

# APPLICATION FOR CLUB LICENCE OR RENEWAL OF CLUB LICENCE



## Form 5, Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

**Send or deliver your application to:**

The Secretary  
 District Licensing Committee  
 Kāpiti Coast District Council  
 Private Bag 60601, Paraparaumu 5254  
 175 Rimu Road, Paraparaumu 5032  
 Telephone (04) 296 4700 Toll Free: 0800 486 486

<b>For Council use</b>
File #

Once this application is complete it is recommended that you make an appointment for a pre-lodgement meeting with a Licensing Inspector at the numbers given above.

Application forms cannot be accepted by the District Licensing Committee (DLC) over the counter until they have been signed off as complete by the Inspector and a fee category has been calculated. Instructions on how to complete this application are attached at the back of the form.

This application is made in accordance with the particulars set out below:		
<b>1. Application Type</b>		
<input type="checkbox"/> New Club Licence	<input type="checkbox"/> Renewal of Club Licence Licence number:	<input type="checkbox"/> Renewal of Club Licence with variation of conditions Licence number:
<b>2. Details of Applicant</b>		
Full legal name or names to be on licence:		
Whether licence already held for premises concerned: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if 'Yes', state kind of licence		
<b>3. Applicant Status by reference to section 28 of Sale and Supply of Alcohol Act 2012</b>		
<input type="checkbox"/> Natural person(s)	<input type="checkbox"/> Private Company	
<input type="checkbox"/> Body Corporate	<input type="checkbox"/> Public Company	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Incorporated Society	
<input type="checkbox"/> Other (please specify).....		
<b>4. For Applicant that is a Natural Person(s)</b>		
Full legal name:		
Any aliases (and/or maiden name):		
Usual residential address: Number	Street:	
Suburb:	City:	Postcode:

Sex:		Occupation:	
Date of birth:		Place of birth:	
Telephone:	Mobile:	Fax:	
Email:	Website:	Preferred mode of contact:	
<b>5. For Applicant that is a Body Corporate, Authority under which Incorporated</b>			
<b>6. For Applicant that is <u>Not</u> a Natural Person(s), Details of Contact Person</b>			
Name:			
Telephone:	Mobile:	Fax:	
Email:	Website:	Preferred mode of contact:	
<b>7. Postal Address for Service</b>			
Number/Street/PO Box:		Suburb:	
City:		Postcode:	
<b>8. Business Details</b>			
<i>Describe principal business, any other businesses</i>			
<b>9. Criminal Convictions</b>			
<i>Does the applicant(s) have any criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies). <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", then please provide nature of the offence, details of conviction, and penalty imposed.</i>			
<b>10. Details of Premises</b>			
Address: Number		Street:	
Suburb:		City:	Postcode:
Any name, trading name, or name of building:			
Trading Name:			
<b>If not Owned by Applicant:</b>			
Tenure: <i>(state whether to be held as leasehold, or under tenancy agreement or licence)</i>			
Full legal name of owner:			

Address: Number		Street:	
Suburb:		City:	Postcode:
Is the licence conditional on completion of building work: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", state details:			
<b>11. Details of Duty Manager(s)/Proposed Manager(s) <i>If more than two certified managers please attach details separately</i></b>			
Full legal name:			
Number of manager's certificate:		Expiry Date:	
Full legal name:			
Number of manager's certificate:		Expiry Date:	
<b>12. Club Details</b>			
State authority under which the club is incorporated:			
Membership: total membership....., number of members under 18 years of age.....			
<b>Contact details of club secretary - Name:</b>			
Address: Number/PO Box		Street:	
Suburb:		City:	Postcode:
Telephone:	Mobile:	Fax:	
Email:	Website:	Preferred mode of contact:	
Is the sale of alcohol intended to be the principal purpose of the club? <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "No", advise the intended principal purpose of the club.			
Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol, <b>non-alcoholic refreshments</b> and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and non-alcoholic refreshments, and food: <input type="checkbox"/> Yes <input type="checkbox"/> No, and if "Yes", advise the nature of other goods or services. <b>This is to assess whether other goods and services provided are compatible with the sale of alcohol.</b>			

State the days and hours proposed for sale of alcohol (this is your current licensed hours not trading hours):

Do you have an encroachment licence to consume alcohol on footpath:  Yes  No If 'Yes', please attach and number #.....

