

**KĀPITI COAST DISTRICT LICENSING AGENCY**

**APPLICATION FOR  
CLUB LICENCE**

*Section 55 Sale of Liquor Act 1989*

**1. Fee \$793.24**

**2. Three copies of application required (form attached).**

**3. Make cheque payable to Kapiti Coast District Council.**

**4. Supply all necessary documentation.**

*Contact person: Licensing Inspector  
Kāpiti Coast District Licensing Agency  
C/- Kāpiti Coast District Council,  
175 Rimu Road, Private Bag 60601  
Paraparaumu 5254*

*Ph (04) 2964805 Fax (04) 2964830*

**APPLICATION FOR CLUB LICENCE**

*Section 55, Sale of Liquor Act 1989*

To: The Secretary  
The District Licensing Agency,  
at .....

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

**1. DETAILS OF CLUB**

- (a) Name .....
- (b) Is the club incorporated?..... YES / NO  
If 'YES' (i) Under what Act is the club incorporated? .....
- (ii) What is the date of the club's incorporation? .....
- (c) Postal address for service of documents .....
- (d) Daytime contact name and telephone number (& e-mail address if available) ...
- (e) Full name and address of proposed manager/s and certificate numbers: .....

(f) Status of club (tick appropriate box)

Chartered Club  Sports Club  Other (provide details)

(g) Predominant purpose .....

.....

(h) Membership ..... of whom about ..... are under the age of 18 years.

(i) Full name, address, and occupation of the secretary .....

.....

**2. PREMISES DETAILS**

(a) Address of club premises .....

.....

(b) Is a licence sought conditional upon construction or completion of the premises?  
.....YES/NO.....

(c) Does the club own the proposed licensed premises? .....YES/NO.....

If 'NO' - (i) What is the full name and address of the owner? .....

.....

(ii) What form of tenure of the premises will the club have (including term of tenure)? .....

.....

.....

(d) What part (if any) of the premises does the club intend should be designated as -

(i) A restricted area .....

(ii) A supervised area .....

(e) 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 do the respective clubs use the premises?  
.....  
.....

**3. CONDITIONS**

(a) On which days and during what hours does the club intend to sell liquor under this licence? .....

.....  
.....

(b) What provision does the club intend to make for the sale and supply of -

(i) Non-alcoholic refreshments & food?.....

(ii) Low-alcoholic 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 responsible consumption of liquor?

.....

(e) What steps does the club propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

.....

Dated at ..... this ..... day of ..... 20 .....

Signed on behalf of the club by (Please print name).....

.....

(Signature)

.....

(Designation)