



application for club licence

Sections 100 , Sale and Supply of Alcohol Act 2012

The following must be included with your application:

- This application form, with all sections completed, signed and dated
- APPLICATION FEE** – please see information sheet on the last two pages of this application or contact us for assistance
- A Planning Certificate for the purposes of the Sale and Supply of Alcohol Act (**MUST** be supplied with this application)
- A Building Certificate for the purposes of the Sale and Supply of Alcohol Act (if not yet available, this may be supplied later, prior to issue of the licence)
- Detailed A4 scale map of the interior of the premises showing:
 - the areas used for sale of alcohol
 - areas that are to be restricted or supervised
 - all principal entrances
 - location of tables and chairs, toilets and kitchen
 - the use of footpath for outdoor dining (if applicable)
 - CCTV placement and security lighting (if applicable)
- A Host Responsibility Policy (*Your "Mission Statement" - This document needs to explain fully what the premises will do to ensure compliance with each licence conditions. It should subsequently be displayed at the points of sale and used in staff training*)
- Copies of each current manager's certificate for those nominated to manage the premises
- Evidence of Staff training in Host Responsibility practices
- Certificate of Incorporation
- Copy of clubs rules and constitution
- Photo or artist's impression of outside of premises
- Street map showing the location of the premises within Hamilton
- If the applicant is not the property owner - Written proof from the owner of the property / building, consenting to the applicant selling alcohol on the premises. *Note the consent must be for the same party as detailed in the applicant section of this form.*
- Copy of a proposed food menu (what is available and when)
- A list of alcoholic and non-alcoholic refreshments you will be providing
- If you use an agent or solicitor – An Authority to Act.

Applications can be delivered to the Council Offices, 9 Tuku Road, Chatham Islands
or via post P O Box 24, Chatham Islands

FEE DUE:

APPLICATION FOR CLUB LICENCE

Sections 100, Sale and Supply of Alcohol Act 2012

To the Secretary
District Licensing Committee, Chatham Islands Council

Application for on licence is made in accordance with the details set out below.

APPLICANT DETAILS

1. Full legal name of the club (*the licensee*):

2. Is the club Incorporated: Yes No

If YES what was the date of incorporation?

3. Postal address (for service of documents):

4. Daytime contact name (and position within the club):

5. Phone number:

Mobile number:

6. E-mail address:

7. SECRETARY - If the above is NOT the secretary please provide details - Name:

8. Phone number:

Mobile number:

9. E-mail address:

10. Status of applicant:

Chartered Club

Sports Club

Social Club

Other – advise what authority under which incorporated.....

11. Does the applicant club have any 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 the offence, date of conviction and penalty suffered:

PREMISES DETAILS

12. Address of proposed licensed premises:

13. Proposed trading name of the premises:

14. Does the club share the premises with any other club? Yes No
If YES provide details.

15. Is a licence sought conditional upon construction or completion of the premises? Yes No

16. Does the club own the proposed licensed premises? Yes No
If NO, What is the full name and address of the owner?

17. What form of tenure and term of tenure will the club have?

CLUB DETAILS

18. What is the principal purpose of the club?

19. What is the range of other facilities the club will offer to members, other than alcohol and food?
(i.e. Gaming – number of machines, TAB, Entertainment – what types, Sports – what and how often, etc).

20. State the TOTAL membership of the club.

21. Of these, how many members are under 18 years of age?

22. On which days and during what hours is alcohol intended to be sold under the licence?

DETAILS OF MANAGERS

23. State the full details of each manager or proposed manager:

Name	Date of birth	Certificate Number	Certificate expiry

CONDITIONS

24. What part (if any) of the premises is intended to be designated as:

A restricted area (no one under 18 allowed on site)?

A supervised area (minors only with parent or legal guardian)?

Undesignated (any age allowed)?

25. What relevant experience and training does the club have relative to operating licensed premises?

26. What provision is intended to be made for the sale and supply of food:

27. What provision is intended to be made for LOW alcoholic (2.5% or less) and NON alcoholic beverages.

28. To what extent, and where, will drinking water to be freely available to patrons?

29. What steps are proposed to provide assistance with, or information about, alternative forms of transport from the premises?

30. What steps are proposed to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

31. What steps are proposed aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by the excessive or inappropriate consumption of alcohol?

32. State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a site plan would assist):

33. State the number of residential neighbours within a 50m radius of the premises:

34. What security systems will be in place (e.g. lighting, indoor/outdoor CCTV) and where?

35. Can the entire premises be seen by the cashier/bar? Yes No

Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable and is there good visibility to the outdoor areas?

36. Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs etc?

