

Checklist for

Club licence or renewal of club licence

Sections 100 and 172(2), Sale and Supply of Alcohol Act 2012



The following must be attached before the application will be accepted for processing

Please tick when completed:

- One copy of completed application form
- Prescribed Fee (paid)
- Photographs of the exterior of the premises, principal entrance and promotional signage of the exterior of the proposed or existing premises. Or an artist's impression as they will look when they are finished.
- A map showing the location of the premises (new applications).
- A scale plan of the proposed premises with a broad black line showing:
 - those parts of the premises that are to be used for the sale of supply of alcohol.
 - those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
 - each entrance to the premise that the applicant intends should be designated as a principal entrance.
- A written statement from the owner to the effect that the owner has no objection to the grant of the licence (where the applicant is not the owner of the premises).
- Copy of any Certificate of incorporation (or equivalent document).
- Names of other clubs with which the club has reciprocal visiting rights for members.
- A copy of the menu(s)
- Host responsibility policy
- Completed public notice forms - Form 7 and 7A (to be checked and signed by GDC licencing clerk)
- Completed evacuation scheme declaration form
- Alcohol premises compliance certificate (if applicable)
- Covering letter/additional information relevant to this application.

For Renewal Applications only

- Any changes sought. Variation/cancellation of conditions.

Risk/Cost Application Fees

Very Low	\$368.00	Low	\$609.50	Medium	\$816.50
High	\$1,023.50	Very High	\$1,207.50		

OFFICE USE ONLY

Premises Cost/Risk Rating		Application Received by GDC	/ /20
Application Fee (GST incl)	\$	Scanned Objective No.	
Payment Received by GDC	/ /20	Code LIQL 3100030316	GDC Officer

Application for

Club licence or renewal of club licence

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



To the Secretary
District Licensing Committee (Gisborne District Council)
PO Box 747
GISBORNE 4040

Application for: Club Licence Club Licence Renewal
is made in accordance with the particulars set out below.

Applicant(s') Details

Name(s) in full (to appear on licence):

Surname	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other:

Postal Address:
(for service of documents)

Phone: Day Mobile

Email:

Do you hold a current licence for the premise? Yes No

If **Yes**, please state the following:

1. Type of licence:
2. Any changes sought to the current conditions of the licence (*licenced area, trading hours, designations, other*):
3. The reasons for the changes sought:

Change sought to condition	Reason for change sought
<input type="text"/>	<input type="text"/>

Status of applicant (please tick): Natural Person Public Company Private Company
 Partnership Trustee Licensing Community Trust Local Authority
 Government department of other instrument of Crown
 Body Corporate to which section 28(1) (b), (5), (6) of the Act applies
 Manager under the Protection of Personal and Property Rights Act 1988
 Board, organisation, or other body to which section 28(1) (c) of the Act applies

Applicant(s) Details (cont'd)

If applicant is a **natural person or persons** (please fill in separately for each person):

DETAILS FOR PERSON 1

Name in full:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	First Name	Middle Name

Any alias name:

Occupation:

Sex: Female Male Date of Birth: Place of Birth:

Postal Address:

Phone:
Day Mobile

Email:

Preferred method of contact: Phone Email Written

DETAILS FOR PERSON 2

Name in full:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	First Name	Middle Name

Any alias name:

Occupation:

Sex: Female Male Date of Birth: Place of Birth:

Postal Address:

Phone: (day) (mobile)

Email:

Preferred method of contact: Phone Email Written

If applicant is **not a natural person or persons**:

Contact person's name in full:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	First Name	Middle Name

Postal Address:

Phone: (day) (mobile)

Email:

Preferred method of contact: Phone Email Written

Authority under which the club was incorporated:

Describe the principal business and any other businesses:

Criminal Offences

Has the applicant been convicted of any offence:

Yes

No

What are the details of each offence? (refer to notes)

Nature of Offence	Date of Conviction

Details of location of existing or proposed licence premise

Address:

Trading name or name of building:

 (if applicable)

Name of any other club with which the applicant shares premises:

Is a licence sought conditional upon construction or completion of the premises?

Yes

No

If **Yes**, please state the details:

Does the applicant own the proposed licensed premise?

Yes

No

If **no**, please state the properties owner's details:

Owner's Name:

Surname

First Name

Middle Name

Owner's Address:

Form and Term of tenure:

Managers Details (provide full details of each manager or proposed manager)

Full (Legal) Name	Managers Certificate No.	Expiry Date

Club Details

Authority under which the club was incorporated:

Total number of members:

Total number of members under the aged of 18 years:

Contact details of the Club secretary:

Name:

Surname

First Name

Middle Name

Postal Address:

Club Details (cont'd)

Is sale of alcohol intended to be the principal purpose of the club?

Yes

No

If **no**, please state the intended purpose of the club:

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

Yes

No

If **yes**, what is the nature of those other goods and services?

Please state the days and hours that the applicant intends to sell liquor under the licence:

	(days)		(hours)
	(days)		(hours)
	(days)		(hours)

Conditions

What experience/training has the applicant had?

What provisions does the applicant intend to make for the sale and supply of (state type and range):

Food

Non-alcoholic beverages

Low-alcohol beverages

To what extent (and where) is drinking water intended to be freely available to members?

