

New Club Licence

Application Pack

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Section 1

Club Licence Application

Application for Club Licence

Pursuant to section 100 of the Sale and Supply of Alcohol Act 2012

How to apply for a new club licence

Follow the instructions below to apply for a new club licence to sell and supply alcohol to authorised customers for consumption at a club.

Your application will not be lodged unless the application is completed correctly, and all documentation is supplied. Incomplete applications will not be accepted.

What you need to do

- Supply a completed application form.
- Supply all required supporting documents (see 'what to include').
- Calculate and pay fee (see page 3) – Please note payment is to be made upon application.

What to include

- ☐ Completed application form.
- ☐ Application fee and public notice fee (see page 3).
- ☐ A building and planning certificate issued by the local authority that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the building code. Please visit our website for more information and application form.
- ☐ Detailed A4 scale map of the interior of the premises showing:
 - the areas used for the consumption of alcohol (include outdoor areas)
 - the areas that are to be designated (restricted, supervised, or undesignated)
 - the principal entrance
 - layout of the interior of the premises – where tables, chairs, toilets, and kitchen are located.
- ☐ Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to www.alcohol.org.nz for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);
 - what food will be provided
 - what low-alcohol and non-alcohol drinks will be provided
 - managing prohibited persons, minors, and intoxicated people
 - information relating to alcohol promotions and alternative transport options
 - what security systems will be in place.
- ☐ Copies of each current manager's certificate for those nominated to manage the premises.
- ☐ Certificate of Incorporation **and** Company Extract
- ☐ Copy of club rules and constitution.
- ☐ Street map showing the location of the premises.
- ☐ A photo or artists impression of outside the premises including the main entrance.
- ☐ Building owner consent supporting the sale of alcohol and confirmation term of tenure A copy of the menu and food registration number.
- ☐ Public Notice.

IMPORTANT NOTE:

Applications may take up to 8 weeks to process. To ensure the application is processed quicker, please include all requested documents upon application, otherwise there may be delays with your application.

How to calculate your fees

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk-based fee for all alcohol licenses.

Use the tables below to calculate the fee to be paid when lodging your application.

Select one box from both of the tables below, then add it together to get your total weighting for your application fee.

Weight	Type of premises	Definition
<input type="checkbox"/> 10	Class 1 Club	Large clubs with 1,000 or more members of purchase age, and which in the opinion of the Territorial Authority, the premises operate in the nature of a tavern e.g., large working men's club, combined clubs, or large 'cossie' clubs.
<input type="checkbox"/> 5	Class 2 Club	Clubs that don't fit class 1 or class 3 definitions e.g. larger sports club, medium sized RSAs, many provincial social clubs.
<input type="checkbox"/> 2	Class 3 Club	Small clubs with fewer than 250 members of purchase age that operate a bar for 40 hours or less per week e.g. small sports clubs like bowling clubs, golf clubs, bridge clubs and small RSAs.
<input type="text"/> 1 Total Points		

Weight	Trading hours allowed by licence
<input type="checkbox"/> 10	2:00am or earlier
<input type="checkbox"/> 5	Between 2:01am and 3:00am
<input type="checkbox"/> 2	Any time after 3:00am
<input type="text"/> 2 Total Points	

Add your points together from the above sections to get your weighting

1 Total Points + 2 Total Points = Total Weight

Tick the risk rating that matches the total points (as above):

	Total points	Risk Rating	Application fee (incl GST)
<input type="checkbox"/>	0 - 2	Very low	\$600.00
<input type="checkbox"/>	3 – 5	Low	\$994.00
<input type="checkbox"/>	6 – 15	Medium	\$1,456.00
<input type="checkbox"/>	16 – 25	High	\$1,669.00
<input type="checkbox"/>	26 +	Very High	\$1,969.00

Public notice

In order to satisfy the notification requirements of section 101 of the Act please ensure you:

- within 10 working days after filing the application you must fix a notice of the application in the prescribed form in a conspicuous place on or adjacent to the site which the application relates to
- we will place a copy of the application on our website at no cost at:
www.wdc.govt.nz/AlcoholNotices

Annual fee information

You will be charged an annual fee if your application is approved. An invoice will be sent upon application approval. Please see the annual fee table below for your reference.

