

Office Use Only

Application ID: _____ Liquor Officer: _____

Fee: _____ Date application paid: _____ Receipt Number: _____

Checklist

- | | |
|---|------------------------|
| <input type="checkbox"/> Application form | Original plus 1 x copy |
| <input type="checkbox"/> Declaration of Evacuation Scheme | Original plus 1 x copy |
| <input type="checkbox"/> Existing liquor (base) licence | 2 x copies |
| <input type="checkbox"/> Certificate of incorporation, if applicable | 2 x copies |
| <input type="checkbox"/> If a variation is sought, provide a covering letter outlining specifically the reasons for changes | Original plus 1 x copy |

Application for Renewal of Club Licence

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

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

Application for the renewal of a **club licence** is made in accordance with the details set out below.

Details of Applicant

Full legal name of club: _____

Contact person: _____ Driver Licence number: _____

Daytime phone: _____ Fax: _____

Email: _____

Postal Address for service of documents: _____

Town: _____ Post Code: _____

Full name of Secretary: _____

Driver Licence number: _____

Residential address: _____

Town: _____ Post Code: _____

Occupation: _____ Daytime telephone: _____

Number of club members over the age of 18: _____

Details of Application

Type of application (tick box(es) that apply – if changes to conditions are sought – tick “Variation of Club Licence”

Renewal of Club Licence Variation of Club Licence

Licence number: _____ Expiry date: _____

Are any changes sought to the present conditions of the licence? Yes No

If Yes, what changes are sought?

Details of Premises

Address of premises: _____

Trading name: _____

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

If Yes, what is the name of the other club? _____

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

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: _____ Date of Birth: _____

Address: _____

Manager's Certificate number: _____ Expiry date: _____

Full legal name: _____

Driver Licence number: _____ Date of Birth: _____

Address: _____

Manager's Certificate number: _____ Expiry date: _____

Full legal name: _____

Driver Licence number: _____ Date of Birth: _____

Address: _____

Manager's Certificate number: _____ Expiry date: _____

Full legal name: _____

Driver Licence number: _____ Date of Birth: _____

Address: _____

Manager's Certificate number: _____ Expiry date: _____

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?

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 _____ Dated at _____

Name of applicant _____

Notes

Within 10 working days after filing this application with the District Licensing Committee, the applicant must give public notice of it in form 7 of the Sale and Supply of Alcohol Regulations 2013. Public notices must be made in either of the following newspapers: Whangarei Leader; Northern Advocate or Whangarei Report. The notice must be given in compliance with regulation 37 or 38 of the regulations (whichever applies to this application). Whether one or two public notices are required is covered by sections 37 and 38. Section 37 states that for “very Low or low” category premises only one public notice is required, where section 38 states that two public notices are required for all other categories, i.e. medium; high; or very high. If in doubt, please contact your district licensing inspector. Notices must be published between 5 and 10 working days apart. We suggest you publish on the same day, one week apart. Please send us the original page of the newspaper showing the date and the public notice – the full page, not a clipping.

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). The applicant must contact the Council’s liquor licensing section once this notice has been displayed to arrange for the collection of photographic proof of this notice.

Where a variation of licensing conditions is sought (most commonly changes to hours) a covering letter outlining specifically the reasons for the changes. If a variation to licence conditions is sought, then your application is forwarded to Council’s planning department who will assess the variation against District Plan rules. You may be required to apply for resource consent and if so, the planning department will contact you directly.

Applicant Checklist

This application must be accompanied by:

- | | |
|---|------------------------|
| <input type="checkbox"/> The prescribed fee | |
| <input type="checkbox"/> Application form | Original plus 1 x copy |
| <input type="checkbox"/> Declaration of Evacuation Scheme | Original plus 1 x copy |
| <input type="checkbox"/> Existing liquor (base) licence | 2 x copies |
| <input type="checkbox"/> Certificate of incorporation, if applicable | 2 x copies |
| <input type="checkbox"/> If a variation is sought, provide a covering letter outlining specifically the reasons for changes | Original plus 1 x copy |

Declaration of Evacuation Scheme

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



Phone: (09) 430 1256

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 (e.g. 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 (e.g. 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 (e.g. 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

Your fees have been calculated as follows:

Parameter	Weighting
Estimated number of members	
Number of members over 18 category	
Licensed hours per week	
Type of premises	
Latest hours licensed for	
Number of enforcements in last 18 months	
Cost/risk rating (total of weightings)	
Default fee category	
Assigned fee category	
Your Application fee	including GST
Your Annual fee (payable on anniversary of licence)	including GST

Public Notice of application for renewal of Club Licence (Form 7)

Section 101, Sale and Supply of Alcohol Act 2012

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

and known as _____

The general nature of the business conducted under the licence is _____

The days on which and the hours during which alcohol is 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, Forum North, Rust Ave, Whangarei.

Any person who is entitled to object and who wishes to object to the renewal 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 renewal of a licence may be made in relation to a matter other than a matter specified in
section 131 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 _____

OR

This is the only publication of this notice.

Public Notice of application for renewal of Club Licence (Form 7)

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

Section 101, Sale and Supply of Alcohol Act 2012

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

and known as _____

The general nature of the business conducted under the licence is _____

The days on which and the hours during which alcohol is 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, Forum North, Rust Ave, Whangarei.

Any person who is entitled to object and who wishes to object to the renewal 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 renewal of a licence may be made in relation to a matter other than a matter specified in
section 131 of the Sale and Supply of Alcohol Act 2012.

This notice was first published in the _____

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 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 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.*