

# Application for Renewal and/or Variation 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	<b>Fee: As prescribed</b>
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## 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 <b>fresh copy</b> 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
If yes, state what kind of licence:	<input type="text"/>			
Is the Club Incorporated?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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:	<input type="text"/>
	Email:	<input type="text"/>	Mobile:	<input type="text"/>
Address:	<input type="text"/>			
	<input type="text"/>			
Predominant Purpose of Club:	<input type="text"/>			
Secretary's Full Name:	<input type="text"/>			
Address:	<input type="text"/>			



#### 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?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			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?			
	<input type="checkbox"/>	Yes	<input type="checkbox"/>
			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. Any Variation Sought?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Please describe variation being sought:			

#### 7. 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*

<b>To what extent, and where is drinking water freely available (<i>describe</i>)</b>
<b>If no access to mains water supply, what potable water is available? (<i>free of charge</i>)</b>
<b>What steps does the applicant provide to help with, and provide information on, transport options from the premises? (<i>e.g., courtesy van/s, taxi</i>)</b>
<b>What steps does the applicant take to prevent the sale and supply of alcohol to prohibited people? (<i>describe</i>) i.e., <i>Minors, Intoxicated Persons, Non-Club Members</i></b>
<b>Are there any other steps the applicant uses to promote the responsible sale, supply and consumption of alcohol? (<i>describe</i>)</b>
<b>Other systems (<i>including training systems</i>), and staff in place to ensure compliance with the Act. (<i>describe</i>)</b>

**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;"><b>Public Notice</b> <b>Renewal and/or Variation</b> <b>Club Licence</b></p> <p style="text-align: center;"><b>Section 101, Sale and Supply of Alcohol Act 2012</b></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;"><b>ONSITE NOTICE</b> <b>Renewal and/or Variation</b> <b>Club Licence</b></p> <p style="text-align: center;"><b>Section 101(a) Sale and Supply of Alcohol Act 2012</b></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>

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## 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](mailto:Alcohol@southwaikato.govt.nz)