

## 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: \_\_\_\_\_

### Details of Applicant

Name of club: \_\_\_\_\_

Contact person: \_\_\_\_\_ Driver Licence number: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred mode of contact: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address for service of documents: \_\_\_\_\_

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 appropriate box):

Chartered  Sports  Other \_\_\_\_\_

Main purpose of the club: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full name of Secretary: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_

Residential address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Occupation: \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

Total club membership: \_\_\_\_\_ Number of members under the age of 18: \_\_\_\_\_

**Details of Premises**

Address of premises: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any name, 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:

Full Name: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

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**

(If more than four bar managers are employed, give details on a separate sheet of paper)

Full legal name: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_ DOB: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_ DOB: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Driver Licence number: \_\_\_\_\_ DOB: \_\_\_\_\_

Manager's Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**Club Details**

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 and 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**):  
 \_\_\_\_\_  
 \_\_\_\_\_

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

(i) A supervised area \_\_\_\_\_

(ii) A restricted area \_\_\_\_\_

**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 portable 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?

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

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

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**Signature**

Signature of applicant \_\_\_\_\_ Dated at \_\_\_\_\_

Name of applicant \_\_\_\_\_

**Notes**

- 1 This application must be accompanied by the prescribed fee (see information below).
- 2 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).
- 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 the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

**Office Use Only**

Date application received: \_\_\_\_\_ Application number: \_\_\_\_\_

Assigned Fee Category: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt number: \_\_\_\_\_

## 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 Acct 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).  Yes  No
- 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](mailto:craig.bain@fireandemergency.nz)



Phone: (09) 430 1256

**Use this page to ensure you lodge a complete application. If not complete, your application may be returned to you.**

#### **Attachments required to accompany new applications**

- 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:
  - those parts of the premises that are to be used for the sale and supply of alcohol
  - each area to be designated as a supervised or restricted area, and indicating whether supervised or restricted area;
  - the principal entrance or principal entrances
- A written statement from the owner of the building consenting to the applicant selling alcohol from the premises
- Certificates from Whangarei District Council that the proposed use of the premises meets requirements of the Resource Management Act and of the Building Code
- Statement from the building owner that the premises provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975, or that because of the building's current use or nature the owner is not required or is exempt from the requirement to provide and maintain such a scheme (see attached form to complete)
- A copy of all menus and a list of all alcoholic, low-alcohol and non-alcoholic drinks to be available (including the details of how free drinking water will be made available)
- A copy of each manager's certificate and details of the manager's experience
- Details of staff training/staff training plan
- A Host Responsibility Policy and details of how it will be put into practice
- A 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

## Fees

Fees are based on a “cost/risk rating” of each premises 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.

Type of premises (club licences)	Weighting
“Class 1” clubs	10
“Class 2” clubs	5
“Class 3” clubs	2

**Note:**

“Class 1” clubs are defined as clubs which in the opinion of the council are large clubs with over 1000 members over the age of 18 (eg large workingmen’s clubs)

“Class 2” clubs are defined as clubs which do not fit the definition of a class 1 or class 3 club (eg large sports clubs, medium size RSAs)

“Class 3” clubs are defined as clubs which in the opinion of the 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 (eg small sports clubs, small RSAs).

Latest trading time allowed by club licence	Weighting
2am or earlier	0
Between 2.01am and 3.00am	3
All other closing times	5

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

The “cost/risk rating” is the combined total of the weightings for each of the three parameters.

There are 5 fee categories depending on the total rating:

Cost/Risk rating	Fee Category	Application fee	Annual fee
		GST Incl	GST Incl
0-2	Very low	\$600	\$262
3-5	Low	\$994	\$637
6-15	Medium	\$1,456	\$1,031
16-25	High	\$1,669	\$1,687
26+	Very high	\$1,969	\$2,344

\*These fees are as per Councils Schedule of Fees and Charges 1 July 2017 – 30 June 2018

**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.



## Public Notice of application for Club Licence

Section 101, Sale and Supply of Alcohol Act 2012

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*(Print clearly the full name, address and occupation of applicant)*

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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and known as \_\_\_\_\_

The general nature of the business to be conducted under the licence is:

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*(e.g. chartered club, golf club, rugby club, bowling club, social club)*

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

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The application may be inspected during ordinary office hours at the office of the Whangarei District Council, District Licensing Committee, Forum North, Rust Ave, 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.

This is the first publication of this notice.

OR

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

### Notes (Not for publication):

Shaded text – select appropriate text for the first or second advertisement

## Public Notice of application for Club Licence

(to be displayed at the front entrance of the premises)

Section 101, Sale and Supply of Alcohol Act 2012

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This notice was first published in  
the \_\_\_\_\_

*(name of newspaper)*

on \_\_\_\_\_



## **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 maybe delayed without the completion of this questionnaire.

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### **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 liquor 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?

.....  
.....  
.....

## Alcohol Promotions

Do you run alcohol promotions (E.g.: discounted drinks, happy hours, 2 for 1 deals)? Yes  No

If yes, please detail:

.....

