

*Sale of Liquor Act 1989*

Application for Club Licence  
Section 55  
Form 8

To: The Secretary  
Gisborne District Licensing Agency  
P O Box 747  
GISBORNE

Application for a Club-Licence is made in accordance with the details set out below.

**1. Details of Club**

(a) Name of Club .....

(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) Daytime contact name and telephone number:  
.....

(e) Full name & address of manager(s) to be employed, and certificate numbers of manager's certificate(s):  
.....  
.....  
.....

(f) Status of club (✓ tick appropriate box)  
 Chartered Club                       Sports Club                       Other (provide details)  
.....

(g) Predominant purpose:  
.....

(h) Membership no. .... of whom about ..... are under the age of 18 years.

(i) Full name, address and occupation of the secretary:  
.....  
.....  
.....

**2. Premises details**

- (a) Address of club premises: .....  
.....
- (b) Is a licence sought conditional upon construction or completion of the premises? **Yes / No**
- (c) Does the applicant own the proposed licensed premises? **Yes / No**  
If no, -
  - (i) What is the full name and address of the owner?  
.....  
.....
  - (ii) What form of tenure of the premises will the club have (including term of tenure)?  
.....  
.....
- (d) What part (if any) of the premise does the applicant intend should be designated as-
  - (i) a restricted area? .....
  - (ii) a supervised area? .....
- (e) Does the club share the premises with any other club ? **Yes/No**  
If yes, -
  - (i) what is the name of the other club ? .....
  - (ii) what months of the year do the respective clubs use the premises ?  
.....  
.....

**3. Conditions**

- (a) On which days and during which hours does the club intend to sell liquor under this licence ?  
.....  
.....  
.....  
.....

**3. Conditions (cont.)**

(b) What provision does the applicant intend to make for the sale and supply of, -

(i) Food?

.....  
.....

(ii) Non-alcoholic refreshments and low-alcohol beverages ?

.....  
.....

(c) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

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

(d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

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

(e) 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?

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

Dated at ..... this ..... day of ..... 20 .....

Signed on behalf of the club by ..... (Signature)

..... (Name)

..... (Designation)

*For Office Use Only*

Receipt:

Received by: .....

Date: ...../...../.....

Amount: \$776.00

## Notes

1. For the matters that are to accompany this application, see regulation 11(2) of the Sale of Liquor Regulations 1990.
2. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in Form 1. The notice must be published twice in a newspaper or newspapers circulation in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the 2 dates of publication.
3. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in Form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

# APPLICATION FORM : CLUB LICENCE

## LIQUOR LICENCE APPLICATIONS AND SUPPORTING DOCUMENTS

IF ALL OF THE FOLLOWING ARE NOT ATTACHED, THIS APPLICATION WILL NOT BE ACCEPTED FOR PROCESSING.

✓ When Done.

- ❑ Fully completed application and fee.
- ❑ A photograph of the exterior of the premises and principal entrance (or an artist's impression of the exterior of the proposed premises as they will look when they are finished).
- ❑ A map showing the location of the premises.
- ❑ A scale plan of the proposed premises with a broad black line showing –
- ❑ Those parts of the premise that are to be used for the sale or supply of liquor; and
- ❑ Those parts of the premise (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
- ❑ A written statement from the owner to the effect that the owner has no objection to the grant of the licence (where the Club is not the owner of the premises).
- ❑ A copy of the certificate of incorporation or other documentary evidence of its incorporation (where the club is incorporated).
- ❑ (Where the club held a charter under the Sale of Liquor Act 1962) Identifying particulars of the club's charter.
- ❑ A copy of the club's constitution or rules.
- ❑ A schedule of the club's activities that includes the days and hours during which the premises are used for those activities.
- ❑ Host Responsibility Policy.
- ❑ Public notice forms completed.

Covering Letter

- Justification for seeking licence, hours sought and concept details.
- Details of food, what food is available when kitchen is closed and how it is or will be promoted.
- Proposed Manager's and staff training.
- Host Responsibility programme undertaken, how applicant will deal with minors and intoxicated people.
- 

Please contact the Liquor Licensing Clerk, for an appointment to check and lodge your application. Phone 867-2049 ext. 8840.

**Sale of Liquor Regulations 1990**

**FORM 1  
PUBLIC NOTICE**

**Section 55(3), Sale of Liquor Act 1989**

\_\_\_\_\_ *Name of club*

\_\_\_\_\_ *Address*

has made application to the District Licensing Agency at Gisborne for the grant of a Club Licence in respect of premises situated at \_\_\_\_\_

known as \_\_\_\_\_

The general nature of the business to be conducted under the licence is :

Chartered Club      Sports Club      Other \_\_\_\_\_

*(delete those not applicable)*

The days on which and the hours during which liquor is intended to be sold under the licence are

\_\_\_\_\_

\_\_\_\_\_

the application may be inspected during ordinary office hours at the Office of the Gisborne District Licensing Agency at the Gisborne District Council, 25 Fitzherbert Street, Gisborne.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the Gisborne District Licensing Agency at 25 Fitzherbert Street (P O Box 747), Gisborne.

This is the first (or second) publication of this notice inserted in the Gisborne Herald on the \_\_\_\_\_. \*The second (or first) publication will (or was) be inserted on the \_\_\_\_\_. \* Delete one.

**THIS FORM NEEDS TO BE TAKEN TO THE HERALD, GLADSTONE  
ROAD  
NO LATER THAN 11:00 AM DAY PRIOR TO PUBLICATION**

**Sale of Liquor Amendment Regulations 2000**

**FORM 1A - PUBLIC NOTICE**

Sections 55(4), Sale of Liquor Act 1989

.....  
.....  
.....  
*(name and address of club)*

has made application to the District Licensing Agency at *GISBORNE* for the grant  
of a Club Licence,

In respect of the premises situated at.....  
*Address*

known as.....

The general nature of the business to be conducted under the licence is

Chartered Club                      Sports Club                      Other .....  
*(delete those not applicable)*

The days on which and the hours during which liquor is (or is intended to be sold  
under the licence are.....

.....  
.....  
.....  
*(Specify days and hours.)*

The application may be inspected during ordinary office hours at the office of the GISBORNE District  
Licensing Agency at the Gisborne District Council, 25 Fitzherbert Street, Gisborne.

Any person who is entitled to object and who wishes to object to the grant of the application may, not  
later than 10 working days after the date of the first publication of notice of the application a newspaper  
of newspapers in accordance with the Act, file a notice in writing of the objection with the Secretary of  
the Gisborne District Licensing Agency at 25 Fitzherbert Street, (P O Box 747), Gisborne.

**Within 10 working days after filing the application, the applicant must ensure that notice of the  
application in the prescribed form (1A) is attached in a conspicuous place on or adjacent to the  
site to which the application relates, unless it is impracticable or unreasonable to do so.**

***THIS FORM NEEDS TO BE DISPLAYED ON THE PREMISE  
TO WHICH THE APPLICATION RELATES.***  
  
***(Must be displayed where it is visible to the general public  
e.g inside a window or door.)***