37. Will you be involved in any mystery shopper/pseudo controlled purchase operation programmes?

Yes No

IF YES, please state details:

38. Will there be till prompt system regarding age checks? Yes No

39. What staff training will be provided regarding compliance with the Act and host responsibility practices? Explain the content, duration and how often (include any systems relevant to assisting with compliance):

40. Is there a noise management plan or acoustic report? Yes (please attach) No

41. What soundproofing has been undertaken?

42. Has the club or any related business appeared before the Alcohol Regulatory and Licensing Authority for any reason? Yes No

If YES, please provide details:

Dated

[Applicant's Name]

[Your designation/position]

[Signature]

NOTES

- 1 Please be sure all the questions are answered in full and all the appropriate documentation is included. Incomplete applications will be delayed and maybe even returned.
- 2 This form must be accompanied by the prescribed fee. Application fees are set by the Ministry of Justice. For more information, see www.justice.govt.nz.
- 3 The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed. By signing this form, you consent to the release of this information.
- 4 Public Notice (THIS IS THE APPLICANTS RESPONSIBILITY):
Within 20 working days after filing this application with the District Licensing Committee, 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).
- 5 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).

EVACUATION OF PREMISES DECLARATION

Sections 100, Sale and Supply of Alcohol Act 2012

NOTE: This declaration is to be completed, signed and returned with your application, even if your premises does not require an evacuation scheme.

I,

[Full name]

the secretary of the premises known as

[trade name]

and which operates under a Club Licence

State that:

[delete whichever does not apply]

- a. 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 and that a trial evacuation has been held within the last 180 days; or
- b. because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- c. because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

Dated:

Designation:

[Applicant's Name]

[Signature]

PUBLIC NOTICE

Section 101, Sale and Supply of Alcohol Act 2012

Public notice of application for club-licence.

This notice is to be displayed in a conspicuous place on or adjacent to the site to which the application relates within 10 working days of filing your application.

This notice must also be sent to the CCF Newsletter and published twice, one week apart, within 20 working days of filing your application.

IT IS YOUR RESPONSIBILITY TO DO THIS

Section 101, Sale and Supply of Alcohol Act 2012

[Full name, address, and occupation of applicant]

has made application to the District Licensing Committee at Chatham Islands Council for the

issue of an CLUB licence

in respect of the premises situated at

[address]

known as

[trade name]

The general nature to be conducted under the licence is

[type of business - for example, sports club / chartered club / social club].

The days on which and the hours during which alcohol 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 Chatham Islands District Licensing Committee at Chatham Islands Council offices, 9 Tuku Road, Chatham Islands.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the Chatham Islands District Licensing Committee at P O Box 24, Chatham Islands.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

This is the **first / second** publication of this notice. This notice was first published on

liquor licensing fees - for club licences

The Sale and Supply of Alcohol Act 2012 has introduced national risk based fees for all liquor licences. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of liquor licensing.

The licence fee category is determined using the below criteria. You can use the tables below to estimate the fee you need to pay when lodging your application

Type of Premises	Weighting
Class 1 club	10
Class 2 club	5
Class 3 club	2

+

Latest trading hour allowed by licence	Weighting
2:00am or earlier	0
Between 2:01am and 3:00am	3
Any time after 3:00am	5
10:00pm or earlier	0
Any time after 10:00pm	3
Not applicable	0

+

Number of enforcement holdings in last 18 months	Weighting
None	0
1	10
2 or more	20

=

Your weighting:

Definitions

Class 1 clubs – clubs which, in the opinion of the Council, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of the Council, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).

Class 2 clubs – clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs).

Class 3 clubs - clubs which, in the opinion of the Council, are small clubs (with fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs).

Enforcement – has the same meaning as a "Holding" under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.

Application Fee

The licensing system has five fee categories, which reflect the range of cost/risk ratings. A premises' fee category determines the application fee that the licensee has to pay. All fees below are GST inclusive.

Total weighting	Fee category	Application Fee
0-2	Very Low	\$368.00
3-5	Low	\$609.50
6-15	Medium	\$816.50
16-25	High	\$1,023.50
25+	Very High	\$1,207.50

Annual Fee

The new Act also introduces an annual fee for all licences. This is due on the anniversary date of the issue of the last licence. The amount of the annual fee you pay will be determined on the fee category and risk rating at the day the annual fee is due. You will receive a reminder that your annual fee is due in the mail prior to the due date. All fees below are GST inclusive.

Fee Category	Annual Fee
Very Low	\$161.00
Low	\$391.00
Medium	\$632.50
High	\$1,035.00
Very High	\$1,437.50

Please note that it is the Council that determines the final application and annual fees so you may be charged further fees before your licence is granted.

All fees are set by the Ministry of Justice. For more information, see <http://www.justice.govt.nz/policy/sale-and-supply-of-alcohol>.

If you need assistance calculating your fees, please contact us at the council.