

New Club Licence

Application Pack

- Application checklist
- Fee calculator
- **Section 1:** Club Licence Application *which includes*
 - › Public Notices
 - › NZ Fire Declaration of Evacuation Scheme
 - › NDHB Public Health Questionnaire
- **Section 2:** Liquor Planning Certificate Application
- **Section 3:** Building Code Certificate Application

Please provide the following

| Applicant | WDC | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed, signed and dated application form |
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee |
| <input type="checkbox"/> | <input type="checkbox"/> | For a chartered club – a copy of the club charter |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Incorporation and Company Extract |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of the club rules or constitution |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | Map showing the location of premises within Whangarei District |
| <input type="checkbox"/> | <input type="checkbox"/> | Photo/Artist impression of outside of the premises |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed A4 scale floor plan showing: <i>please highlight</i> <ul style="list-style-type: none"> • Principle entrance/s • Area where alcohol will be sold and supplied • Area to be designated as supervised or restricted, if any |
| <input type="checkbox"/> | <input type="checkbox"/> | Written statement from building owner consenting to the applicant selling alcohol from the premises |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of menu for Food, Alcohol (including low alcohol options) and Non-alcoholic beverages |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of each Manager's Certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | Staff Training Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Host Responsibility Policy |
| <input type="checkbox"/> | <input type="checkbox"/> | Brief written statement describing the way the business will operate |
| <input type="checkbox"/> | <input type="checkbox"/> | NZ Fire Declaration of Evacuation Scheme |
| <input type="checkbox"/> | <input type="checkbox"/> | NDHB Public Health Questionnaire |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Form 7, completed (and submitted to Council for website) |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Form 7, completed (and displayed in premises window) |

An application is not duly made (complete) unless the information listed above has been provided, and payment has been made in full. An incomplete application will be put on hold.

Supporting Applications

| Applicant | WDC | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application for Liquor Planning Certificate has been applied for <i>to confirm that the proposed use of the premises meets the requirements of the Resource Management Act</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Application for Building Code Certificate has been applied for <i>to confirm that the proposed use of the premises meets the requirements of the Building Code, Building Act 2004</i> |

Public Notices

Council publish all public notices online which are available to view for 25 working days after publication. This is a free service. The public notice will be available to view within 20 working days of the application being duly made.

You can find your Public Notice at www.wdc.govt.nz/AlcoholNotices once published.

Within 10 working days after filing this application with the District Licensing Committee, the applicant must also complete Form 7 and attach 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). **This does not apply to a conveyance.**

Application Fee

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.

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

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)

| 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 |

| Cost/Risk rating | Fee Category | Application fee | Annual fee |
|------------------|--------------|-----------------|------------|
| 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 the current years’ Fees and Charges and are inclusive of GST.
- If the application is granted, the annual fee must be paid before the licence will be issued. An invoice will be issued (if it hasn’t been done so already) once the decision is made.

Section 1

Club Licence Application

OFFICE USE ONLY

Fee

Application ID

Date fee paid

Customer Service Rep

Receipt number

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-LicenceIs a licence already held for the premises concerned? Yes NoIf 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 NoIf 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? _____

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: _____

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 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: _____

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:

For Councils website

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, Te Iwitahi, 9 Rust Avenue, Whangarei.

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, 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.

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

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, Te Iwitahi, 9 Rust Avenue, Whangarei.

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, 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 notice was is published on the Whangarei District Council website.



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

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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| No ID No Service No Exceptions | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Food, low and non-alcoholic options at all times | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Intoxicated persons are not permitted on premises | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Host Responsibility Policy displayed | <input type="checkbox"/> Yes | <input type="checkbox"/> 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have an outdoor smoking area? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the outdoor smoking area enclosed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you sell tobacco products? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.

| 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 |

| Office Use | | |
|------------------------------|--|---------------------|
| Name of CSR _____ | | Date Received _____ |
| Fees Received _____ | | |
| Receipt No. _____ | | Time Received _____ |
| Tech 1 App No. _____ P _____ | | |
| RO _____ A _____ | | |

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

Please refer to separate application guidance notes at:

<https://www.wdc.govt.nz/Council/Council-documents/Standards-Guidelines-and-Rules/Resource-Consents-Application-guidance>

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

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

8. Hours of operation

The existing hours of operation are (if applicable):

The proposed hours of 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:

<https://www.wdc.govt.nz/Council/Council-documents/Fees-and-Charges>

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

| 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