If no access to mains water is available, describe the potability of water intended to be available to patrons?

Conditions (cont'd)

What steps does the applicant propose to take to provide assistance with, or information about, alternative options for transport from the licensed premise?

What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited people?

What other steps does the applicant propose to take to promote the responsible consumption of alcohol?

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

Attachments

You need to provide the following information with your application (please tick if attached):

- Copy of planning consent.
- Copies of all relevant building certificates consents.

A floor/site plan showing:

- the licenced area(s) and each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and
- the principal entrance.
- Copy of any certificate of incorporation (or equivalent document)
- Names of other clubs with which the club has reciprocal visiting rights for members.

Signature

Signature of the Applicant

--

Dated at _____ (place) this _____ day of _____ 20 _____

Notes

1. This form must be accompanied by the prescribed fee. Application fees are not refundable.
2. On determination of the application, the difference between the fee amount paid and any higher application fee that should have been paid, must be paid before the licence is issued.
3. 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).
4. Except in the case of 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 7A 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 is impracticable or unreasonable to do so).
5. State criminal convictions **other than** 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.
6. Alcohol Premises Compliance Certificate - This is a certificate produced by the Gisborne District Council. Its purpose is to inform the licence applicant of any Council requirements or consents (e.g local alcohol policy requirements, town planning or building requirements) relevant to obtaining a licence.
7. The applicant must be the person or entity that receives the revenue from the sale of liquor e.g the name on the bank account.
8. In respect of the status of the applicant, see section 28 of the Sale and Supply of Alcohol Act 2012.
9. The issue of a licence will take approximately 40 working days if no objections, oppositions or other issues arise.

NB: A working day as defined in the Act, does not include a Saturday, Sunday, Good Friday, Easter Monday, Anzac day, Labour day, the Sovereign's birthday and Waitangi day, and any day in the period from 20 December to 15 January inclusive.

Public Notice

Section 101 Sale and Supply of Alcohol Act 2012
[FORM 7 - newspaper/website]

Details of Notice

Name in full:

Address:

Occupation:

has made application to the District Licensing Committee at Gisborne for the (please tick one): Grant Renewal
of a (please tick one) On On (BYO) Off Club licence in respect of the premises situated at (address):

Or the conveyance (specify type):

known as:

The general nature of the business conducted **or** to be conducted under the licence is (state type of business e.g hotel, tavern, restaurant, entertainment/nightclub, other):

Days on which and the hours during which liquor is **or** is intended to be sold under the licence are (specify days and hours):

<input type="text"/>	(days)	<input type="text"/>	(hours)
<input type="text"/>	(days)	<input type="text"/>	(hours)
<input type="text"/>	(days)	<input type="text"/>	(hours)

The application may be inspected during ordinary office hours at the office of the Gisborne District Licensing Committee at the Gisborne District Council office, 15 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 15 working days after the date of the first publication of notice of the application in the Gisborne Herald, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Gisborne District Council, PO Box 747, Gisborne, 4040.

This is the first **or** second publication of this notice (please tick one)

If second, please state the date of the first publication:

OFFICE USE ONLY

Notice checked by on behalf of GDLC
Date Notice Received / /20 Code LIQL 3100030316

Notified on GDC Website:

By GDC Officer
Date / /20

Public Notice

Section 101 Sale and Supply of Alcohol Act 2012
[FORM 7A - Display at Premises]

Details of Notice

Name in full:

Address:

Occupation:

has made application to the District Licensing Committee at Gisborne for the (please tick one): Grant Renewal
of a (please tick one) On On (BYO) Off Club licence in respect of the premises situated at (address):

Or the conveyance (specify type):

known as:

The general nature of the business conducted **or** to be conducted under the licence is (state type of business e.g hotel, tavern, restaurant, entertainment/nightclub, other):

Days on which and the hours during which liquor is **or** is intended to be sold under the licence are (specify days and hours):

<input type="text"/>	(days)	<input type="text"/>	(hours)
<input type="text"/>	(days)	<input type="text"/>	(hours)
<input type="text"/>	(days)	<input type="text"/>	(hours)

The application may be inspected during ordinary office hours at the office of the Gisborne District Licensing Committee at the Gisborne District Council office, 15 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 15 working days after the date of the first publication of notice of the application in the Gisborne Herald, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Gisborne District Council, PO Box 747, Gisborne, 4040.

OFFICE USE ONLY

Notice checked by on behalf of the GDLC.

Date notice received: / /20

Declaration of Evacuation Scheme

Sections 100, 127 Sale and Supply of Alcohol Act 2012



Evacuation Scheme Details

Application for the renewal of liquor licence for:

Premises Name:

Located at:

I, (applicant)

state that: **(delete statement that does not apply)**

- i. the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975; or
- ii. because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- iii. because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

For premises with an On or Club licence:

The maximum occupancy number for the premises is:

(attached supporting information that confirms this number e.g fire design report)

Applicant(s) Signature:

Date:

Please contact **Derek Goodwin, New Zealand Fire Service, Gisborne on 06 867 9038** if you are unsure of any details in i, ii, or iii above.

Please contact the Gisborne District Council for guidance about occupancy in buildings.