkbox"/> |
| Nightclub | <input type="checkbox"/> | Motel | <input type="checkbox"/> |
| Other..... | | | |

Host Responsibility

- a. Do you have a written policy on host responsibility or an Alcohol Management Plan?
If yes, please attach a copy. Yes No
- b. Is it displayed for your patrons? Yes No
- c. Is there a Host Responsibility implementation plan? Yes No
- d. Do you require further information on host responsibility guidelines? Yes No

Staff Training

- a. Do you provide training to staff on their responsibilities for host responsibility? Yes No
If yes: In-house training by whom
Courses Provided by
- b. How do you monitor the performance of staff in relation to their responsibilities under the Sale and Supply of Alcohol Act 2012?
.....
.....
.....
- c. Do you have an incident register or incident log for recording events such as fights, ejections and attempts to purchase by minors and intoxicated persons? Yes No

Intoxicated Patrons

- a. How do you prevent intoxicated people from entering your premises?
.....
.....
.....
- b. How do you identify if a person is becoming intoxicated?
.....
.....
.....
- c. What steps do you take to ensure that patrons do not reach a state of intoxication?
.....
.....
.....
- d. Do you display signage stating that intoxicated patrons will not be served alcohol? (This signage can be provided by the Public Health Service) Yes No

Minors

- a. What identification do your staff accept to identify minors and prevent them being served alcohol?
- | | | |
|--|------------------------------|-----------------------------|
| NZ photographic drivers licence | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| NZ or overseas passports | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| HANZ 18+ card | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other forms of ID – <i>please describe</i> | | |
-
-
- b. Do you display signage stating alcohol will not be sold to minors or that patron who appear under 25 years will be asked for ID? Yes No
- c. Are staff aware of their responsibilities under the Sale and Supply of Alcohol Act 2012 for breaches regarding supply of alcohol to minors? Yes No

Safe Transport Options

- a. How do/will you provide access to safe transport for those patrons who are not safe to drive?
- | | | |
|---|------------------------------|-----------------------------|
| Public telephone access | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Staff will telephone for transport | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Subsidised taxi scheme available | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Signage for dial-a-driver/taxis clearly displayed | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Courtesy van | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other: | | |
- b. Do you promote non-drinking or a designated driver scheme (e.g. free non-alcoholic drinks for drivers)? Yes No
- If **Yes**, please describe

Alcohol Promotion

- a. Do you run promotions offering reduced price liquor (e.g. happy hours, give-aways, 2 for 2 deals, etc)? Yes No

- b. Do you run promotions offering alcohol in non-standard measures? Yes No
- c. Do you run promotions offering alcoholic drinks which by virtue of their descriptive titles encourage excessive consumption of alcohol (e.g. shooters/slammers/blasters)? Yes No
- d. Describe the type and duration of your promotions:

Food

- a. 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 while alcohol is sold.

.....

.....

.....

- b. Please state the times food is available.

.....

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

- | | | |
|------------|------------------------------|-----------------------------|
| Menu | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Blackboard | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Signs | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Other:

Low and Non-alcoholic Drinks

- a. List the range of low alcohol (less than 2.5% alcohol) beverages that are available.

.....

.....

.....

- b. How are they promoted?

.....

.....

- c. Is water freely available at all times at no cost Yes No

Entertainment

- a. What entertainment is offered on your premises?

.....

Smoke-free Environments Act 1990

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 reasonable practicable steps to prevent people smoking inside.

- a. Do you display signage at all entrances to your premises indicating that smoking is not permitted inside? Yes No
- b. Do you have a policy for dealing with patrons who smoke in internal areas? Yes No
- c. Do you have an outdoor smoking area? Yes No
- d. Is this enclosed Yes No
- e. If you have cigarette-vending machines, are they in view of the bar staff and operated by a remote control device Yes No
- f. 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

CLUBS ONLY

A Club Licence allows you to sell liquor to club members, accompanied guests and members of clubs with reciprocal visiting rights. How do you ensure that only these people are sold or supplied alcohol in your club?

.....

.....

.....

Are the premises used/hired by other organisations/individuals and what is the nature of this use? Are the bar facilities available for these functions?

.....

.....

.....

RENEWAL APPLICATIONS ONLY (question a. and b.)

a. Are you proposing any changes to the conditions of your current licence?
Yes No

b. If yes please state what these proposed changes are, and why you want them?

.....

ALL APPLICANTS

To complete our files please include copies of the following when returning this questionnaire.

- Current Menu (including prices)
- Host Responsibility Policy/Statement and /or Alcohol Management Plan
- Staff Training Policy

UNDERTAKING FROM LICENSEE

I (Full name) the Licensee*

for

.....
.....

Acknowledge that I have read and understood each of the above questions and I agree to comply with the host responsibility measures outlined here throughout this next licensing period.

I also acknowledge that Public Health Liquor Licensing Officer, on behalf of the Medical Officer of Health, may visit my premises, from time to time, in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.

Signed:..... Dated:.....

Position/Title:.....

**In the case of a corporate this application is to be signed by the Operations Manager responsible for the premises / outlet.*

The submission of this Public health Questionnaire is not complete until it has been signed either by the Licensee or Operations Manager for the premises. The information contained within this Public Health Questionnaire may be shared with other Statutory Agencies, including Police, DLC or LLA, for the purpose of their enquires.

All applications filed after 18 June 2013 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: (identifying your principal entrance)

- Seating and tables
- A list of facilities, ie bar, toilets, stage, etc.
- CCTV placement
- Security lighting

Also, for Off-Licences:

- A description of your product types, where they are displayed and stored.

1. The reporting agencies must consider any effects the issue of the licence will have on amenity and good order - please answer the following:

For all licences:

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

b) How many residential neighbours would you have within 50 metres?

c) Security - what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other)?

d) Internal layout - can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-Licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?

e) Windows - is there good visibility into and from the premises and the street?

f) Lighting - does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's, etc?

g) Security - will you employ security staff and when will they be used?

h) Security staff - how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?

Additional Information required for On-Licence and Club Licences.

Noise

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

j) Noise management - do you have a noise management plan or an acoustic report prepared by a suitably qualified and experienced Acoustic Engineer?

k) Noise mitigation - what mitigation will/is be/being undertaken (include any details regarding noise monitoring)?

What outside / off premise advertising involving liquor will you be doing?

l) Newspaper/Magazine

m) Shop windows?

n) On your premises - roof/other?

o) Street/Footpath signs?

p) Social Media Sites i.e. Twitter/Facebook, Online Magazines, Websites, etc?

A copy or sample of your advertising would be of assistance

Systems and Staff Training

q) Are you involved in any mystery shopper type programmes?

r) What till prompt systems do you have regarding age checks?

s) 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.

t) Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

2. Marketing and Promotions

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?

d) Will there be single sales (Off-Licence)?

Renewals Only

e) Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

f) Has your business been subject to a Police controlled Purchase Operation (CPO)? If so, what were the results?

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

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

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

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

Any other comments you wish to make to support your application being determined:
