

- **Use this checklist to assist you in lodging a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.**
- **All items on this checklist must be ticked to show that they are provided. Additional information may be requested during the processing of your club-licence to confirm compliance.**

Office use Applicant use

New and renewal application

- Application Fee
- Provide a detailed A4 scale floor plan of the premises showing: (please use a highlighter pen)
 - the perimeter of the licensed area including any outdoor areas, the food and bar servery and the free water outlets
 - areas that are to be restricted or supervised
 - all principal entrances
 - location of tables and chairs, toilets and kitchen
 - the use of footpath for outdoor dining (if applicable - note: Licence to Occupy will be required from Waitomo District Council)
 - CCTV placement and security lighting (if applicable)
- A Host Responsibility Policy and details in an Implementation Plan of how the Host Responsibility Policy will be put into practice
- Copy of the Public Notice - Form 7
- NZ Fire Service evacuation statement - completed and returned with the application
- Copies of each Manager's Certificate for those nominated to manage the premises
- Copies of any material you supply to staff for training purposes
- Copy of the Certificate of Incorporation (up to 2 months old). Here is a link to the Companies Office Societies and Trusts Online website http://www.societies.govt.nz/cms/customer-support/learn-about-our-online-services/banner_template/CNAME where a copy can be printed free of charge.

New club-licence application only

- A photograph or artist's impression of the exterior of the premises
- A street map showing the location of the premises
- Copy of proposed menu and a list of alcoholic and non-alcoholic refreshments
- Written statement from the owner of the building consenting to the applicant selling alcohol on the premises. *(Note the consent must be from the same party as detailed in section 3 of the application)*
- Copy of club rules or constitution
- Copy of club charter (only if a chartered club)
- A schedule of the club's activities, including the days and hours during which the premises are used for those activities
- A Certificate of Compliance with the Resource Management Act and Building Act for the purposes of the Sale and Supply of Alcohol Act 2012

I certify that the above information is included with this application and all questions within the application have been answered in full.

Name (print clearly)

Signature

Date

Office Use Only

Accepted and checked by

Date

Amount paid

Receipt no

Is the licence sought conditional on construction or completion of building work? Yes No

If Yes, state details

Does the applicant own the proposed licensed premises? Yes No

If No, what is the full name and address of the owner

What form of tenure of the premises does the applicant have? *(include type and term of tenure)*

3. Club Details

Is the Club Incorporated? Yes No

If Yes, under what Act is the club incorporated?

Date of Incorporation

State the total membership of the club

State the number of members under 18 years of age

Name of secretary

Postal address

Contact numbers

Phone (home)

Phone (work)

Mobile

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 business?

What is the target market for the club?

Is the applicant engaged in or intending to be engaged in the sale or supply of any goods other than alcohol or 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 those other goods or services?

4. Alcohol Trading Hours

On which days and during which hours does the applicant propose to sell or supply alcohol under the licence?

Day of the week	Hours	
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

For renewal applications

Do you propose to change your current licensed hours? Yes No

If Yes, please state new days/hours sought

Day of the week	Hours	
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

5. Certified Manager Details

When alcohol is being sold or supplied to the public a certified manager (appointed under Section 217 of the Sale and Supply of Alcohol Act 2012, must be on duty at all times.

How many certified managers have been or will be employed?

State the full details of each manager or proposed manager

Full Name	<input type="text"/>		
Address	<input type="text"/>	Date of birth	<input type="text"/>
Certificate No	<input type="text"/>	Certificate expiry	<input type="text"/>
Full Name	<input type="text"/>		
Address	<input type="text"/>	Date of birth	<input type="text"/>
Certificate No	<input type="text"/>	Certificate expiry	<input type="text"/>
Full Name	<input type="text"/>		
Address	<input type="text"/>	Date of birth	<input type="text"/>
Certificate No	<input type="text"/>	Certificate expiry	<input type="text"/>
Full Name	<input type="text"/>		
Address	<input type="text"/>	Date of birth	<input type="text"/>
Certificate No	<input type="text"/>	Certificate expiry	<input type="text"/>

6. Conditions

1. What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act 2012?

2. State the experience and training of applicant.

3. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

4. What steps does the applicant propose to take in regard to promoting the responsible consumption of alcohol?

5. Please provide details of type and range of the following to be available for purchase:

5a. Food

5b. Non-alcoholic Refreshments

5c. Low-alcoholic Refreshments

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

7. If no access to mains water supply, what potability of water is intended to be available?

8. What steps does the applicant propose to take to provide assistance with, or information about, alternative forms of transport from the premises?

