

Application for club licence or renewal of club licence

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

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

Application for: Club licence Renewal of club licence Renewal with Variation of Conditions

Club details

Name of club: _____

Type of club: Chartered club Sports club Other

If "**Other**", please describe: _____

Authority under which club incorporated: _____

Contact details of club secretary:

Name: _____

Ph.: _____ Mobile: _____

Email: _____

Postal Address for service of documents: _____

Membership: *(State total membership, and number of members under 18 years of age)*

Total: _____ Members under 18 years old: _____

Is the sale of alcohol intended to be the principal purpose of club?: Yes No

If "**No**", intended principal purpose of club: _____

Whether applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and 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**", nature of other goods or services: _____

Days and hours proposed for sale of alcohol:

Days alcohol proposed to be sold:

Proposed hours each day:

Details of premises

Address:

Any name, trading name, or name of building:

If not owned by applicant:

Tenure: *(state whether to be held as leasehold, or under tenancy agreement or licence)*

Full legal name and address of owner:

Name:

Address:

Is the licence conditional on completion of building work? Yes No

If **"Yes"**, state details

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?:

Names of other clubs with which club has reciprocal visiting rights for members:

Supporting information *(all of the following information is required to be submitted with your application)*

1. Experience and training of applicant
2. Food intended to be available for purchase *(include samples of menu)*
3. Non-alcoholic beverages available for purchase *(describe type and range)*
4. Low-alcohol beverages available for purchase *(describe type and range)*
5. To what extent, and where, drinking water is intended to be freely available to patrons *(describe)*
6. If private water supply, provide details of water treatment system
7. Steps intended to be taken to provide help with and information about transport options from the premises *(describe type and range)*
8. Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people *(describe)*
9. Any other steps the applicant proposes to promote the responsible consumption of alcohol *(describe)*
10. Other systems *(including training systems)*, and staff in place *(or to be in place)* for compliance with the Act *(describe)*

Attachments

- Copy of Local Authority Certificate
- 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
- Copy of any certificate of incorporation *(or equivalent document)*
- Photograph of principal entrance of the premises

Variation of conditions *(To be filled in for each condition to which the application relates)*

Are there any changes sought to the present conditions of the licence? Yes No

If **Yes**, what changes are sought?

Evacuation Statement

I Hereby State that: *(Please tick whichever is applicable.)*

Either:

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

Or:

(ii) The building, by reason of its current use, does not require such a scheme.

Or:

(iii) The building is exempt from having to meet the requirements for such a scheme

IMPORTANT – PLEASE ENSURE THE APPLICATION FORM IS SIGNED

Signed at _____ this _____ day of _____ 20 _____
(location) (date) (month) (year)

Signature of applicant: _____

Notes

1. This form must be accompanied by the prescribed fee, see attached form for details. Renewal application fees are as detailed in invoice.

What next?

1. Your application will be assessed to make sure you have provided all of the required information.
2. Your application must be publicly advertised within 20 working days (10 working days for renewal applications). You will be provided with the wording of the public notice and further instructions.

How to calculate your cost / risk rating and fees

$$A + B + C = \text{TOTAL WEIGHTING}$$

A		B		C		TOTAL WEIGHTING			
Types of premises	Weighting	Latest time allowed by licence	Weighting	Number of enforcement holdings in last 18 months	Weighting	Total Weighting	Cost/Risk Rating	Application Fee for all renewals, new licences and variations incl GST (\$)	Annual Licence Fee incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	15	On-licences and clubs 2.00 am or earlier Off-licences 10.00 pm or earlier	0	None	0	0 - 2	Very low	368.00	161.00
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	10	On-licences and clubs between 2.01 am and 3.00 am Off-licences any time after 10.00 pm	3	1	10	3 - 5	Low	609.50	391.00
Class 3 restaurant, other premises, Class 2 Club, Club off-licence, remote sale off-licence, other off licence premises	5	On-licences and clubs any time after 3.00 am	5	2 or more	20	6 - 15	Medium	816.50	632.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	2					16 - 25	High	1023.50	1035.00
						26 plus	Very High	1207.50	1437.50

- Definitions**
- Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the relevant TA, operate that bar at least one night a week in the manner of a tavern.
 - Class 2 restaurants** – restaurants that have a separate bar but which, in the opinion of the relevant TA, do not operate that area in the nature of tavern at any time.
 - Class 3 restaurants** – restaurants that only serve alcohol to the table and do not have a separate bar area.
 - Class 1 clubs** – clubs which has at least 1,000 of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern at any time.
 - Class 2 clubs** – clubs which are not class 1 or class 3 clubs.
 - Class 3 clubs** – clubs has fewer than 250 members of purchase age and operates a bar for no more than 40 hours each week.
 - Enforcement Holding** – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.