



Explanations in this guide are intended to assist you to complete the Club-licence Forms Numbers on the form relate to the explanatory notes in this guide

Background

It is a legal requirement under the Sale of Liquor Act 1998 that you have a licence before you can sell or supply liquor.

The District Licensing Agency (DLA) is part of the Wanganui District Council and is where you go to obtain a liquor licence.

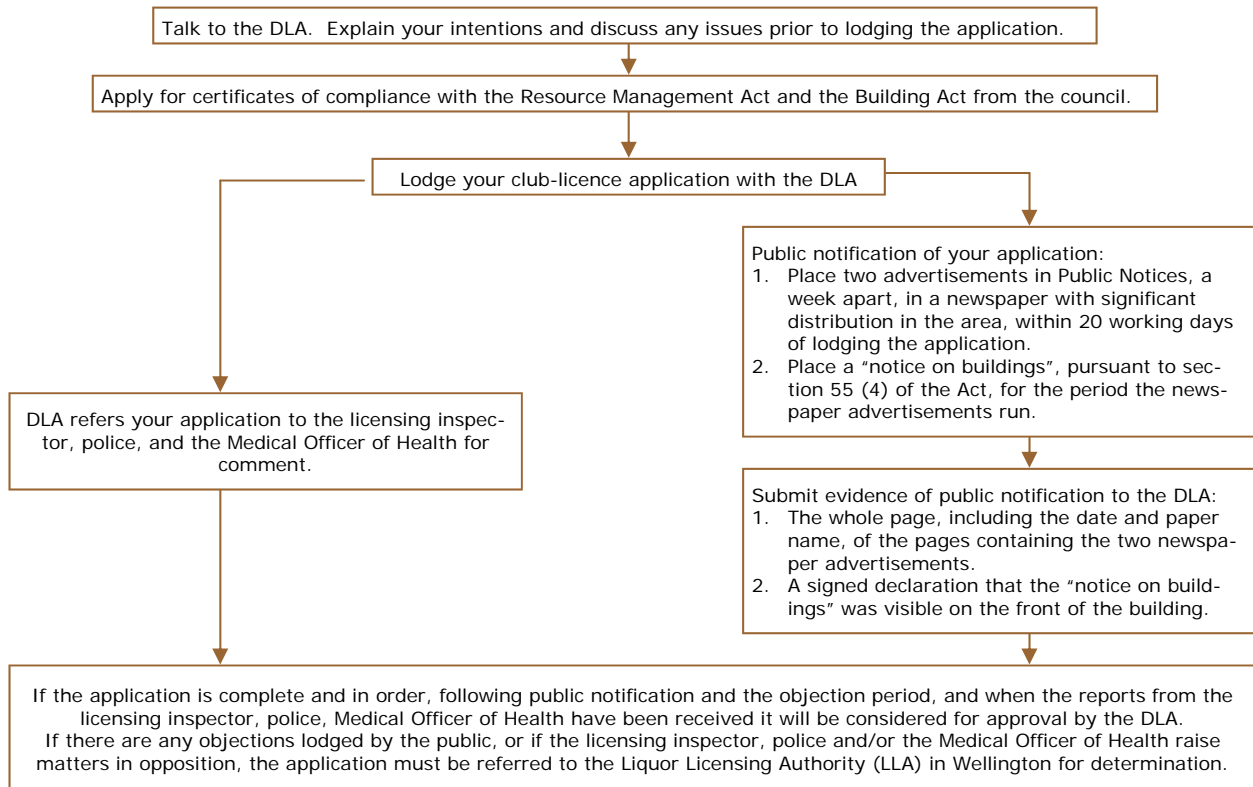
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licenses means that checks are done to make sure only people responsible enough to work within the

objectives of the Act are granted permission to sell or supply liquor. Every holder of a club licence shall appoint at least one certificated manager.

What does 'club-licence' mean?

