

# Application for Club Licence or Renewal of Club Licence

*Section 100 and 127(2), Sale and Supply of Alcohol Act 2012*

To: Waipā District Council, Private Bag 2402, Te Awamutu 3840  
Phone: 0800 924 723 | Web: waipadc.govt.nz | Email: info@waipadc.govt.nz

To the Secretary

District Licensing Committee Waipā District Council

Application for a (*tick which licence applies*)  **Club Licence** or  **Renewal of Club Licence** is made in accordance with the particulars set out below:

## 1. Licence Details

Licence number: _____	Expiry Date: _____
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## Application Details

Will this application be lodged at least 20 working days before the licence expires?

Yes  No (see below)

Please complete request for waiver form (licensing forms on our website)

## 2. Details of Applicant

Full Legal Name of applicant: \_\_\_\_\_

Is a licence already held for the premises or conveyance concerned?  Yes  No

Applicant Status: *[under section 28 of the Sale and Supply of Alcohol Act 2012 what is the status of the applicant?]*

Individual  Partnership  Trustee  Licensing Trust

Private Company  Public Company  Local Authority

Others – advise what authority under which incorporated

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

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

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

Phone number: \_\_\_\_\_

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



If Yes, please provide details:

**8. Days and hours proposed for sale of alcohol:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**9. Details of Managers (complete for each manager or proposed manager)**

Full name of Manager	Certificate Number	Expiry Date

**10. Club Details**

Authority under which club incorporated: \_\_\_\_\_

Total membership: \_\_\_\_\_ Number of members under 18 years of age: \_\_\_\_\_

Contact details of club secretary:

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Is the sale of alcohol intended to be the principal purpose of club?  Yes  No

\_\_\_\_\_

If No, what is the intended principal purpose of the club? \_\_\_\_\_

Are you intending to engage in the sale or supply of any goods other than alcohol 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 is the nature of the other goods and services?

\_\_\_\_\_

**11. Conditions**

Experience and training of applicant: \_\_\_\_\_ *[include additional sheets if required]*

Intended provision to be made for:

Food \_\_\_\_\_ *[include menu if you have one]*

Non-alcoholic beverages \_\_\_\_\_ *[include menu if you have one]*

Low-alcohol beverages \_\_\_\_\_ *[name and percentage]*

\_\_\_\_\_ *[name and percentage]*

To what extent, and where, is drinking water intended to be freely available to patrons?

If no access to mains water supply, potability of water 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 to be taken to prevent the sale and supply of alcohol to prohibited people?

What other steps does the applicant propose to promote the responsible consumption of alcohol?

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

**12. Declarations**

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the Waipā District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand my application will not be lodged with Council until the application fee is paid and all required documents are submitted. Incomplete applications will be returned.

Signature:	Date:
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Name:	Designation :
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## Documents required to accompany applications:

- Copy of the Certificate of Incorporation
- A photograph of the exterior of the premises including the principal entrance
- An aerial map showing the location of the premises and surrounding area
- A scale plan showing:

### ***Those parts of the premises that are to be used for the sale and supply of Alcohol***

### ***Those parts of the premises that the applicant intends to be licensed***

- A written statement from the owner of the premises to the effect that the owner has no objection to the granting of the licence (***not required for renewal unless it's a variation***)
- A certificate by Waipā District Council that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the Building Code – see attached application form (***new applications only***)
- Club rules /Constitution/or document that describes/states the membership approval process for the Club
- A menu or other indication of the standard and style of the food, low and non-alcoholic drinks to be provided or proposed to be provided
- copy/copies of **actual advertised notices must also be submitted once they have been advertised OTHERWISE YOU WILL BE REQUIRED TO READVERTISE AT YOUR OWN COST**
- Copies of all Managers Certificates
- Staff training plan
- Copies of completed staff training records
- Copy of your Host Responsibility Policy
- Complete the attached statement that you have, or do not require, a Fire Evacuation Scheme pursuant to section 76 of the Fire and Emergency New Zealand Act 2017