**13. Conditions**

- Write answer below or attach relevant documents that demonstrate compliance.
- When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....'

**Doc attached?  
Number.**

Describe experience and training of applicant:

Yes / No  
#.....

Describe the type and range of food intended to be available for purchase:

Yes / No  
#.....

...Conditions <i>contd-</i>	Doc attached? Number.
Describe the type and range of non-alcoholic beverages intended to be available for purchase:	Yes / No #.....
Describe the type and range of low-alcohol beverages intended to be available for purchase:	Yes / No #.....
Describe to what extent, and where, drinking water is intended to be freely available to members (if no access to mains water supply, also advise the potability of water intended to be available):	Yes / No #.....

...Conditions <i>contd-</i>	Doc attached? Number.
Describe the steps intended to be taken to provide help with and information about transport options from the premises:	Yes / No #.....
Describe the steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:	Yes / No #.....
Describe any other steps the applicant proposes to promote the responsible consumption of alcohol ( <i>for instance host responsibility practices</i> ):	Yes / No #.....

...Conditions <i>contd-</i>	Doc attached? Number.
Describe any other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:	Yes / No #.....
<p>Describe any actions that have been taken to ensure the good order and amenity of the locality would not be likely to be:</p> <ul style="list-style-type: none"><li>reduced, by more than a minimal extent, by granting the licence; or</li><li>increased, by more than a minimal extent, by the refusal to renew the licence.</li></ul> <p><i>This includes issues such as noise (including amplified music, people in outdoor areas or arriving or leaving premises), the effects on sensitive users within locality such as pre-schools, schools and medical centres:</i></p>	Yes / No #.....
<p><b>For Licence Renewal Only:</b> Describe any conditions of the licence the applicant seeks to vary or cancel: <i>To be filled in for each condition the applicant seeks to vary or cancel – attach additional pages as necessary</i></p> <p>Terms of condition at present:</p> <p>Action sought: <input type="checkbox"/> <b>Variation</b>      <input type="checkbox"/> <b>Cancellation</b>. If Variation, in what respect does the applicant seek to vary the condition?</p> <p>Full reasons for variation or cancellation:</p>	Yes / No #..... #..... #..... #.....

<b>14. Attachments</b> <ul style="list-style-type: none"> <li>When including attachments please number the hard copies, and in the first column circle 'Yes box and write the document number on '#.....')</li> </ul>	<b>Doc attached? Number.</b>
A statement, or signed declaration, regarding the premises need for an evacuation scheme, as set out in section 100(d) of the Act for new applications, or section 127(e) of the Act for renewals. Refer to Declaration form on page 11.	Yes / No #.....
Copy of planning consent – Please attach certificate to show that the proposed use meets the requirements of the Resource Management Act 1991. <i>Not required for renewal unless the business activity or type has changed since the last version.</i>	Yes / No #.....
Copies of all relevant building certificates consents: Please attach certificates to show that the premise meets the requirements of Building Code 2004. <i>Not required for renewal unless structural changes have been undertaken since the last issue or renewal.</i>	Yes / No #.....
A <b>scale</b> floor plan showing each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and the principal entrance. <i>Not required for renewal unless changes have been made since the last issue or renewal.</i>	Yes / No #.....
Copy of any certificate of incorporation (or equivalent document). <i>Not required for renewal unless changes have occurred since the last issue or renewal.</i>	Yes / No #.....
Names of other clubs with which club has reciprocal visiting rights for members:	Yes / No #.....
Please attach a photograph or artist's impression of the exterior of the premises or proposed premises. <i>Not required for renewal unless major changes have been undertaken since the last issue or renewal.</i>	Yes / No #.....
Please attach a map showing the location of the premises. <i>Not required for renewal.</i>	Yes / No #.....
For the following documents, if they are already attached in response to a previous section you do not need to provide twice. Just circle the Yes and repeat the document number you have given it.	
Please attach a copy of your Host Responsibility Policy. <i>Not required for a renewal unless there have been significant changes since the last issue or renewal.</i>	Yes / No #.....
Please attach a copy of a sample menu. <i>Not required for a renewal unless there has been a significant change in the range and nature of the food offered since the last issue or renewal.</i>	Yes / No #.....
If premises are owned by another party, please attach an owner's statement or copy of lease to show there is no objection from the owner to the issue of licence to this premise. <i>Not required for a renewal unless the lease or ownership arrangements have changed.</i>	Yes / No #.....