Total points	Risk Rating	Application fee (incl GST)
0 - 2	Very low	\$262.00
3 – 5	Low	\$637.00
6 – 15	Medium	\$1,031.00
16 – 25	High	\$1,687.00
26 +	Very High	\$2,344.00

Total amount to pay (application fee + annual fee)

Application fee:	\$
Annual fee (if approved)	\$
Total to pay:	\$

Full payment is to be made upon application.

Payment options

You can pay your invoice online at www.wdc.govt.nz/PayApplication

Alternatively, you can pay via internet banking or in-person by cash, EFTPOS or credit card at any of our Customer Service Centres.

Office use only

Payment

Application fee (incl GST) \$ _____ Receipt number _____ Receipt Amount \$ _____
 Cashier name _____ Payment received Y / N
 Date received _____ Date vetted _____ Date completed _____

Application for Club Licence

Pursuant to section 100 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the Whangārei District Licensing Committee, this application for a club licence is made in accordance with the particulars set out below.

Applicant details

1. Full legal name of the club: _____
(name to appear on licence) _____

Contact name: _____
Driver Licence number: _____
Contact phone: _____
Contact email address: _____
Postal address for service of documents: _____

2. Is the club incorporated? ☐ Yes ☐ No
Date incorporated: _____

Secretary details

3. Club secretary name: _____

- Contact phone: _____
4. Has the club been convicted of any offence? ☐ Yes ☐ No
If yes, what was the nature of the offence, date of conviction and penalty suffered?
(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) 2004 applies)

Nature of the offence	Date of conviction	Penalty suffered

Premises details

5. Address of proposed licensed club: _____
_____ Post code: _____
6. Proposed trading name: _____
7. Does the club share the premises with any other club? ☐ Yes ☐ No
8. If yes, name of respective club: _____

9. When does the respective club use the premises? (*days, times, months of the year*)

10. What form of tenure and term of tenure will the applicant have?

Type of tenure: _____

Tenure expiry date: _____

Full legal name of owner: _____

11. What part (if any) of the premises is intended to be designated? *Leave blank if the entire premises are undesignated*

☐ Restricted area: _____
(no one under 18 allowed on site)

☐ Supervised area: _____
(minors only permitted with parents / legal guardians)

Business details

12. Has the club held a licence previously? ☐ Yes ☐ No

Licence number: _____

Licence expiry: _____

13. Is the sale of alcohol intended to be the principal purpose of the business? ☐ Yes ☐ No

If no, what is intended to be the principal purpose of the business?

14. Will there be the intention to sell any other goods other than alcohol and food, or providing services other than those related to alcohol and food?

☐ Yes ☐ No

If yes, what is the nature of those other goods or services?

15. What are the other facilities the club will offer to members, other than alcohol and food?
(e.g. gaming, TAB, entertainment)

Type of facility	Frequency offered

16. Total club members: _____

Members under 18 years of age: _____

17. The days and hours where the club intends to sell alcohol under the licence:

<input type="checkbox"/> Monday	hours from _____	to _____
<input type="checkbox"/> Tuesday	hours from _____	to _____
<input type="checkbox"/> Wednesday	hours from _____	to _____
<input type="checkbox"/> Thursday	hours from _____	to _____
<input type="checkbox"/> Friday	hours from _____	to _____
<input type="checkbox"/> Saturday	hours from _____	to _____
<input type="checkbox"/> Sunday	hours from _____	to _____

18. Managers details – list of all certified managers of the club:

Name	Date of birth	Certificate number	Certificate expiry

19. What experience does the club have with operating a licensed premises? *Please provide examples*

20. What staff training will be provided to ensure compliance with the Act and your host responsibility policy? *Please provide a plan of what the training is, who it's provided by and when its planned for or when completed.*

Training	Provider	Planned / completed

21. Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?

☐ Yes ☐ No

Important note

The NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Whangarei District Council in accordance with our privacy statement: www.wdc.govt.nz/Privacy

Applicant's full name: _____

Applicant's signature

Date (DD / MM / YYYY)

Evacuation Scheme Declaration Form

This declaration is to be completed, signed, and returned with your application, even if an evacuation scheme is not required.

I _____ (full name) licence holder of the premises known as
_____ (trade name) situated
at _____ (premises address)
state:

- ☐ The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.
- ☐ Because of the building's current use, its owners are not required to provide and maintain such a scheme
- ☐ Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

Please contact the Fire and Emergency NZ for more information about evacuation schemes and fire safety requirements.

