

## Club-licence, Club-licence Renewal, or Club-licence Variation Sections 100 and 127(2) – Sale and Supply of Alcohol Act 2012

### Please Note:

- The application must be signed by one of the following: the applicant if an individual; all members of the partnership; or the principal director/shareholder of the company.
- The information below must be included with your application for it to be accepted.

The indicative time frame for processing this application is six-eight weeks.

### You are required to provide the following:

- The application and all documentation
- Fee:** The application fee is determined by the premises' risk category. Information on licence application fees is available on the Council's website.

### Related documents

- Copy of the Club Charter, if a chartered club.
- Copy of the club rules or constitution.
- Certificate of Incorporation (if applicable)
- Photo or artist's impression of outside of premises.
- A street map showing the location of the premises.
- A detailed A4 scale plan of the interior of the premises showing the areas to be designated as restricted or supervise, and all principal entrances.
- A written statement from the owner of the building giving consent to the applicant for alcohol to be sold or supplied on the premises. **Note:** The consent must be for the same party as detailed in the applicant section of this form.
- A copy of all menus and a complete list of all alcoholic, low-alcohol and non-alcoholic drinks to be available (including details of how free water will be made available).
- A town planning certificate for the purposes of the Sale and Supply of Alcohol Act 2012.
- A building certificate for the purposes of the Sale and Supply of Alcohol Act 2012
- A current copy of the relevant certificate of title.
- Public notice – the notice must be completed and attached for checking before being placed in the newspaper or onsite
- A copy of each manager's certificate and details of the manager's experience for those nominated to manage the premises.
- Details of staff training / staff training plan
- A completed CPTED (Crime Prevention Through Environmental Design) site assessment.
- Detail of other clubs with which the club has reciprocal visiting rights for members.
- 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.
- A Host Responsibility Policy and details in an implementation plan of how the Host responsibility Policy will be put into practice.

## Application for a Club-Licence (New, Renewal or Variation) Sections 100 and 127(2) – Sale and Supply of Alcohol Act 2012

### Please read this first

This form will be scanned by electronic equipment. If you are filling this form with a pen, it is important that you:

- Use a blue or black pen to mark your answers;
- Use block capitals; and
- Print clearly.

### Privacy Statement:

Personal information contained in your application and any supporting information will be held by Central Hawke's Bay District Council. It will be provided to the District Licensing Committee, Police, and the Licensing Inspectorate, and may be provided to the Licensing Authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

To: The Secretary  
District Licensing Committee  
Central Hawke's Bay District Council  
PO Box 127  
Waipawa

### Details of application (Please print in CAPITALS)

Is a licence already held for the premises concerned?

Yes       No

If YES, state licence type and licence number.

Type of licence applied for.

New licence       Renewal of licence       Variation of conditions (including redefinition of licensed area)

### Details of applicant

Name of club.

Is the club incorporated?

Yes       No

If YES, under which Act is the club incorporated?

Date of Incorporation:

### Office Use only

Date Received:		Record Number:	
Receipt Number:		Licence Number:	
Amount Paid:		DLC Decision Number:	

### Details of applicant

Postal Address for service of documents

Town:

Postcode:

Phone Number:

Mobile Number:

Email Address:

Website:

Preferred mode of contact

Phone     Mobile     Email

Status of club

Chartered Club     Sports Club     Other (please provide details)

Main purpose of club

Total club membership:

Number of members under the age of 18:

Full name of club secretary

Occupation of club secretary

Residential address of club secretary

### Details of manager(s)

Full name and address of managers to be employed, certificate numbers of managers, expiry date of each certificate, and date of birth for each manager

Full legal name of manager

Residential address

Town:

Postcode:

Gender:

Male     Female

Date of Birth:

Certificate number:

Certificate expiry date

Full legal name of manager

Residential address

Town:

Postcode:

Gender:

Male     Female

Date of Birth:

Certificate number:

Certificate expiry date

**Details of premises**

Address of club premises

\_\_\_\_\_  
 \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Trading name used or proposed for the premises, or name of building

\_\_\_\_\_

Is the licence sought conditional on completion of building work?

Yes  No

If YES, please state details

\_\_\_\_\_  
 \_\_\_\_\_

Does the club own the proposed licensed premises?

Yes  No

If NO:

(i) What is the full name and address of the owner?

\_\_\_\_\_  
 \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

(ii) What form of tenure and term of tenure will the applicant have?

\_\_\_\_\_  
 \_\_\_\_\_

What part (if any) of the premises does the applicant intend should be designated as:

(i) A supervised area

\_\_\_\_\_  
 \_\_\_\_\_

(ii) A restricted area

\_\_\_\_\_  
 \_\_\_\_\_

**A supervised area is an area where individuals under 18 years of age may be present if they are accompanied by a parent or legal guardian. A restricted area means that no one under 18 years of age may be present. If no parts of the premises are to be designated, write "NONE" on each line above**

Does the club share the premises with any other club?

Yes  No

If YES:

(i) What is the name of the other club?

\_\_\_\_\_

(ii) What months of the year does the respective club use the premises?

\_\_\_\_\_

On which days and during what hours does the club intend to sell alcohol under the licence?

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_

**Conditions**

Describe your experience and training in the sale and supply of alcohol

What provision does the applicant intend to make for the sale and supply of: (please supply detailed lists of what is to be supplied)

(i) food (please describe type and range)

(ii) non-alcoholic refreshments (please describe type and range)

(iii) low-alcohol beverages (please describe type and range)

Describe how drinking water will be made freely available to patrons (if there is no access to mains supply, comment on the potability of water intended to be available).