For renewal applications

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

If Yes, what changes are sought? *(Refer to section 5, Alcohol Trading Hours if applicable)*

What are the full reasons for the changes sought?

7. Amenity and Good Order

The reporting agencies must consider the effect the issue of the licence will have on amenity and good order. Please answer the following questions to support your application.

1. State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a site plan would assist).

2. State the number of residential neighbours within a 50m radius of the premises.

3. What security systems does the applicant have in place (e.g. lighting indoor/outdoor CCTV) and where?

4. Can the entire premises be seen by the cashier? Yes No

5. Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable? Please describe.

6. Is there good visibility into and from the premises and the street? Please describe.

7. Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's? Please describe.

8. Will the applicant employ security staff? Yes No

If Yes, when will the security staff be used?

What formal registration or qualification (such as Certificate of Approval) will security staff have?

9. Is the applicant involved in any mystery shopper/pseudo controlled purchase operation programmes? Yes No

If Yes, please state details

10. Does the applicant have a till prompt system regarding age checks? Yes No

If Yes, please state details

11. What staff training is provided regarding compliance with the Act and Host Responsibility practices? Explain the content, duration and how often this training is provided. *(Please provide copies of any written material you supply to staff regarding staff training)*

12. What other systems and staff does the applicant have in place (or intend to have in place) for compliance with the Act?

13. State clearly all types of entertainment the applicant will be providing, in particular, anything involving amplified music or large crowd-related noise.

14. Does the applicant have a noise management plan or acoustic report? Yes No
If YES, please attach

15. What soundproofing has been undertaken?

16. Where the application relates to the issue of a **new licence**:

Is this your first licensed premises? Yes No

If Yes, please attach a copy of your financial plan.

17. What is the market for the business?

18. The granting, or renewal of this application will contribute to the Object of the Act by:

Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

Steps taken to minimise the harm caused by the excessive or inappropriate consumption of alcohol:

If the application relates to renewal of club-licence:

19. Have you had any complaints from neighbours (including confirmed noise complaints) that you are aware of?

20. Has your business been subject to a Police Controlled Purchase Operation (CPO)? If so what were the results?

21. Has your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

8. Applicant Signature

Name *(print clearly)*

Signature

(Please state your relationship e.g. secretary, manager)

Dated at

this

day of

20

NOTES

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37, or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. 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 this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).
4. Application fees are set by the Ministry of Justice www.justice.govt.nz

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve informing the 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.

By signing this form, you consent to the release of the information.

APPLICANT AUTHORISATION

Licensee /Premise Name

Name (print clearly)

Signature

Date

NOTE: This declaration is to be completed, signed and returned with your application. This declaration will be forwarded, with your application to the NZ Fire Service.

Maximum number of persons allowed on the premises

Maximum number of staff employed at any one time

What hazards, substances are stored on the premises *(if any)*

I,

(full name)

declare the premises

(name of licensed premises)

for which a Club-Licence / Renewal of Club-Licence is being applied for, state that:

1. The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency New Zealand Act 2017; or
2. The building, by reason of its current use, does not require such, or the building is exempt from having to meet the requirements pursuant to Section 76(3) of the Fire and Emergency New Zealand Act 2017; or
3. A draft evacuation scheme is currently before Fire and Emergency New Zealand for approval.

Name *(print clearly)*

Signature

Dated at

this

day of

20

Public notice of application for on-licence, off-licence, or club licence (or application for variation of conditions of on-licence, off-licence, or club licence)

This notice must also be displayed in a conspicuous place to the site to which the application relates within 10 working days of filing your application.

This notice must be sent to the Waitomo News and published twice, one week apart, within 20 working days of filing your application.

It is your responsibility to do this.

(Full name, address and occupation of applicant, if a company is applicant, full name of company and address)

has made application to the District Licensing Committee at Waitomo District Council, Te Kuiti for the **issue / renewal / variation of conditions** of a club-licence

in respect of the premises situated at

--

(physical address of premises)

known as

--

(trading name)

The general nature of the business conducted (or to be conducted) under the licence is

--

(e.g. hotel, tavern, club, restaurant, function centre, bottle store)

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

--

(specify days and hours)

The application may be inspected during ordinary office hours at the office of the Waitomo District Licensing Committee, Waitomo District Council, Queen Street, Te Kuiti.

Any person who is entitled to object and wishes to object to the issue of the licence may, not later than 15 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 Waitomo District Council, PO Box 404, Te Kuiti 3941.

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.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in the section 131 of the Sale and Supply of Alcohol Act 2012.

This is the **first / second / only** publication of this notice.

This notice was first published on:

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