An club-licence authorises the holder to sell or supply liquor for consumption on their premises, to any member of the club, or any person who is a guest of, and is accompanied by a member of the club, or any member of any other club with which the holder of the licence has an arrangement for reciprocal visiting rights for members for the club, but liquor cannot be removed from the site.

Process



Cost

The club-licence application fee \$793.24 and is valid for one year. Renewals also cost \$793.24 and are valid for three years.

You will also face advertising costs to meet the public notice requirements (approximately \$150-\$200). New applications will also incur additional costs to obtain planning and building certificates.

Processing times

It could take up to 8–12 weeks to process your application. If an objection is received, and application is referred to the LLA for processing, it could take longer.

The processing time is very much dependent on the applicant submitting a complete application with all attachments.

***An application for an Club-licence WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached**

1. Club applicant details

1a. Full applicant details

Write the Club name

1b. Is the club incorporated?

If yes, be sure to provide a copy of the certificate of incorporation.

1c. Postal address

This is the address where the Agency will send licenses, newsletters etc.

1d. Contact person

Daytime contact number and telephone number. Someone the Agency can speak to during normal office hours.

1e. Management of premises

Provide details of all managers employed, or are to be employed at the premises.

1f. Status of the club

Tick the appropriate category

1h. Total membership

To assist with establishing conditions etc. we need to know not only the total club membership but also what numbers of minors are also likely to be using the premises.

1i. Secretary details

Self explanatory

2. Premise details

2a. Address of club premises

You may need to discuss with council staff, if your premises are located on a council property.

2b. Construction incomplete

Tick yes if the premises are currently under construction, or construction work has yet to start. An application for a club-licence can only be accepted once a building certificate and planning certificate has been issued by the council. If your project involves a building consent, or if any consented building work has been conducted on the site since 1991, you will need to obtain a code compliance certificate (CCC) before the liquor certificate can be issued.

2c. Ownership of the proposed licensed premises

If the applicant is the occupier based on a rental or lease agreement, please provide the name and postal address of the property owner.

Where the applicant is not the owner of the premises, you will be required to submit a written statement from the owner to the effect that the owner has no objection to the grant of the licence.

2d. Designated areas

Designations of the following type may be granted to the entire premises or specified areas.

- (i) Restricted: only those aged 18 years of age or over may be present.
- (ii) Supervised: those under 18 years of age may be present if accompanied by their parent or legal guardian.

2e. Shared premises

Self explanatory

2f. Club activities

Your club may conduct a range of activities, in addition to your sporting activities such as selling food, selling liquor, providing live entertainment, gambling etc.

3. Conditions

3a. It is vital that you adhere to the days and hours approved under the licence, enforcement officers will check this once the business is operating. You are not required to be open at all times approved in your licence. However, if you wish to have the hours extended for a special event, you will need to obtain a special licence from the DLA.

The District Plan guides the hours and days of operation. Please ask council staff for guidance.

3b. Providing and actively promoting low and non-alcoholic alternatives.

Providing and actively promoting appropriate food.

3c. Arranging safe transport options.

3d. Your club licence will only be issued if you comply with all of the basic elements of a host responsibility programme. These items relate to host responsibility, which is an integral part

of the sale and supply of liquor.

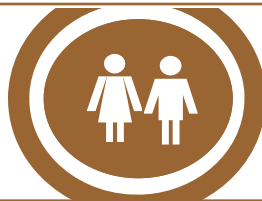
Host responsibility is the term given to the strategies that you, as a host, have in place to ensure that your premise provides a safe drinking environment. All applicants for a club-licence must be able to show how host responsibility will take place within their premise. This includes ensuring that management and staff are trained in host responsibility practices and keep updating their skills. There should be a host responsibility policy prominently displayed in your premises.

When you lodge your club-licence application, you must include a copy of your Host Responsibility policy.

3e. Identifying and responsibly dealing with under age and intoxicated people (prohibited persons).

