Renewal Club Licence
Application Pack

- Application checklist
- Fee calculator
- Club Licence Application which includes
  - Public Notices
  - Declaration of Evacuation Scheme
  - Public Health Questionnaire
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>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Completed application form *original plus one copy – copy must be single sided*

**Reminder** - your application needs to be lodged at least 20 working days before the expiry date of your current licence.

☐ ☐

Supporting documentation as set out below *two copies of everything – single sided*

☐ ☐

Application fee *see next page*

Supporting Documentation:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Customer Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Copy of the Certificate of Incorporation

☐ ☐

Declaration of Evacuation Scheme

☐ ☐

Existing liquor (base) licence

☐ ☐

If a variation is sought, provide a covering letter detailing the reasons for changes

**Important** - If a variation is sought, we forward your application 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.

☐ ☐

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

Public Notices:

Within 10 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).

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 (“medium”, “high” or “very high”).

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</th>
<th>Annual fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Inc GST</td>
<td>Inc GST</td>
</tr>
<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.
Application for Renewal of Club-Licence
Section 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 renewal of a Club-Licence is made in accordance with the details set out below:

Details of Application

Type of application (tick box that applies):

☐ Renewal of Club-Licence  ☐ Variation of Club-Licence

Licence number: ..................................................  Expiry date: ..................................................

If a variation is sought, what changes to the current licence conditions do you wish to make? (changes to days and hours can be detailed below)

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

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:  ___________________________________________________________

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:  ____________

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

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? ____________________________________________

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: __________________ Occupation: __________________

Residential address: ____________________________________________ Email: ____________________________________________ Phone: __________________

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 alcohol 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?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

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?
____________________________________________________________________________________

Name of applicant: ______________________________________________________________________

Signature

Signature of applicant: ____________________________ Date: ________________________________
Public Notice of application for □ Renewal □ Variation of 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 □ renewal □ variation

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 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, Walton Plaza, Albert Street, 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.

Notes (not for publication)

Select appropriate text for the first or second advertisement

☐ This is the only publication of this notice.

☐ This is the first publication of this notice.

☐ This is the second publication of this notice. This notice was first published on ________________
To be displayed at the front entrance of your premises

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Section 101, Sale and Supply of Alcohol Act 2012

(Licensee name) ________________________________________________________________

has made application to the Whangarei District Licensing Committee for the □ renewal □ variation

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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). ☐ 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
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)? If YES, please detail: [ ] 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

**UNDEARTAKING 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.