What steps does the applicant propose to prevent the sale and supply of alcohol to prohibited persons?

What steps does the applicant propose to provide help with, and information about, alternative forms of transport from the licensed premises?

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

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

**Signature**

**Please note:** 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 the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will be informed.

Dated at		this		day of		2	0		
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Print Name:	
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Signature of Applicant:	
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Print Name:	
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Signature of Applicant:	
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Print Name:	
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Signature of Applicant:	
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**Public Notice / Display of Notice on Premises**

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 is required to give public notice of the application in a public notice newspaper form (see attac (see attached). The notice must be given in compliance with the Sale and Supply of Alcohol Act 2012. Except in the case of conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice for display on premises is attached in a conspicuous place or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impractical or unreasonable to do so).

## Guidelines to filling in the “Public Notice - Newspaper” below:

1. Licensee, company or club name  
\* Delete which ever does not apply (issue / renewal / variation) (on / off / club)
2. Full address of premises
3. State trading name of business
4. e.g. restaurant, hotel, tavern
5. Days and hours the business intends to operate (e.g. Monday to Sunday, 8am to 10pm)
6. \* Delete whichever does not apply (first / second / only)

This notice must be completed and attached for checking before being placed in the newspaper.

It is **YOUR RESPONSIBILITY** to book and place this advertisement in a newspaper.

## Public Notice (Newspaper) – Application Copy Section 101 – Sale and Supply of Alcohol Act 2012

1.

Has applied to the Central Hawke's Bay District Licensing Committee in Waipawa for the, issue / renewal / variation of conditions\* of an on / off / club\* licence for the premises situated at

2.

and known as

3.

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

4.

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

5.

The application may be inspected during office hours at the office of the Central Hawke's Bay District Licensing Committee at 28-32 Ruataniwha Street, Waipawa.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the first publication of notice of the application in a newspaper in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee to PO Box 127, Waipawa 4240.

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 section 131 of the Sale and Supply of Alcohol Act 2012.

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

This notice was first published on: (Please provide date)

### Guidelines to filling in the “Notice - Display on Premises” below:

1. Licensee, company or club name  
\* Delete which ever does not apply (issue / renewal / variation) (on / off / club)
2. Full address of premises
3. State trading name of business
4. e.g. restaurant, hotel, tavern
5. Days and hours the business intends to operate (e.g. Monday to Sunday, 8am to 10pm)

This notice must be completed and placed in a conspicuous place on, or adjacent to, the site to which this application relates.

## Notice (Display on Premises) – Application Copy Section 101 – Sale and Supply of Alcohol Act 2012

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## Club licence declaration

**Applicant to complete after notice has been displayed, and send with a photo of the notice on display, to**

Licensing Inspector  
District Licensing Committee  
PO Box 127  
Waipawa 4240

**Or by email to:**

[alcohol-licensing@chbdc.govt.nz](mailto:alcohol-licensing@chbdc.govt.nz)

I (print name)

Declare that the notice for display on premises has been completed and displayed as per the requirements of the Act as stated below.

The applicant must ensure that notice of the application 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), at the time the first notice is published in the newspaper. This notice must be displayed for a minimum of 10 days from the first publication in the newspaper.

### Signature of applicant(s)

Signature of Applicant:

Signature of Applicant:

Signature of Applicant:

## CPTED Checklist for on-licensed premises

### Bar Area

Bar staff have good visibility of entire premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Area behind the bar is raised to improve visibility	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Bar is open with no obstructions affecting monitoring of premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Cash registers are front facing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If cash registers are not front facing, mirrors are installed for monitoring customers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safe is out of public view	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Internal Layout

Premises is laid out so staff can monitor all patrons at all times	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
There are no obstructions within the bar causing blind spots	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Where there may be blind spots, mirrors or CCTV are installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Bar is easily approached by customers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers can easily move around the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Sufficient seating is provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers cannot climb on structures or fittings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Crowding

The premises are over crowded	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The maximum number of patrons for the premises is displayed and complied with	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Lighting

Internal lighting inside the premises is suitable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows customers to be seen as they enter the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows staff to check IDs etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting outside the premises is suitable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting outside the premises discourages loitering	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Car parks and loading bays are well lit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Street lighting is outside the premises and is working properly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Ventilation

A ventilation system is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The premises are maintained at a suitable temperature	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Toilets

Toilet facility entrances are visible from the bar area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Toilets are inspected regularly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Outdoor Drinking Areas

Outdoor drinking areas are monitored by bar and/or security staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows staff to monitor patrons	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers can move easily around the outdoor drinking areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Outdoor drinking areas are well designed from surrounding external environment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Pavement creep is evident	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Outdoor drinking areas are over crowded	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
A street trading licence or equivalent is held and is current	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### CCTV

CCTV is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
CCTV is positioned to monitor vulnerable areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers are aware of the CCTV system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff understand its operation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Entrances and Exits

Entrances and exits are visible from behind the bar area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
CCTV is installed to monitor blind entrances and exits	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Door staff monitor entrances and exits	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Where queuing occurs outside the premises, there is sufficient space	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

### Staff

There are sufficient numbers of staff to ensure control of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff are visible to customers upon entering the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff monitor the premises for conflict and crime	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Security staff are properly trained and certified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## Public Notice (Newspaper) – Newspaper Copy Section 101 – Sale and Supply of Alcohol Act 2012

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## Notice (Display on Premises) – Premises Copy Section 101 – Sale and Supply of Alcohol Act 2012

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This notice was first published on: (Please provide date)