**15. Signature of Applicant (this must be signed by applicant not their agent)**

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

Name:

Date:

Signature:

Dated at location:

**Privacy Statement**

Information contained in your application and any supporting information will be held by Kapiti Coast District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the Kapiti Coast District Licensing Committee, the NZ Police, the Medical Officer of Health and Council's Licensing Inspectors. This information may form part of a public hearing of your application before the Kapiti Coast District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publically available.

Council is required to keep a statutory register of all applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

**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).

**ONCE YOUR APPLICATION IS COMPLETE, MAKE AN APPOINTMENT FOR A PRE-LODGEMENT MEETING WITH THE LICENSING INSPECTOR.**

**PLEASE TELEPHONE (04) 296 4700 OR TOLL FREE: 0800 486 486.**

**Before lodging Application**

Once this application is complete then ring and make an appointment for a pre-lodgement meeting with the Licensing Inspector. Please Telephone (04) 296 4700 or Toll Free: 0800 486 486. The application form cannot be accepted by the DLC over the counter until it has been signed off as complete by the Inspector and a fee category has been calculated.

**After your Application is Lodged**

**Public Notices:**

You are responsible for giving notice in the Kapiti Observer or Kapiti News within 20 working days of the Council formally accepting your application (or 10 working days if it is an application for renewal). Unless notified otherwise by a Licensing Inspector, the notice must be published once. The notice must be worded according to Form 7 (and in compliance with regulations 36, 37 and 38 of the Sale and Supply of Alcohol Regulations 2013). A Form 7 notice must also be displayed in a conspicuous place on the premises or conveyance to which this application relates for 10 days from the first newspaper notification.

**For Office Use: Application Fee Risk Categories**

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Very Low | <input type="checkbox"/> High      |
| <input type="checkbox"/> Low      | <input type="checkbox"/> Very High |
| <input type="checkbox"/> Medium   |                                    |

Application Fee Payable: \$ \_\_\_\_\_ Signature of Licensing Inspector \_\_\_\_\_

Name of Licensing Inspector \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use: Customer Service Desk Checklist:**

- Applicant has met with a Licensing Inspector, and fee has been calculated (as per above).
  - Fee has been paid
- Attachments checked?
- CSO has checked that all identified (Yes/No Ref # ..... ) attachments are attached OR
  - CSO has NOT checked that all identified documents are attached

Signature of CSO \_\_\_\_\_ Date: \_\_\_\_\_

# DECLARATION OF EVACUATION SCHEME

To be used with applications for New, or Renewal of, On, Off and Club Alcohol Licences

*(Sale and Supply of Alcohol Act 2012 sections 100 & 127)*

Licence number:	
For premises known as:	
Located at:	

I, (applicant) ..... *(please print)*

Herewith state that: *(Please delete whichever does not apply)*

(i) The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.

**OR**

(ii) Because of the buildings current use, the owner is not required to provide and maintain such a scheme.

**OR**

(iii) Because of the nature of the building, its owner is exempt from the requirement to provide such a scheme.

Signed: ..... (applicant)

Date: .....

Please include this declaration with your application for forwarding to NZ Fire Service.

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**MUST BE CONFIRMED BY AUTHORISED FIRE SAFETY OFFICER**

Signed: .....

Name: ..... *(please print)*

Date: .....