

Licence No. _____
Office use only

Premises: _____

Application for new club-licence – checklist

Your application will be publicly advertised on the Tasman District Council website free of charge for a 15 working day period. You will be sent a Site Notice to display.

Please **PRINT** clearly

Have you provided the following?

Fee

Local Authority Certificate - \$280.50

Supporting documents

You must provide copies of all these documents with your application – if you don't, your application can be delayed or rejected.

- Site plan of the premises
- Floor plan
- Manager certificates
- Host responsibility policy
- Staff training plan
- Menus and drinks lists
- Club rules or constitution
- A schedule of your club's activities
- List of clubs with reciprocal rights

Need help?

Phone Tasman District Council and ask for Alcohol Licensing on **03 543 8400** or email regulatory.admin@tasman.govt.nz

Application for new club-licence

Section 120 or 127, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Private Bag 4
Richmond 7050

The following information is taken from our records. Please fill in any blank boxes and make any alterations on this form. **Please PRINT clearly.**

Applicant details

Full legal name of club:

Trading name of club (if different):

Address:

Postal address for service of documents:

Contact details

Name of daytime contact:

Phone number(s):

Email (*this is our preferred way of contacting you*):

Status of club:

- A not-for-profit sports/recreation club
- A club with a permanent charter
- Another kind of not-for-profit club

The Act the club is incorporate under (for example, Incorporated Societies Act):

Is the main purpose of the club the sale and supply of alcohol?

Yes No, the club's main purpose is:

Total club membership (number):

Number of members under the age of 18:

Secretary's name:

Occupation:

Residential address:

Club details

Address:

Any name, trading name or name of building:

Does the applicant own the building and grounds?

Yes No Club owns building only

What is the full name, address, email and phone number of the owner?

What form and term of tenure does the club have?

Tick the box if the premises will have:

- A restricted area (*no under-18s allowed*)
- A supervised area (*under-18s must be with a parent or legal guardian*)
- Undesignated (*all ages allowed*)

Supervised and restricted areas must be shown clearly on your site plan of the premises

Days and hours

Days and hours when alcohol is intended to be sold:

Manager details

Full name of certified managers, provide their certificate numbers and expiry dates.

Name: _____ Date of birth: _____

Certificate number: _____ Expiry date: _____

Name: _____ Date of birth: _____

Certificate number: _____ Expiry date: _____

Name: _____ Date of birth: _____

Certificate number: _____ Expiry date: _____

Conditions

Describe the club's experience and training in the sale and supply of alcohol:

What actions does the club propose to take to make sure minors (*people under 18 years*) and intoxicated people are not supplied alcohol?

What other actions does the club propose to take to promote responsible alcohol consumption?

What actions does the club propose take to help with and information about transport options from the licensed premises?

What other systems (*including training*) and staff are/will be in place for compliance with the Act? (*include the method of recording how training is done*)

How and where is drinking water freely available to customers (*if there is no access to mains water supply, describe how you will make water available?*)

Provide menus or descriptions regarding the available:

- Food (describe type and range)
- Non-alcoholic refreshments (describe type and range)
- Low-alcoholic beverages (describe type and range available containing 1.15% to 2.5% alcohol)
- Alcoholic beverages (describe type and range)

If minors will be at the club, where will they access non-alcoholic beverages and food from?

Building Evacuation Statement

I confirm that (*tick the option that applies to your building*) the building in which the premises is situated has:

- an evacuation scheme for public safety that meets the requirements of section 21(b) of the Fire and Emergency New Zealand Act 2017.
- Or the building, by reason of its current use, does not require such a scheme, or the building is exempt from having the requirements of such a scheme.
- Or a draft scheme is currently before the Fire Service for approval.

Please note: The New Zealand Police are required by the Sale and Supply of Alcohol Act to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee of any convictions or concern involving the applicant. The Medical Officer of Health is also required to enquire into the application. Any concerns will be forwarded to the applicant. By signing this form, you consent to the release of this information.

Sign and Date

Dated at (place):

on (date):

Print name:

Applicant's signature:

Payment

The fee for the renewal of your licence is stated on the attached invoice. Payment can be made by:

- Internet banking to ASB 12-3193-0002048-03
- By cash or card at any Council Office (credit card payments will incur a fee)

Building or conveyance owner's consent template

To: The Secretary
District Licensing Committee
Private Bag 4
Richmond 7050

Person giving consent

Name _____ Date _____

Company (if applicable) _____

Address _____

Dear Secretary

I am the owner Body Corporate Chair building manager other*: _____

of _____
(name or address of building)

I confirm that I

consent to am authorised by the owners to consent to

the proposed sale and supply of alcohol by

(applicant name – must match application) on the following days and hours

(days and hours must match application)

The following extra conditions apply to this consent (write none if none applicable)

Yours faithfully,

(Name of person giving consent)

(Signature)

* If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building owner.