New Club Licence
Application Pack

- Application checklist
- Fee calculator for Club Licence Application
- **Section 1:** Club Licence Application *which includes*
  - Public Notices
  - Declaration of Evacuation Scheme
  - Public Health Questionnaire
- **Section 2:** Liquor Planning Certificate Application
- **Section 3:** Building Code Certificate Application
Use this page to ensure you lodge a complete application. If incomplete, your application cannot be accepted.

### Please provide the following:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Customer Services</th>
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</table>

- Completed application form *original plus one copy – copy must be single sided*
- Supporting documentation as set out below *two copies of everything – single sided*
- Application fee *see next page*

### Supporting Documentation:

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</table>

- For a chartered club – a copy of the club charter
- Copy of the club rules or constitution
- Copy of the Certificate of Incorporation
- A schedule of the club’s activities including the days and hours during which the premises are used for those activities. Sports clubs should include playing/training schedules
- A map showing the location of the premises within Whangarei District
- Photo or artist’s impression of outside of the premises
- Detailed A4 scale floor plan of the interior of the premises showing:
  - *Highlight* those parts of the premises that are to be used for the sale and supply of alcohol
  - *Highlight* each area to be designated as a supervised or restricted area, and indicating whether supervised or restricted area
  - the principal entrance or principal entrances
- Written statement from the building owner consenting to the applicant selling alcohol from the premises
- Declaration of Evacuation Scheme
- Copy of all menus and a list of all alcoholic, low-alcohol and non-alcoholic drinks to be available
- Copy of each manager’s certificate and details of the manager’s experience
- Details of staff training/staff training plan
- Host Responsibility Policy and details of how it will be put into practice
- Brief written statement describing the way the business will operate.
- Public Notice – the notice must be completed and attached for checking before being placed in the newspaper. The appropriate newspaper(s) to place the advertisement will be advised. The date of the first publication MUST be advised prior to placing the advertisement
### Supporting Applications:

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</table>

Application for Liquor Planning Certificate has been applied for to confirm that the proposed use of the premises meets the requirements of the Resource Management Act.

Application for Building Code Certificate has been applied for to confirm that the proposed use of the premises meets the requirements of the Building Code, Building Act 2004.

### Public Notices:

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 regulations 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).

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 the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

Notices must be published between 5-10 working days apart. We suggest you publish on the same day, one week apart.

**Important notes to remember**

1. Please provide us with the original page of the newspaper/s which shows the date and public notice – the full page, not a clipping.

2. Please contact Council’s Health and Bylaws Department once the notice has been displayed in your window so we can arrange for the collection of photographic proof of the notice.
Application Fee  Please do not remove this page from your application

Fees are based on a “cost/risk rating” of each premise and take into account the type of premises, hours of operation and any enforcement actions in the previous 18 months. A weighting for each of these will produce the rating for the premises as shown below.

The “cost/risk rating” is the combined total of the weightings for each of the three parameters set out below. To determine the “cost/risk rating” for your premises, add the three weightings applicable to your premises.

<table>
<thead>
<tr>
<th>Type of premises (club licences)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Class 1” clubs</td>
<td>10</td>
</tr>
<tr>
<td>“Class 2” clubs</td>
<td>5</td>
</tr>
<tr>
<td>“Class 3” clubs</td>
<td>2</td>
</tr>
</tbody>
</table>

**Class 1**  Clubs which in the opinion of the council are large clubs with over 1000 members over the age of 18 (E.g. large workingmen’s clubs)

**Class 2**  Clubs which do not fit the definition of a class 1 or class 3 club (E.g. large sports clubs, medium size RSA’s)

**Class 3**  Clubs which in the opinion of council are small clubs with up to 250 members over the age of 18 and which operate a bar for 40 hours or less a week (E.g. small sports clubs, small RSA’s)

<table>
<thead>
<tr>
<th>Latest trading time allowed by club licence</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2am or earlier</td>
<td>0</td>
</tr>
<tr>
<td>Between 2.01am and 3.00am</td>
<td>3</td>
</tr>
<tr>
<td>All other closing times</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of enforcements in last 18 months</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>0</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>2 or more</td>
<td>20</td>
</tr>
</tbody>
</table>

