

# Application for Club Licence or Renewal of Club Licence

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

To: Waipa District Council, Private Bag 2402, Te Awamutu 3840  
Phone: 0800 924 723 | Web: waipadc.govt.nz | Email: info@waipadc.govt.nz

To the Secretary  
District Licensing Committee Waipa District Council

Application for a *(tick which licence applies)*  **Club Licence** or  **Renewal of Club Licence** is made in accordance with the particulars set out below:

Details of Applicant	
Full Legal Name or Names to be on licence: _____	
Is a licence already held for the premises concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what type of licence? _____	
Applicant Status: <i>[under section 28 of the Sale and Supply of Alcohol Act 2012 what is the status of the applicant?]</i>	
Applicant that is a natural person or persons <i>(complete for each applicant)</i> :	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Full Legal Name: _____	
Also known as (alias): _____	
Residential Address: _____	
Contact number: _____	
Town: _____	Post Code: _____
Internet Site (if applicable): _____	Date of Birth: _____
Preferred mode of contact: _____	Place of Birth: _____
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Full Legal Name: _____	
Also known as (alias): _____	
Contact number: _____	
Residential Address: _____	
Town: _____	Post Code: _____
Internet Site (if applicable): _____	Date of Birth: _____
Preferred mode of contact: _____	Place of Birth: _____
Applicant that is a body corporate, authority under which incorporated:	

Applicant that is <b>not a natural person</b> , details of contact person:	
Full Legal Name:	_____
Contact Phone No:	_____ Mobile Number: _____
Email Address:	_____ Internet site: _____
Preferred contact:	_____ <i>[phone, email etc]</i>
Postal Address:	_____
Town:	_____ Post Code: _____
Business Details:	_____ <i>[describe principal business, any other businesses]</i>
Criminal Convictions	
<i>State all 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).</i>	

<b>Variation</b>
If applying for a renewal of an existing licence, do you wish to vary any conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what condition(s)?
_____
_____
_____

<b>Details of Premises</b>
Address of premises: _____
Trading or other name: _____
Name of any other club with which the applicant shares premises: _____
If not owned by applicant -
Tenure: <i>[freehold, unit title, leasehold or under licence]</i> _____
Full Legal Name of Owner: _____
Address: _____
Town: _____ Post Code: _____
Is the licence conditional on completion of building work? <input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, please provide details: \_\_\_\_\_

**Details of Managers (complete for each manager or proposed manager – separate page if required)**

Full Legal Name:	_____	Expiry Date:	_____
Managers Certificate No:	_____	Expiry Date:	_____
Full Legal Name:	_____	Certificate No:	_____
Managers Certificate No:	_____	Expiry Date:	_____

**Club Details**

Authority under which club incorporated: \_\_\_\_\_

Total membership: \_\_\_\_\_ Number of members under 18 years of age: \_\_\_\_\_

Contact details of club secretary: \_\_\_\_\_

Is the sale of alcohol intended to be the principal purpose of club?  Yes  No

If No, what is the intended principal purpose of the club? \_\_\_\_\_

Are you intending to engage 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?

Yes  No

If Yes, what is the nature of the other goods and services? \_\_\_\_\_

Days and hours proposed for sale of alcohol: \_\_\_\_\_

**Conditions**

Experience and training of applicant: \_\_\_\_\_

Intended provision to be made for:

Food	_____	[describe type and range]
Non-alcoholic beverages	_____	[describe type and range]
Low-alcohol beverages	_____	[describe type and range]

To what extent, and where, is drinking water intended to be freely available to patrons?

If no access to mains water supply, potability of water intended to be available?

What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises?



What steps are to be taken to prevent the sale and supply of alcohol to prohibited people?
What other steps does the applicant propose to promote the responsible consumption of alcohol?
What other systems (including training) and staff are in place (or to be in place) for compliance with the Act?

**Attachments – To Accompany this application**

- Copy of planning consent or certificate
- Copies of all relevant building certificates or consents
- Floor plan showing:
  - Those parts of the premises that are to be used for the sale and supply of alcohol (“the licensed area”)
  - Each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area;
  - the principal entrance
- Copy of any certificate of incorporation (or equivalent document)
- Names of other clubs with which club has reciprocal visiting rights for members
- Photograph of the exterior of the premises
- Map or a copy of a map or a portion of a map showing the location of the premises
- A statement that you have, or do not require, a Fire Evacuation Scheme pursuant to section 76 of the Fire and Emergency New Zealand Act 2017.

Dated at: _____	Date: _____
Signature of applicant: _____	

**Notes:**

- 1 This application 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).

**Risk Category**

- Application for **new** licence – two notices required
- Application for renewal Low or very low risk – one notice required
- Medium, high or very high risk – two notices required

**THE NUMBERS BELOW DESCRIBE WHAT SHOULD BE WRITTEN IN EACH FIELD OF YOUR PUBLIC NOTICE. PLEASE NOTE THAT THE INFORMATION MUST MATCH YOUR APPLICATION.**

