



APPLICATION FOR CLUB LICENCE

Section 55, Sale of Liquor 1989

Sale of Liquor Regulations 1990 FIRST SCHEDULE Form 8

1990/61
Reg. 11(1)

TO: The Secretary
The District Licensing Agency
At TE AWAMUTU

Application for a club licence is made in accordance with the details set out below:

1 DETAILS OF CLUB

- a) Name
- 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 and address of proposed manager
-
.....DOB.....
- f) Status of club (*tick appropriate box*)
Chartered Club Sports Club Other
- g) Predominant purpose
-
-
-

- h) Membership of whom about are under the age of 20 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 club 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?)
 - iii) Legal description
Valuation number
Lot No. DPS
- d) What part (if any) of the premises does the club 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 year do the respective clubs use the premises?.....
.....

3 CLUB ACTIVITIES

- a) Nature of activities
.....
.....
- b) Days on which, and hours during which, the activities take place
.....
.....

4 CONDITIONS

- a) On which days, and during what hours, does the club intend to sell liquor under this licence?
.....
.....
- b) What provision does the Club intend to make for the sale and supply of:
 - i) Food?
.....
.....
 - ii) Non alcoholic refreshments?
.....
- c) What steps does the club propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?
.....
.....
.....
- d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?.....
.....
- e) What steps does the club 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 :

.....
DESIGNATION

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 is required to give public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than five days and not more than 10 days between the two 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).

CHECK LIST – CLUB LICENCE APPLICATION

The following information is to accompany every application for an on-licence.

Tick box if information is provided.

- i) Three copies of the application (form 2 except where application is in respect of a conveyance form 3).

ii)

WHERE APPLICANT IS	TO PROVIDE
<input type="checkbox"/> Incorporated	Copy of certificate of incorporation or other documentary evidence.
<input type="checkbox"/> A Company	Copy of the Memorandum of Association or other documentary evidence of its authority to sell liquor or to hold a licence under the Act or under the provisions of any previous enactment relating to the sale of liquor.
<input type="checkbox"/> A Local Authority	A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act.
<input type="checkbox"/> A Manager acting pursuant to a property order	A copy of the property order.

- iii) A photograph of the exterior of the premises or an artists impression of the exterior of the proposed premises as they will look when they are finished.

- iv) A map or a copy of a map or a portion of a map showing the location of the premises.

v) A scale plan showing:

- Those parts of the premises that are to be used for the sale or supply of liquor.
- 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 premises that the applicant intends should be designated as a principal entrance.

- vi) A written statement from the owner to the effect that the owner has no objection to the grant of the licence (only where the applicant is not the owner of the premises).

- vii) A certificate by Waipa District Council that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the building code.

- viii) The prescribed fee \$776.00.

To The Applicant

We have received your application for an On/Off/Club Licence.

Please ensure that your public notifications are advertised within the following time frame:

Within 20 days of filing the application the first publication is to be made

The second publication is to be not less than **FIVE** days and not more than **TEN** days after the first publication.

Format for publication is enclosed.

Yours faithfully

Bryan Faris
WAIPA DISTRICT LICENSING INSPECTOR

SCHEDULES

FIRST SCHEDULE

Reg. 3

PRESCRIBED FORMS

Form 1

Reg. 4

PUBLIC NOTICE

Sections 9(4), 16(2), 18(3), 31(3), 39(2), 41(3), 55(3), 62(2), 64(3) and 76(4), Sale of Liquor Act 1989

[Full name, address, and occupation of applicant] has made application to the District Licensing Agency at for the grant (or renewal) of a [Specify type of licence] in respect of the premises situated at (or the [Specify type of conveyance] travelling between and) known as

The general nature of the business conducted (or to be conducted) under the licence is [For example, hotel, tavern, restaurant, entertainment/night club].

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

The application may be inspected during ordinary office hours at the office of the District Licensing Agency at [Number, street and town].

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 District Licensing Agency at [Full postal address].

This is the first (or second) publication of this notice.