There are 5 fee categories depending on the total rating:

<table>
<thead>
<tr>
<th>Cost/Risk rating</th>
<th>Fee Category</th>
<th>Application fee Inc GST</th>
<th>Annual fee Inc GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2</td>
<td>Very low</td>
<td>$600</td>
<td>$262</td>
</tr>
<tr>
<td>3-5</td>
<td>Low</td>
<td>$994</td>
<td>$637</td>
</tr>
<tr>
<td>6-15</td>
<td>Medium</td>
<td>$1,456</td>
<td>$1,031</td>
</tr>
<tr>
<td>16-25</td>
<td>High</td>
<td>$1,669</td>
<td>$1,687</td>
</tr>
<tr>
<td>26+</td>
<td>Very high</td>
<td>$1,969</td>
<td>$2,344</td>
</tr>
</tbody>
</table>

*These fees are as per Councils Schedule of Fees and Charges 1 July 2019 – 30 June 2020

**Please Note**

The application fee must be paid at the time of application. For a new licence application, if the application is granted, the annual fee must be paid before the licence will be issued. An invoice will be issued once the decision is made. The final determination of the fee category for the premises is made by the Council.
Section 1

Club Licence Application
Application for Club-Licence
Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Whangarei District Council
Private Bag 9023
WHANGAREI 0148

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

Details of Application

Type of application (tick box that applies):
☐ New Club-Licence

Is a licence already held for the premises concerned? ☐ Yes ☐ No

If YES, state kind of licence and licence number:
☐ On ☐ Off ☐ Club

Licence number: ___________________________ Expiry date: ________________

Details of Applicant

Full legal name to be on licence: ___________________________

Contact person: ___________________________ Driver Licence number: ________________

Email: ___________________________ Phone: ________________

Postal address for service of documents:

Business details (describe principal business, any other businesses):

Has the club been convicted of any offence? ☐ Yes ☐ No

If YES, what was the nature and date of the offence? (exclude 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) 2014 applies):

__________________________________________
Details of Premises

Address of premises: ______________________________________________________________

What is the club’s name (or trading name or name of building)? ____________________________

Does the club share the premises with any other club? □ Yes □ No

If YES, what is the name of the other club? ___________________________________________

Does the applicant own the proposed licensed premises? □ Yes □ No

If NO, what is the full name and address of the owner:

Name: ___________________________________________  Driver Licence number: ___________
Postal address: ________________________________________________________________

Tenure (freehold, unit title, leasehold or under licence, including term): ________________

Is the licence conditional on completion of building work? □ Yes □ No

If YES, please state details: ________________________________________________________

Details of Managers

Full legal name: ___________________________________________  DOB: _______________
Driver Licence number: ___________________________  Manager’s Certificate number: _______
Expiry date: _______________

Full legal name: ___________________________________________  DOB: _______________
Driver Licence number: ___________________________  Manager’s Certificate number: _______
Expiry date: _______________

Full legal name: ___________________________________________  DOB: _______________
Driver Licence number: ___________________________  Manager’s Certificate number: _______
Expiry date: _______________

Full legal name: ___________________________________________  DOB: _______________
Driver Licence number: ___________________________  Manager’s Certificate number: _______
Expiry date: _______________

Full legal name: ___________________________________________  DOB: _______________
Driver Licence number: ___________________________  Manager’s Certificate number: _______
Expiry date: _______________
Club Details

Is the club incorporated?  [ ] Yes  [ ] No  
If YES:  
(i) authority under which the club incorporated:  
(ii) what is the date of the club’s incorporation:  

Type of club (tick box that applies):  
[ ] Chartered  [ ] Sports  [ ] Other  

How many hours per week does the club operate the bar?  

Total club membership:  Number of members over the age of 18:  

Full name of secretary:  Occupation:  

Driver Licence number:  

Residential address:  Phone:  

Email:  

What is the general nature of the activities to be conducted by the club if the licence is granted? (describe club activities):  

Is the sale of liquor intended to be the principal purpose of the club?  [ ] Yes  [ ] No  
If NO, what is intended to be the principal 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 alcohol and food?  
[ ] Yes  [ ] No  
If YES, what are those other goods or services?  