<b>1</b>	Kind of licence	Write either: "On-licence" OR "Off-licence" OR "Club Licence"
<b>2</b>	Name, address and Occupation	Ensure the name is the same as the licensee name in your application. If the applicant is a Natural Person: write your personal name, address and occupation. If the applicant is a Company, Body Corporate or Club: write the official/legal name of the entity seeking the licence, and legal business address. An occupation is not required.
<b>3</b>	Issue/renewal	Write either: for the "issue" of (if a new application); OR for the "renewal" of (if a renewal of an existing licence).
<b>4</b>	Premises/conveyance	If a premises which is not a conveyance write " <b>the premises at [state full street address and town]</b> ". OR if a conveyance write " <b>the [state type of vehicle]</b> " (a "conveyance" means an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle, used to transport people).
<b>5</b>	Trading name	Provide the trading name that the business uses for trading commercial products or services.
<b>6</b>	Business conducted/ to be Conducted	Write either: the general nature of the business " <b>conducted</b> " (for an existing business); OR the general nature of the business " <b>to be conducted</b> " (if a new business).
<b>7</b>	Type of business	This must be exactly the same as in your application e.g. hotel, tavern, club, restaurant, entertainment/night club or sporting club.
<b>8</b>	Specify days and hours	This must be exactly the same as in your application e.g. Monday to Sunday 10am to 11pm, or Monday to Saturday 10am to 1am the following day.
<b>9</b>	Section of Act	Write either: specified in section " <b>105</b> " (if it is for a new application); OR specified in section " <b>131</b> " (if it is a renewal of an existing licence).
<b>10</b>	Publication of notice	<u>For NEW Applications</u> Advertisements must be placed within 20 working days of your application being formally accepted The notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication. Depending on which notice this is, write either: This is the " <b>first</b> " publication of this notice OR This is the " <b>second</b> " publication of this notice. " <b>This notice was first published on [state date]</b> ". OR <u>For RENEWAL Applications</u> Advertisements must be placed within 20 working days of your application being formally accepted in a local newspaper.. If you have been advised by the Licensing Inspector that your premises are rated low risk or very low risk, only one notice in the newspaper is required, in which case write " <b>This is the only publication of this notice</b> ". <b>NOTE: A copy of this notice must also be displayed in a conspicuous place on, or adjacent to, the site the application refers to within ten working days of the lodging of your application.</b> Once published, please provide the one or two complete pages from the newspapers your advertisement has appeared in, showing the name and date of newspaper, to the Waipa District Licensing Committee.

Licence Applicant: Please complete by matching the highlighted numbers below with the instruction on the associated 'Guidance on Preparing Form 7a Public Notice of Application for New, or Renewal of, an On licence, Off-licence or Club Licence'.

**Public Notice Of  
Application For 1.** \_\_\_\_\_

Section 101, Sale and Supply of Alcohol Act 2012

2. \_\_\_\_\_  
\_\_\_\_\_

has made application to the Waipa District Licensing Committee for the 3. \_\_\_\_\_ of a  
1. \_\_\_\_\_ in respect of the 4. \_\_\_\_\_

\_\_\_\_\_ known as  
5. \_\_\_\_\_

The general nature of the business 6. \_\_\_\_\_ under the  
licence is

7. \_\_\_\_\_

\_\_\_\_\_ The days on  
which and the hours during which alcohol is (or is intended to be) sold under the licence are:  
8. \_\_\_\_\_

\_\_\_\_\_ The application may be inspected during ordinary office hours at the office of the Waipa District Council,  
District Licensing Committee at either 101 Bank Street Te Awamutu or 23 Wilson Street Cambridge.

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 District Licensing Committee at:

Waipa District Council  
Private Bag 2402  
Te Awamutu 3840

No objection to the issue of a new/renewal (delete which doesn't apply) licence may be made in relation to a matter other than a matter specified in section 9. \_\_\_\_\_ of the Sale and Supply of Alcohol Act 2012.

This is the 10. \_\_\_\_\_ publication of this notice. This notice was first published  
on \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF  
COMPLIANCE WITH BUILDING ACT 2004 AND  
THE RESOURCE MANAGEMENT ACT 1991**

For the purposes of

Section 100 (f) Sale and Supply of Alcohol Act 2012

Date Received _____	Application Number _____
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**BUILDING**

<b>STREET ADDRESS</b> _____ _____ <b>TRADE NAME</b> _____ _____	<b>LEGAL DESCRIPTION</b> <b>VALUATION NUMBER</b> _____ <b>LOT</b> _____ <b>DP</b> _____ <b>SECTION</b> _____ <b>BLOCK</b> _____ <b>SURVEY DISTRICT</b> _____
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**COUNCIL CHARGES** The Council's total charges payable on the uplifting of a Building Certificate (Sale of Liquor) are:

**New Premises \$250.00**

**Existing Premise (New Owner) \$160.00** RECEIPT NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

<b>Full Name</b>
<b>Postal Address</b>
<b>TOWN/CITY</b> _____ <b>POST CODE</b> _____ <b>TELEPHONE</b> _____

**SIGNED BY OR FOR ON BEHALF OF THE OWNER**

*Signature* \_\_\_\_\_ *Print Name* \_\_\_\_\_

**DATE** \_\_\_\_\_



# FIRE EVACUATION STATEMENT

## Section 100 Sale and Supply of Alcohol Act 2012

I, \_\_\_\_\_ (name) on behalf of \_\_\_\_\_ (applicant) hereby state in relation to the premises located at \_\_\_\_\_ (physical address) and known as \_\_\_\_\_ (trading name) that:

- the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017; **or**
- A draft evacuation scheme is currently before Fire and Emergency New Zealand for approval; **or**
- because of the building's current use, its owner is not required to provide and maintain such a scheme; **or**
- because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme;

Signed \_\_\_\_\_ Dated: \_\_\_\_\_

NOTE: if you are unsure as to the status of the building, the owner should be able to provide confirmation. Fire Evacuation Schemes are managed by Fire and Emergency New Zealand (formally the New Zealand Fire Service). For more information go to <https://onlineservices.fire.org.nz//>