

# Club / Renewal Licence Application Form

TO THE SECRETARY : DISTRICT LICENSING COMMITTEE

APPLICATION FOR A CLUB LICENCE. SECTION 100 AND 127 (2), OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012

Application for a club licence is made in accordance with the details set out below.

## Important information

- See Sale and Supply of Alcohol Act 2012. Club Licences and relevant parts of the Sale and Supply of Alcohol Act 2012 for specific application details.
- Your application will not be processed unless the application is completed correctly and all documentation is supplied with the application. Incomplete applications filed with the District Licensing Committee will not be accepted.

## Details of Club

please print clearly

(A) Name  
of club

(B) Is the club incorporated? If Yes,

YES

NO

(i) Under what Act is the club incorporated?

(ii) What is the date of the club's incorporation?

DD	/	MM	/	YYYY
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(C) Postal address  
for service  
documents

  

(D) Daytime  
contact name

Telephone number  
include area code

Email

(E) Is a licence already held for the Premises? If Yes,

YES

NO

Please state the kind of licence

(F) Full name and address of manager or managers to be employed, & certificate numbers of manager's certificate.

Full name  
of manager

Manager  
address

Manager  
Certificate

Full name  
of manager

Manager  
address

Manager  
Certificate

Continued next page

**(F) Status of Club** *tick appropriate box*

<input type="checkbox"/> CHARTERED CLUB	<input type="checkbox"/> SPORTS CLUB	<input type="checkbox"/> OTHER, please specify: <input type="text"/>
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**(G) State whether the sale of alcohol is intended to be the principal income of the club?**
 YES  NO
*If No, please state intended principal purpose*

**(H) State whether the applicant is engaged, or intending to be engaged in the sale and 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, please state intended principal purpose*

**(I) Total club membership**

Total Club Membership is:	How many persons are under the age of 18 years:
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**(J) Secretary details**

Full name Secretary	Occupation
Residential address	

**Premises details**

please print clearly

<b>(A)</b> Address of Club premises
<input type="text"/>

<b>(B)</b> Name / Trading Name / Name of Building
<input type="text"/>

**(c) Is the licence sought conditional upon construction or completion of the premises?**
 YES  NO
**(d) Does the applicant own the licensed premises?**
 YES  NO
*(i) If no, what is the full name and address of the owner?*

Owner full name
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Owner address
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*(ii) What form of tenure and term of tenure will the applicant have?*

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

(i) A supervised area

(ii) A restricted area

**(F) Does the club share the premises with any other club?**

 YES

 NO

(i) If Yes, what is the name of the other club?

(ii) What months of the year do the respective clubs use the premises?

## Conditions

**(A) On which days and during what hours does the club intend to sell alcohol under this licence? e.g. 4.00pm to 1.00am the following day.**

**(B) What provision does the applicant intend to make for the sale and supply of? Please list types of each to be supplied**

(i) Food?

(ii) Non-alcoholic refreshments and low-alcohol beverages?

**(C) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?**

**(D) What other steps does the applicant propose to take aimed at promoting the reasonable consumption of alcohol?**

*(E) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?*

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*(F) State the experience and training of the applicant?*

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*(G) State to what extent, and where, drinking water is intended to be freely available to members.*

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*(H) If no access to main water supply, please describe potability of water intended to be available.*

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*(I) Describe other systems (incl. training systems) and staff in place (or to be in place) for compliance with the Act?*

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**Please Note.**

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

## Amenity and Good Order of Locality

*a) Are there any schools/childcare centres or similar sensitive sites within close proximity to the premises?*

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*b) Are there any residential properties directly adjacent to the premises?*

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*c) Is any live music/DJ or similar utilised on site?*

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*d) Are you aware of any sustained noise complaints regarding the premises since the last renewal application?*

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*e) Please describe if you utilise any soundproofing to mitigate noise (i.e. drapes, soundproof gib, screening)?*

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*f) Are you aware of any failed Controlled Purchase Operations for this premises (i.e. a minor is sold alcohol as part of a Police sting operation)?*

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*g) Are there any security systems currently in place for this premises (i.e. CCTV, security lighting)?*

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*h) Is any external advertising of alcohol used for the premises (i.e. window displays, sandwich boards)?*

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# Sale and Supply of Alcohol

## Notes

1. In respect of the status of the applicant, see Section 28 of the Sale and Supply of Alcohol Act 2012.
2. For matters that are to accompany this application, see Regulation 36-42 Sale and Supply of Alcohol Regulations 2013.
3. The application must be publicly notified on two occasions as required by the Committee. This will be arranged for you, the cost of which is additional to the licence application fee and you will either be invoiced or required to pay when the application is lodged.
4. Within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of the application 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).

## Applicant signature

_____ Signature (on behalf of the Club)	_____ Date (DD/MM/YYYY)
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## Related documents

A copy of the Club Charter, if a chartered club.

 

A copy of the club rules or constitution.

 

A copy of Certificate of Incorporation.

 

A compliance certificate under the Resource Management Act.

 

A compliance certificate under the Building Act.

 

A street map showing the location of the premises.

 

A photo or artist's impression of outside of premises.

 

A schedule of the club's activities that includes the days and hours during which the premises are used for those activities.

 

A4 scale plan of the interior of the premises showing:

- areas of the premises used for the sale of alcohol
- areas of the premises (if any) to be designated as restricted or supervised
- all principal entrances

 

A written statement from the owner of the building consenting to alcohol being sold on the premises.

 

A copy of a proposed menu & list of low alcohol and non alcoholic refreshments.

 

## Fees and processing

Important Information: Club licence applications take approximately two months to process.

Cheques to be made payable to:  
**Thames-Coromandel District Council**

For fees, see our fees and charges\* page at:  
[www.tcdc.govt.nz/fees](http://www.tcdc.govt.nz/fees)

For any inquiries, please contact our:

**Customer Services Team**

Phone: 07 8680200

Fax: 07 8680234

Email: [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz)

The application can be posted to:

**The Secretary**  
**Thames-Coromandel District Licensing Committee**  
 515 Mackay Street  
 Private Bag  
 Thames 3540

Alternatively the application can be made at the following Area Service Centres:

**Coromandel Service Centre**  
 355 Kapanga Road, Coromandel

**Thames District Office**  
 515 Mackay Street, Thames

**Mercury Bay Service Centre**  
 10 Monk Street, Whitianga

**Whangamata Area Service Centre**  
 620 Port Road, Whangamata

\*Fees and charges can change annually.

**Office  
use only**

DATE & TIME RECEIVED

RECEIPT NO.

ECM DOCSETID.

APPLICATION NO.

PROCESSING OFFICER

# On /Off /Club Licence Building Evacuation Scheme Declaration Application Form

Send to:

The Secretary  
Thames - Coromandel District Licensing Committee  
515 Mackay Street  
Private bag  
Thames 3540

Application for \_\_\_\_\_

Licence

In the space above, please handwrite clearly one of the following options: ON, OFF or CLUB

Premises  
Name

Premises  
Address

**I HEREBY STATE THAT** Tick whichever one is applicable

either

1. The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21a of the Fire Service Act 1975.

or

2. The building by reason of its current use, does not require such a scheme, or the building is exempt from having to meet the requirements for such a scheme.

Licensee Name  
Please print clearly

Licensee  
Address

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)