4. Signature(s)

Please sign and date this form to confirm that the details provided in your application are true and correct. This must be signed by the licensee(s), not their agent



Fill this form out with the assistance of the Application for the Club-licence Guide—numbers on this form relate to explanatory notes in the guide.

1. Details of club

Fee \$793.24

1a. Full name details of whom ever will profit from the sale of liquor

1b. Is the club incorporated

Yes

No

If Yes—(a) Under what Act is the club incorporated?

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

1c. Postal address for service of documents

1d. Contact person (during normal office hours)

1d. Contact numbers

Phone

Mobile

Fax

Club phone number

1e. Full name and address of manager(s) to be employed, and certificate numbers of manager's certificate(s)

Name/Address/Certificate No.

Name/Address/Certificate No.

Name/Address/Certificate No.

1f. Status of the club

Chartered club

Sports club

Other (please specify)

1g. Predominant purpose

1h. Total membership

Approximate number of total membership under the age of 18 years

1i. Secretary

Full Name

Postal Address

Occupation

Notes:

The Sale of Liquor Act requires that at all times there be a secretary of the club. Within 10 working days of the appointment of a new secretary the club shall inform the secretary of the DLA of the name of the new secretary.

2. Premise details

2a. Address of club premises

2b. Is a licence sought conditional upon construction or completion of building of the premises?

Yes

No

2c. 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 applicant have? (including term of tenure)

Form of tenure

Term of tenure

(iii) Letter required from owner permitting sale of liquor from premise

2d. What part (if any) of the premises does the club intend should be designated:

(i) A restricted area

(ii) A supervised area

(iii) Undesignated area (specify reason)

2e. Does the club share the premises with any other club?

Yes

No

If **YES**:

(i) What is the name of the other club?

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

Club activities

2f. Nature of the activities

(Please attach a Schedule of the club's Activities that includes the days and hours during which the premises are used for those activities. It is essential that the hours sought for the liquor licence compliment the range of club's activities).

3. Conditions

3a. On which days and during what hours does the club intend to sell liquor under this licence?

3b. What provision does the club intend to make for the sale and supply of

(i) Food?

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

3c. What steps does the club propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

3d. What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

Please turn over

3. Conditions—continued

3e. 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?

4. Signature

	Dated at		this		day of	
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Signature (town/city) (month) (year)

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Name (print clearly)

5. Notes

Notes:

1. For the matters that are to accompany this application, see regulation 11(2) of the Sale of Liquor Regulations 1990.
2. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the 2 dates of publication.
2. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

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How to use this checklist

Use this checklist when finalising your CLUB licence to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

All items on this checklist must be TICKED to show that they are either provided (**P**) or are not applicable to your project (**N/A**).

Later additional information may be requested during the processing of your CLUB Licence to confirm compliance.

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Office Use	Applicant use	P—Information provided	N/A—not applicable to this project
	P	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the Club is incorporated) - A copy of the CERTIFICATE OF INCORPORATION or other documentary evidence of its incorporation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the Club held a Charter under Sale of Liquor Act 1962) - Identifying particulars of the Club's Charter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the CLUB'S CONSTITUTION or RULES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A PHOTOGRAPH of the exterior of the premises OR an ARTISTS IMPRESSION of the exterior of the proposed premises as they will look when they are finished.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A MAP , or a copy of a map or of a portion of a map, SHOWING THE LOCATION of the premises.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A SCALE PLAN showing:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Those parts of the premises that are to be used for the sale or supply of liquor; and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Where the Club is not the owner of the premises) - WRITTEN STATEMENT FROM THE OWNER to the effect that the owner has no objection to the grant of the Licence.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A CERTIFICATE BY THE LOCAL AUTHORITY that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Code.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The PRESCRIBED FEE of \$793.24.00 for the application.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical Officer of Health —Provide a Host Responsibility Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NZ Fire Service Evacuation Park to be returned with application.