On which days and during which hours does the applicant intend to sell liquor under the licence?  
( [ ] BYO applicants – fill in trading days and hours here too):  

Mon  Mon - Fri  
Tues  Mon - Sun  
Wed  Sat  
Thurs  Sun  
Fri  

What part (if any) of the premises does the applicant intend should be designated as:  

(i) a supervised area:  
(ii) a restricted area:  

KETE - LIQUOR-854803016-161  June 2019
Conditions

What is the experience and training of the applicant? 

Describe in detail, the availability for purchase of:

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 water is not mains supply, what potable water is 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 proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

Describe any other steps proposed to promote the responsible consumption of alcohol:

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

Signature

Signature of applicant: ________________________________ Date: ____________________

Name of applicant: __________________________________________
Public Notice of application for Club Licence (Form 7)
Section 101, Sale and Supply of Alcohol Act 2012

(Licensee name)

has made application to the Whangarei District Licensing Committee for the issue of a club licence in respect of the premises situated at

(Address)

and known as

The general nature of the business to be conducted under the licence is (eg. golf club, rugby club, social club)

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

The application may be inspected during ordinary office hours at the office of the Whangarei District Council, District Licensing Committee, Walton Plaza, Albert Street, Whangarei.

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 first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Whangarei District Council, Private Bag 9023, Whangarei 0148.

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.

Notes (not for publication)
Select appropriate text for the first or second advertisement

☐ This is the first publication of this notice.
☐ This is the second publication of this notice. This notice was first published on ________________
Public Notice of application for Club-Licence (Form 7)

Section 101, Sale and Supply of Alcohol Act 2012

(Licensee name) has made application to the Whangarei District Licensing Committee for the issue of a club licence in respect of the premises situated at

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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 notice was first published in the (newspaper) on (date)
Declaration of Evacuation Scheme

Important: This form must be completed and returned with your licence application.

To enable the District Licensing Committee to approve your licence, your application must be accompanied by the following statement that outlines the building status in relation to having, or not having, an approved evacuation scheme filed with Fire Emergency New Zealand.

In relation to Liquor Licensing (mainly bars and clubs), the most likely criteria is that the facility is capable - through calculation in the Building Act - of holding 100 or more customers. Buildings capable of holding less than 100 people generally don't need a scheme.

If you are unsure of your occupancy numbers, consult the latest Fire Design Report for your building, the building file at Council or contact the Fire Emergency New Zealand representative listed below.

If you are a tenant in a larger building, your building may already have an approved evacuation scheme. Check with the building owner.

To be completed by applicant:

Applicants Name: __________________________________________

For premises known as: ______________________________________

Street Address: ____________________________________________

Building Owner: ____________________________________________

Statement (Tick the option that applies)

☐ The building has a current evacuation approved under Section 76 Fire and Emergency New Zealand Act 2017 or the Fire Service Act 1975.
☐ Has a trial evacuation been completed in the building in the last 6 months and reported to Fire and Emergency New Zealand? (If not your application may be opposed).
☐ The building does not require an evacuation scheme due to either current use or nature of the building.
☐ We are a tenancy in a larger building with an evacuation scheme approved by the New Zealand Fire Service.

Signed: ___________________________ Date: ___________________________

Position: ______________________________________________________

Note:

For more information or advice, please contact:

Craig Bain
Whangarei-Kaipara Area 2
12 Mansfield Terrace
Whangarei
Email: craig.bain@fireandemergency.nz

Phone: (09) 430 1256
Public Health Questionnaire for Club-Licence Applications

This questionnaire helps to ensure that you, as a licensee, meet the Public Health requirements of the Sale and Supply of Alcohol Act (2012) to minimise illness, disease, Injury or death caused by the inappropriate consumption of alcohol.

This questionnaire should be completed by the applicant/licensee (not a consultant) & returned with your licence application

Your licence application may be delayed without the completion of this questionnaire.

Application Details

Name of Licensed Premises: 

Name of Applicant: 

Who is the main contact person and their role? 

Email address: 

Contact phone number: 

Intoxicated Patrons

What measures do you take to prevent intoxication on your premises? 

