

Application for Renewal of Club Licence

Is made in accordance with the particulars set out below.

Sections 127, 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 Renewal and/or Variation 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. A fresh copy of the Certificate of Incorporation. | <input type="checkbox"/> |
| 7. 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"/> |
| 8. Public Notice - notice is to be completed for advertising on the South Waikato District Council website. | <input type="checkbox"/> |
| 9. Fire Evacuation Form. | <input type="checkbox"/> |

1. Details of Applicant

| | | | |
|---|--------------------------|----------------------|--------------------------|
| Full legal name: | <input type="text"/> | | |
| Is a licence already held for the premises concerned? | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> | | |
| If yes, state what kind of licence: | <input type="text"/> | | |
| Is the Club Incorporated? | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> | | |
| What is the date of the Club's Incorporation? | <input type="text"/> | | |
| Postal address for service of documents: | <input type="text"/> | | |
| Contact Details: | Telephone: | <input type="text"/> | Club Telephone: |
| | Email: | <input type="text"/> | Mobile: |
| Address: | <input type="text"/> | | |
| Predominant Purpose of Club: | <input type="text"/> | | |
| Secretary's Full Name: | <input type="text"/> | | |
| Address: | <input type="text"/> | | |
| Contact Details: | Telephone: | <input type="text"/> | Mobile: |
| | | <input type="text"/> | <input type="text"/> |

| | | |
|-------------|--------|--|
| | Email: | |
| Occupation: | | |

Does the applicant or any of its officers 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)]

| | | |
|--|-----|----|
| | Yes | No |
|--|-----|----|

If "yes" please state the nature of offence, date of the offence and conviction, and penalty suffered

2. Details of Premises

| | | | |
|----------------------|--|--|--|
| Address of Premises: | | | |
| | | | |

| | | | |
|---|--|--|--|
| Trading Name or Premises: <i>(if any)</i> | | | |
|---|--|--|--|

| | | | | |
|--|--|-----|--|----|
| Is a Licence sought conditional upon construction or completion of the premises? | | Yes | | No |
|--|--|-----|--|----|

| | | | | |
|--|--|-----|--|----|
| Does the Club own the licensed premises? | | Yes | | No |
|--|--|-----|--|----|

| | | | |
|--------------------------|--|--|--|
| If no, Owners Full Name: | | | |
|--------------------------|--|--|--|

| | | | |
|----------|--|--|--|
| Address: | | | |
| | | | |

What form of tenure of the premises does the applicant have *(including terms of tenure)*?

What part *(if any)* of the premises is currently designated?

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 the parent of legal guardian)*

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

3. Club Activities

| | | | |
|-----------------------|--|--|--|
| Nature of Activities: | | | |
| | | | |
| | | | |

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

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

4. Details of Managers

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

5. Details of Club

| | | | |
|--|-----|-----|----|
| 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 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 is drinking water freely available *(describe)*

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

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

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

| |
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Are there any other steps the applicant uses to promote the responsible sale, supply and consumption of alcohol? *(describe)*

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| |

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

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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).

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: | |
|------------------------|--|

**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"/> | | |
| Portable fire extinguishers | <input type="checkbox"/> | No of units _____ | |
| 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 Renewal and/or Variation of Club Licence
Section 101, Sale and Supply of Alcohol Act 2012
Form 7

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

Applicant - This Notice will be advertised publicly on the South Waikato District Council website

| | |
|----|--|
| 1 | <p style="text-align: center;">Public Notice Renewal and/or Variation Club Licence</p> <p style="text-align: center;">Section 101, Sale and Supply of Alcohol Act 2012</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 renewal and/or variation 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 under the licence is:</p> <p>_____</p> <p><i>(For example: sporting club, chartered club)</i></p> |
| 7 | <p>The days on which and the hours during which alcohol is 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>Variation sought as follows:</p> <p>_____</p> |
| 9 | <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 granting 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 131 of the Sale and Supply of Alcohol Act 2012.</p> |
| 10 | <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 Renewal and/or Variation of Club Licence
Section 101, Sale and Supply of Alcohol Act 2012



| | |
|---|---|
| 1 | <p style="text-align: center;">ONSITE NOTICE Renewal and/or Variation Club Licence</p> <p style="text-align: center;">Section 101(a) Sale and Supply of Alcohol Act 2012</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 renewal and/or variation 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>Variation sought as follows:</p> <p>_____</p> |
| 9 | <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 renewal of a licence may be made in relation to a matter other than a matter specified in section 131 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:

Alcohol@southwaikato.govt.nz