For the purposes of Section 100 (f) Sale and Supply of Alcohol Act 2012

<b>Applicant:</b>	
<b>Postal Address:</b>	
<b>Email:</b>	<b>Phone:</b>

<b>Application number:</b>
<b>Physical address of premises:</b>
<b>Legal Description of premises:</b> <i>(i.e., lot 1 DP 5555)</i>
<b>Current Trading name of the premises if applicable:</b> <i>i.e., Te Awamutu Tavern</i>

**Council Charges**

The Council's total charges payable on the application of a Building Certificate (Sale of Alcohol) are:

- New Premises \$280.00**
- Existing Premises (New Owner) \$179.00**

<b>Name:</b>	<b>Designation:</b> <i>(ie director)</i>
<b>Signature:</b>	<b>Date:</b>

# Fire Evacuation Statement

*This statement must be accompanied with all new or renewal application for on-licence (including BYO licence), Off-licence, special and club licences in accordance with Section 100 and 127 of the Sale and Supply of Alcohol act 2012.*

Premises Name	
Premises Address	
Applicants Name	Phone number
Email	

## Fire Evacuation Scheme

Most commonly a building requires and evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons**:
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

**See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.**

*If you are unsure that the building has or requires an approved evacuation scheme, check with the building owner. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site <https://www.fireandemergency.nz/> or Contact Fire and Emergency New Zealand call **04 496 3600**.*

**I HEARBY STATE THAT – (tick one)**

- The owner of the building in which the premises are situated provide and maintains an evacuation scheme as require by section 76 of the Fire and Emergency New Zealand Act 2017:*  
**OR**
- Because of the buildings current use, its owner is not required to provide and maintain such a scheme:*  
**OR**
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintains such a scheme:*

***NOTE: if an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand) Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand***

Dated
Applicants signature

**Notes for publications:**

**For NEW Applications**

Advertisements must be placed within 20 working days of your application being formally accepted. The notice must be published twice and there must not be less than five days and not more than 10 days between the two dates of publication.

Depending on which notice this is, write either:

This is the **“first”** publication of this notice **OR**

This is the **“second”** publication of this notice. **“This notice was first published on [state date]”**. **OR**

**For RENEWAL Applications**

Advertisements must be placed within 10 working days of your application being formally accepted in a local newspaper. If you have been advised by the Licensing Inspector that your premises are rated low risk or very low risk, only one notice in the newspaper is required, in which case write **“This is the only publication of this notice”**.

**NOTE: A copy of this notice must also be displayed in a conspicuous place on, or adjacent to, the site the application refers to within ten working days of the lodging of your application.**

Once published, please provide the one or two complete pages from the newspapers your advertisement has appeared in, showing the name and date of newspaper, to the Waipā District Licensing Committee (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so)

**Public Notification**

- Application for **new or variation of** licence – two notices required
- Application for renewal Low or very low risk – one notice required
- Medium, high or very high risk – two notices required

**Do You Wish to Advertise on Council Website**

**Yes**

**No**

***(Please include the fee of \$150)***

**If you are advertising in a newspaper: copy/copies of actual advertised notices must be submitted once they have been advertised.**



**Public Notice Of Application For**  
Section 101, Sale and Supply of Alcohol Act 2012

has made application to the Waipa District Licensing Committee for the  
of a    in respect of the  
and known as

The general nature of the business    under the licence is a

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

The details of the proposed variation are (if applicable):

The application may be inspected during ordinary office hours at the office of the Waipa District Council, District Licensing Committee at either 101 Bank Street Te Awamutu or 23 Wilson Street Cambridge.

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 publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at:

The Secretary of the District Licensing Committee                          or                  email [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)  
Waipa District Council  
101 Bank Street  
Te Awamutu

No objection to the issue of a this licence may be made in relation to a matter other than a matter specified in section                          of the Sale and Supply of Alcohol Act 2012.

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