How do you identify if a person is intoxicated? 

What process do you have to deal with intoxicated patrons?
A Club Licence allows you to sell alcohol to club members, accompanied guests and members of clubs with reciprocal visiting rights. How do you ensure that only these people are sold or supplied alcohol in your premises?

Signage
- Taxi / Dial-a-Driver phone number? □ Yes □ No
- No ID No Service No Exceptions □ Yes □ No
- Food, low and non-alcoholic options at all times □ Yes □ No
- Intoxicated persons are not permitted on premises □ Yes □ No
- Host Responsibility Policy displayed □ Yes □ No

Alcohol Promotions
- Do you run alcohol promotions (eg. discounted drinks, happy hours, 2-for-1 deals)? □ Yes □ No

Smokefree Environments Act 1990
Since 10 December 2004, it has been an offence to permit smoking in the internal areas of licensed premises. The licensee is required to take all reasonable practicable steps to prevent people smoking inside.
- Do you display NO SMOKING signage at all entrances? □ Yes □ No
- Do you have an outdoor smoking area? □ Yes □ No
- Is the outdoor smoking area enclosed? □ Yes □ No
- Do you sell tobacco products? □ Yes □ No

UNDERTAKING FROM LICENSEE
I ................................................................. (full name), the Licensee* for ................................................................. Premises
acknowledge that I have read and understood each of the above questions and I agree to comply with the measures outlined here throughout this next licensing period.
I also acknowledge that Public Health Liquor Licensing Officer, on behalf of the Medical Officer of Health, may visit my premises, from time-to-time, in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.
Signed: ................................................................. Dated: .................................................................
Position/Title: .................................................................

*In the case of a corporate this application is to be signed by the Operations Manager responsible for the premise/outlet. The submission of this Public Health Questionnaire is not complete until it has been signed either by the Licensee or Operations Manager for the premises. The information contained within this Public Health Questionnaire may be shared with other statutory agencies Police, LLI or ARLA, for the purpose of their enquiries.
Section 2

Liquor Planning Certificate Application
RMA Certificate Checklist

To be accepted for processing, please attach **two (2) copies** of the following information in support of your application along with the payment of the advance fee/deposit. If inadequate information is supplied, this may cause delays in processing the application.

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<tr>
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CSR checklist completed by | Date
---|---
Receipt no
Application for LIQUOR PLANNING CERTIFICATE

This application is made pursuant to Section 100(f) of the Sale and Supply of Alcohol Act 2012. This form is designed to provide the required details, and must be submitted as part of your application. Please note that the public can view all information provided in your application. District plan rules and maps, application forms, written approval forms and land information are available on council’s website at: www.wdc.govt.nz


It is important that you fully complete all sections and include all attachments listed in section 10.

1. Previous discussions

Have you spoken to a member of our planning staff regarding this proposal?  Yes □  No □

If yes, please enter the planners name:

2. Applicant’s details

Applicant’s full name:

Postal address:

Phone:  Email:

3. Site location details – Site/s to which the application relates as described above

Name of premises:

No:  Street:

Suburb:

Legal description:  Property ID:

Certificate of title:  Valuation reference:
4. Payer details – Mandatory

Full legal name of payer: 
Postal address of payer: 

Phone no: 
Email:  
Signature (mandatory): Date:  

Nb. – By signing this form you undertake to pay Council’s processing fee

5. Agent details – Address for service/correspondence

Name of agent: Ref: 
Postal address of agent: 

Phone no: Email: 

6. Type of licence being applied for

On-licence: sale of liquor for consumption on the premises  
Off-licence: sale of liquor for consumption off the premises  
Club-licence: sale of liquor for consumption by club members

7. General nature of business being applied for

- Tavern or bar  - Entertainment venue  
- Hotel  - Sports club  
- Supermarket  - Bottle store  
- Mail order  - Restaurant or cafe  
- Grocery store  
- Other (please state)
8. Hours or operation

The existing hours of operation are (if applicable):

The proposed hours or operation are:

9. Is there an existing licence?

Yes ☐ No ☐

If yes:

What is the existing licence number?

Will there be a change to the hours of operation?