Applicant's full name: _____

Applicant's signature

Date (DD / MM / YYYY)

Owner's full name: _____

Owner's signature

Date (DD / MM / YYYY)

To be displayed at the front entrance of your premises (not applicable to a conveyance)

Public notice of application for Club Licence

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 (e.g. hotel, tavern, restaurant, entertainment / night club, sports 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, Te Iwitahi (civic centre), 9 Rust Avenue, Whangārei.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 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, Te Mai, Whangārei 0143.

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 is published on the Whangarei District Council website.

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.

Customer	Office	
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	<input type="checkbox"/>	Covering letter
<input type="checkbox"/>	<input type="checkbox"/>	Brief description of type of business/number or patrons
<input type="checkbox"/>	<input type="checkbox"/>	Assessment against the rules of the District Plan
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of title (no more than 6 months old)
<input type="checkbox"/>	<input type="checkbox"/>	Owner's authorisation letter (if not the owner)
<input type="checkbox"/>	<input type="checkbox"/>	Site plan showing the location of the building tenancy and any onsite parking spaces
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Signage detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	If relevant, a copy of the most recent resource consent or any previous liquor certificates for the premise
<input type="checkbox"/>	<input type="checkbox"/>	Advance fee/deposit

CSR checklist completed by		Date
Receipt no		

Application for Liquor Planning Certificate

To: RMA Consents
Whangarei District Council
Private Bag 9023
Te Mai
Whangārei 0148

consentsadmin@wdc.govt.nz

Office Use Only	
Date Received:	
Time received:	
Payment Received:	
Tech 1 App #:	
Property #:	
Land #:	
Planner:	

This application form should be used when applying for the necessary planning certificate to accompany an application for a liquor licence, as required by Section 100(f) of the Sale and Supply of Alcohol Act 2012. If you are making an application for a licence, please use the alcohol licensing forms as detailed on our website: www.wdc.govt.nz/Alcohol

This form is designed to provide us with your contact information and details about your proposal that are required for us to process your application. If you fail to complete this form and provide the necessary information, including the deposit fee, your application may not be accepted for processing. Prior to paying your deposit fee you may request an invoice from us.

1 Application details

Full name of applicant(s): _____

Postal address: _____

Phone: _____ Email: _____

I hereby apply to Whangarei District Council for (please tick all relevant):

- ☐ 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 of club members

Please indicate the reason for this application (please tick all relevant):

- ☐ Brand-new premises (whether built or not)
☐ Already licensed (new owner seeking new licence)
☐ Existing premises either not previously licensed or licensed for different type (i.e.: change of use)
☐ Variation of condition of existing licence (i.e.: hours)
☐ Redefinition of licensed premises (i.e.: area)

Is there an existing licence for the premises? ☐ Yes / ☐ No

If yes:

What is the existing planning certificate and/or liquor licence number? _____

What are the approved hours of operation of the premises? _____

What area (m²) of the building does this license cover? _____

Is the activity legally operating as a permitted activity under the Whangarei District Plan, under an approved resource consent or under existing use rights in accordance with section 10 of the Resource Management Act 1991? ☐ Yes / ☐ No

If there is an existing resource consent, certificate of compliance or certificate of existing use, for the activity or building to which your premises relates please provide reference: _____

2 The site

Physical address: _____

Legal description(s): _____

Name of premises: _____

3 The activity

The nature of the business being applied for is (please tick all relevant):

- | | | | |
|--|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Tavern or bar | <input type="checkbox"/> Entertainment venue | <input type="checkbox"/> Mail order | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Sports Club | <input type="checkbox"/> Restaurant or cafe | <input type="checkbox"/> Supermarket | <input type="checkbox"/> Bottle store |
| <input type="checkbox"/> Grocery Store <input type="checkbox"/> Other (please specify) _____ | | | |

Is a change proposed to approved hours of operation? ☐ Yes / ☐ No

The proposed hours of business operation are: _____

The area (m2) of the building to be licensed is: _____

Are alterations to existing buildings on the application site proposed? ☐ Yes / ☐ No

If yes, please describe these alterations and attach a plan(s) that clearly show the alterations

Are there any existing signs on the application site? ☐ Yes / ☐ No

If yes, please list the size, type and location of each existing sign (e.g. one new 1.5m wide x 1.5m high wall-mounted sign attached to the northern elevation of the building) and / or attach plans providing these details.