## Signage

Taxi/Dial-a-Driver phone number?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
No ID No Service No Exceptions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Food, low and non alcoholic options at all times	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Intoxicated persons are not permitted on premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Host Responsibility Policy displayed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 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 <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an outdoor smoking area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the outdoor smoking area enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you sell tobacco products?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 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 enquires.*

## **Section 2**

# **Resource Management Act Certificate**

## RMA Certificate Checklist

Customer	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Four copies of all documentation
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Title
<input type="checkbox"/>	<input type="checkbox"/>	Covering letter
<input type="checkbox"/>	<input type="checkbox"/>	Owner's authorisation letter ( <i>if not the owner</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Location/Planning maps ( <i>locality maps – District Plan</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Brief description of type of business/Number of patrons ( <i>e.g. bar/restaurant</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Number of parking spaces/traffic movements
<input type="checkbox"/>	<input type="checkbox"/>	Signage detail ( <i>if applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Building plans
<input type="checkbox"/>	<input type="checkbox"/>	Fees ( <i>cash or cheque only</i> )

CSR checklist completed by			Date
			Receipt no

<b>Office use</b>		Date received _____
Name of CSR _____		
Fees received \$ _____		
Receipt no _____		
TechOne app no _____	RO _____	
Assess _____	P _____	

## Resource management and liquor certificate application

This application is for resource consent made pursuant to Sections 100(f) of the Sale and Supply of Alcohol Act 2012. Your application will also be subject to all other relevant provisions contained within the RMA 1991.

This form is designed to provide Council with required details, and must be submitted as part of your application. The public can view all the information provided in your application.

District Plan Rules & Maps, Application Forms and Land Information are available on Council's website [www.wdc.govt.nz](http://www.wdc.govt.nz)

If you have spoken to a member of our planning staff about your proposal, please enter their name

\_\_\_\_\_

### 1 Application details

Name of party applying for liquor certificate \_\_\_\_\_

Name of Premises \_\_\_\_\_

I need this Certificate as part of my application for a/an:

On-Licence                       Off-Licence                       Club Licence

Description of activity \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*(e.g. BYO restaurant; nightclub; tavern; entertainment or function centre)*

Operating hours *(existing, if relevant, and proposed)* \_\_\_\_\_

Maximum no of patrons \_\_\_\_\_ No of parking spaces available onsite \_\_\_\_\_

The activity     Is a permitted activity                       Has existing use rights

Has a valid resource consent    Ref \_\_\_\_\_

### 2 Site details

Property address \_\_\_\_\_

Legal description \_\_\_\_\_ CT \_\_\_\_\_ Valuation ref \_\_\_\_\_

District Plan environment \_\_\_\_\_ Property ID \_\_\_\_\_

### 3 Ownership (if different from applicant)

Full legal name of owner \_\_\_\_\_  
 Postal address of owner \_\_\_\_\_  
 Full legal name of occupier (if different from applicant) \_\_\_\_\_  
 Postal address of occupier \_\_\_\_\_  
 Phone no (Owner) \_\_\_\_\_ Owner email (Owner) \_\_\_\_\_

### 4 Agent (if application)

Name of Agent \_\_\_\_\_ Agent ref \_\_\_\_\_  
 Postal Address of Agent \_\_\_\_\_  
 Phone No \_\_\_\_\_ Email \_\_\_\_\_

### 5 Payer (mandatory)

Full legal name of payer \_\_\_\_\_  
 Postal address of payer \_\_\_\_\_  
 Phone no \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
 Signature (mandatory)

\_\_\_\_\_  
 Date

### 6 Address for Service/Correspondence

Same as agent's details (✓ if applicable)

Name \_\_\_\_\_ Ref no \_\_\_\_\_  
 Telephone Business \_\_\_\_\_ Home \_\_\_\_\_ Fax \_\_\_\_\_  
 Postal address \_\_\_\_\_  
 Email \_\_\_\_\_

### 7 Application fees

**Please refer to Council's Resource Consent Guidance Notes and 'Schedule of Fees & Charges'. You are required to pay an advance fee deposit at time of lodgement. Please refer to Council's Resource Consent Guidance notes, the Schedule of Fees & Charges and the Resource Consent processing Monitoring Fees attached to the guidance notes.**

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.

Please refer to the form titled 'Resource Consent Processing and Monitoring Fees' for a detailed list of the processing and monitoring fees you may be charged. The form lists the current charge out rates. These rates are subject to change and are reviewed every financial year. Please note that the charge out rate may change during the processing of your application and the fees incurred will be charged out at the rate applicable at the time the work is done.

All figures are standard fees inclusive of GST; the final fee in any one application will be determined by the Resource Consents Manager or his/her appointee. Where a consultant is required, Council reserves the right to on-charge costs in accordance with the annual Schedule of Fees & Charges.

By submitting and signing this application form you undertake to pay Council's processing and monitoring fees.

### 8 Attachment checklist (Mandatory requirements are in bold)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Advance fee/deposit</b>          | <input type="checkbox"/> <b>Plans</b>                           |
| <input type="checkbox"/> <b>Certificate of title</b>         | <input type="checkbox"/> <b>Four copies of application form</b> |
| <input type="checkbox"/> <b>Planning maps</b>                | <input type="checkbox"/> <b>Covering letter</b>                 |
| <input type="checkbox"/> <b>Other</b> (please specify) _____ |   |



## **Section 3**

### **Building code certificate**

## Building Code Certificate Checklist

Customer	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Application form completed and signed
<input type="checkbox"/>	<input type="checkbox"/>	Scale plan of premises ( <i>see guidelines</i> )
<input type="checkbox"/>	<input type="checkbox"/>	Fees
CSR checklist completed by		Date
		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