Will the area of the building to be licensed change?

Will the ownership change?

Will there be changes to the nature of the current use?

10. Attachment checklist:

To be accepted for processing, please attach two (2) copies of the following information in support of your application along with the payment of the advance fee/deposit. If inadequate information is supplied, this may cause delays in processing the application.

☐ Completed application form
☐ Covering letter
☐ Brief description of type of business/number or patrons
☐ Assessment against the rules of the District Plan
☐ Certificate of title (no more than 6 months old)
☐ Owner’s authorisation letter (if not the owner)
☐ Site plan showing the location of the building tenancy and any onsite parking spaces
☐ Floor plan showing the layout and uses of the building/tenancy including any outdoor areas. The area(s) of the premises and/or the site where liquor is sold, supplied or consumed must be shown.
☐ Signage detail (if applicable)
☐ If relevant, a copy of the most recent resource consent or any previous liquor certificates for the premise
☐ Advance fee/deposit
11. Fees and charges

Please refer to Council’s ‘Schedule of Fees & Charges’ at:
www.wdc.govt.nz/ratesandpayments/feesandcharges

You are required to pay an advance deposit fee at time of lodgement.

You will be charged a processing fee when council has reached a decision on your application. Interim billing may also occur on applications. The processing charge covers tasks such as site visits, report preparation, information searches, and input from other council staff including engineers. Mileage is also charged for.

12. Privacy information

The council requires the information you have provided on this form to process your application under the Sale and Supply of Alcohol Act 2012 and to collect statistics. The council will hold and store the information, including all associated reports and attachments, on a public register. The details may also be made available to the public on the council’s website. These details are collected to inform the general public and community groups about all consents which have been processed or issued through the council. If you would like to request access to, or correction of any details, please contact the council.

13. Declaration for the applicant or authorised agent

By signing this form, if you are the owner of the application site, you confirm that the council may undertake a site inspection.

I/we confirm that I/we have read and understood the notes above.

Applicant’s signature:                      Date:

Declaration for the agent authorised to sign on behalf of the applicant.

As authorised agent for the applicant, I confirm that I have read and understood the above notes and confirm that I have fully informed the applicant of their/its liability under this document, including for fees and other charges, and that I have the applicant’s authority to sign this application on their/its behalf.

Applicant’s signature:                      Date:

14. Submitting the application

Please deliver your completed application to your nearest Whangarei District Council service centre:

Or post to:       Resource Consents Department
                  Whangarei District Council
                  Private Bag 9023
                  Whangarei 0148
Section 3

Building Code Certificate Application
<table>
<thead>
<tr>
<th>Customer</th>
<th>Office</th>
<th>Application form completed and signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Scale plan of premises <em>(see guidelines)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fees</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CSR checklist completed by</th>
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</table>

Receipt no
Building code certificate application
Under the Provisions of the Sale and Supply of Alcohol Act 2012

Premises details

Full address/location of premises __________________________________________

Legal description Lot __________ DP __________ or section ________ SO ________

State the proposed use of the premises (e.g. shop, cabaret, restaurant, motel, hotel, club etc)

please ✓ the appropriate box

☐ On licence __________________________________________________________

☐ Off licence __________________________________________________________

☐ Club ______________________________________________________________

If there is an existing On Licence, please state the general nature of the business

☐ On licence __________________________________________________________

If there is an existing Off Licence, please state type

☐ Off licence __________________________________________________________

Existing name of premises ______________________________________________

Proposed name of premises (if any) ________________________________________

If these premises were not previously licensed, please state previous use, e.g. Warehouse, retail, office or residential, the premises are located in

☐ Existing building that will not have a change of use

☐ Existing building that will have a change of use & require a building consent BC no ______________

☐ Existing building requiring upgrade or currently under building alternation BC no ______________

☐ New building BC no ______________

Intended maximum occupant number ________________________________________
Applicant details

Name of applicant

Street address

Postal address if different from above

Contact numbers

Declaration and signature

I hereby apply for a certificate that my premises comply with the Building Code requirements. This application is made to comply with the provisions of the Sale and Supply of Alcohol Act 2012, Section 100(f).

_________________________  __________________________
Signature                                      Date