Are any changes proposed to existing signs and/or any new signs proposed on the application site? ☐ Yes / ☐ No

If yes, please list the size, type and location of each sign (e.g., one 0.2m high x 1.5m wide sign attached to the veranda of the building) and / or attach plans providing these details.

4 Owner / Occupier details (if different from applicant)

Owner(s):

Full name: _____

Postal address: _____

Phone: _____ Email: _____

Occupier(s):

Full name: _____

Postal address: _____

Phone: _____ Email: _____

5 Information requirements**I attach:**

- ☐
- Certificate of title and relevant interests

Search copy must be dated within the last 3 months

- ☐
- Site plan detailing the location of the building tenancy within the site

- ☐
- Floor plan showing the layout and use of the building/ tenancy including any outdoor areas.

The area(s) of the premises and/or the site where liquor is to be sold, supplied or consumed must be clearly shown.

- ☐
- Plan(s) showing any alterations to the existing building on application site

- ☐
- Plan(s) detailing all existing and proposed signs as described in Section 3 of this application form

- ☐
- Copy of any resource consent, certificate of compliance, existing use certificate, liquor planning certificate and liquor licence relating to the premises

- ☐
- Assessment against the rules of the District Plan (where the activity is legally operating as a permitted activity under the Whangarei District Plan rather than under a resource consent)

6 Declaration of applicant or authorised agent**Privacy:**

We require the information you have provided on this form to process your application and to collect statistics. We will hold and store the information, including the form and all associated reports and attachments, on a public register. The details of your application may also be made available to the public on our website.

The details are collected and disclosed to inform the general public and community groups about all applications which have been processed or issued through us. If you would like to request access to, or correction of any details, please contact us.

A link to Council's full Privacy Statement is as follows: www.wdc.govt.nz/Privacy

Fees and charges:

Subject to rights to object to, or appeal a decision on costs, in making an application you undertake to pay all costs associated with your application.

This includes:

- paying an advance fee deposit at time of lodgement*
- paying any additional costs of processing the application, including any interim invoice or invoice issued at the time a decision is made on your application*
- paying all fees associated with monitoring the conditions of an approved consent, including payment of an advance deposit fee for monitoring at the time that a decision on an application is issued*
- paying all costs (including debt collection or legal fees) of recovering any unpaid costs.*

All fees are payable in accordance with our 'Schedule of Fees and Charges':

www.wdc.govt.nz/FeesandCharges

Please note: *Where the advance fee paid is a deposit fee, you will be invoiced for any outstanding costs associated with processing the application when a decision on your application is issued.*

An advance fee for costs associated with monitoring the conditions of your consent is payable at the time of a decision on your application is issued.

In some cases, interim billing for processing costs may also occur. You will need to pay any such invoice to enable the application to continue to be processed.

Payment options: www.wdc.govt.nz/PayApplication. Please quote the type of application and name of the applicant when making your payment.

Site visit:

By signing this form, you confirm that we are permitted to undertake a site inspection(s). In relation to any such site inspection, you are responsible for providing us with information as necessary to ensure we can undertake a safe and accessible site visit.

In the case that we visit the site and are unable to undertake the site visit because of safety or access issues that have not been disclosed, you will be responsible for any costs associated with re-visiting the site, in addition to those associated with the initial visit.

Applicant declaration: (required where authorised agent is not acting on your behalf)

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

I undertake to pay all costs associated with this application. I also agree to pay all the costs (including debt collection or legal fees) of recovering any unpaid costs.

Applicant name: _____

Applicant signature _____ Date: _____

Applicant name: _____

Applicant signature _____ Date: _____

Authorised agent declaration:

As authorised agent for the applicant, I confirm that I have read and understood the above information and have fully informed the applicant of their obligations in connection with this application, including obligations relating to payment of fees and other charges. I confirm that I have the applicant's authority to sign this application on their behalf.

Agent's signature _____ Date: _____

Name of agent: _____

Company name _____ Reference: _____

Postal address: _____

Phone: _____ Email: _____

7 Address for service

Please send all correspondence to (select one):

- ☐ The applicant
- ☐ The authorised agent
- ☐ Other (please provide details)

Full Name: _____

Postal address: _____

Phone: _____ Email: _____

Section 3

Building Code Certificate Application

Building Code Certificate Checklist

Customer**Office**☐☐

Application form completed and signed

☐☐Scale plan of premises (*see guidelines*)☐☐

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 and 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