

# CLUB-LICENCE, CLUB-LICENCE RENEWAL

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

Renewal applications **must** be submitted **at least 20 working days before** the date of expiry of the current licence. Please note working days **do not include** weekends, public holidays or the period between 20 December to 15 January inclusive. Applications made less than 20 working days prior to the expiry of the current licence **may be refused** by the District Licensing Committee.

New	Renewal	USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:	
✓	✓	1. The Application and <b>ALL</b> documentation	<input type="checkbox"/>
✓	✓	2. <b>Fee.</b> The application fee is determined by the premises risk category. Information on licence application fees can be found on page 2 of the application form or by contacting the Licensing Administrator on 03 545 8726. <b>YOU WILL BE INVOICED FOR THE APPLICATION FEE AND ANNUAL LICENSING FEE. YOUR LICENCE WILL NOT BE ISSUED UNTIL THE FEES HAVE BEEN PAID.</b>	<input type="checkbox"/>
✓		3. Certificate of Compliance for the purposes of the Sale and Supply of Alcohol Act 2012 and \$150.00 fee (new applications only)	<input type="checkbox"/>
✓		4. Certificate of Incorporation	<input type="checkbox"/>
✓		5. Copy of the Club Charter (if a chartered club)	<input type="checkbox"/>
✓		6. Copy of the club rules or constitution	<input type="checkbox"/>
✓		7. A photograph or image of the exterior of the premises	<input type="checkbox"/>
✓		8. A street map showing the location of the premises within Nelson	<input type="checkbox"/>
✓	✓	9. Detailed A4 scale floor plan of the interior of the premises showing the area(s) to be licensed, any areas that are to be designated as restricted or supervised, the principal entrance to the premises and any other entrances/exits, kitchen and toilet facilities, seating plan detailing maximum number of people for the premises, CCTV placement and security lighting	<input type="checkbox"/>
✓	✓	10. If the premises have an outdoor area, a seating plan of the outside area, together with details of how that area will be managed	<input type="checkbox"/>
✓	✓	11. Written permission from the owner of the building	<input type="checkbox"/>
✓	✓	12. Host Responsibility Policy	<input type="checkbox"/>
✓	✓	13. Information on the provision of food – copies of menus, proposed menus and types of food available	<input type="checkbox"/>
✓	✓	14. A complete list of all alcoholic, low-alcohol and non-alcoholic drinks to be available (including details of how free water will be made available)	<input type="checkbox"/>
✓	✓	15. Information on the control of sale to minors and intoxicated persons	<input type="checkbox"/>
✓	✓	16. Details of staff training/staff training plan	<input type="checkbox"/>
✓	✓	17. A copy of each manager's certificate and details of the manager's experience for those nominated to manage the premises	<input type="checkbox"/>
✓	✓	18. Details of other clubs with which the club has reciprocal visiting rights for members	<input type="checkbox"/>
✓	✓	19. A schedule of the club's activities, including the days and hours which the premises are used for those activities. Sports clubs should include playing/training schedules	<input type="checkbox"/>

## How to calculate your cost / risk rating and fees

<b>A</b>		+	<b>B</b>		+	<b>C</b>		=	<b>Total Weighting</b>			
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 new licences, renewals and variations incl GST (\$)	Annual Licence Fee incl GST (\$)
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store	<b>15</b>		On-licences and clubs 2.00am or earlier Off-licence 10.00pm or earlier	<b>0</b>		None	<b>0</b>		<b>0 – 2</b>	Very low	368.00	161.00
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	<b>10</b>		On-licences and clubs between 2.01am and 3.00am Off-licences any time after 10.00pm	<b>3</b>		1	<b>10</b>		<b>3 – 5</b>	Low	609.50	391.00
Class 3 restaurant, other premises, Class 2 Club, Club off licence, remote sale off-licence, other off-licence premises	<b>5</b>		On-licences and clubs any time after 3.00am	<b>5</b>		2 or more	<b>20</b>		<b>6 – 15</b>	Medium	816.50	632.50
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	<b>2</b>								<b>16 – 25</b>	High	1,023.50	1,035.00
									<b>26 plus</b>	Very High	1,207.50	1,437.50

### 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 have at least 1,000 members 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 that have 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.

To: The Secretary  
Nelson City Council District Licensing Committee  
PO Box 645, Nelson 7040

**Application for:**  Club Licence  Renewal of Club-Licence  Renewal with Variation of Conditions  
**Type of Club:**  Sports Club  Chartered Club  Other

If "Other", please describe:

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## 1. Cost/Risk Rating

Using the attached table, what have you assessed your cost/risk rating to be?

Assessed Rating (please tick assessed rating)	Cost/Risk Rating	Application Fee for all new licences, renewals and variations Incl GST (\$)	Annual Licence Fee Incl GST (\$)
<input type="checkbox"/>	Very low	368.00	161.00
<input type="checkbox"/>	Low	609.50	391.00
<input type="checkbox"/>	Medium	816.50	632.50
<input type="checkbox"/>	High	1,023.50	1,035.00
<input type="checkbox"/>	Very High	1,207.50	1,437.50

## 2. Club Details

**Name of Club to be on licence:**

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**Postal Address for service of documents:**

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**Daytime contact name:**

**Position:**

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**Ph:**

**Mobile:**

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**Email:**

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**Preferred mode of contact:**

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Is the Club incorporated? Yes  No

If "Yes",

(a) Under which Act is the club incorporated?

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

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Predominant purpose of the club:

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Membership numbers – over the age of 18 years:

Under the age of 18 years:

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### 3. Criminal History

Has the Applicant\*:  
 \*including traffic offences

- (a) Been convicted of **any** offence;  Yes  No
- (b) Been given diversion;  Yes  No
- (c) Received any warnings;  Yes  No
- (d) Have any matter(s) currently before the Courts;  Yes  No

If **Yes**, what are the details of each matter?

Details of offence, diversion, warning or matter before the Courts	Date of conviction, diversion, warning	Penalty Imposed

### 4. Appearances before the Alcohol Regulatory & Licensing Authority

Does the Applicant (or any of the directors or other related businesses of the directors if the Applicant is a company), have any matters before, or had any matters determined by, the Alcohol Regulatory & Licensing Authority (or previous Liquor Licensing Authority) for any reason?

If **Yes**, what are the details?  Yes  No

Reason for appearance	Date of ARLA decision	ARLA decision

### 5. Details of Premises

Address:

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Is there a licence already held for premises concerned?  Yes  No

If "**Yes**", state kind of licence:

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Does the club own the proposed licensed premises?  Yes  No

If "**No**"

Legal name of owner:

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Address:

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

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

Does the club share the premises with any other club?

Yes

No

If "Yes",

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

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

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

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## 6. Days and hours proposed for sale of alcohol

What are your normal or proposed club operating days and hours? (e.g. Thursdays and Saturdays 9.00am to 6.00pm):

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What days and hours would you like to sell alcohol (the licence hours)?

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If the licence hours sought are more than the normal club operating hours please explain why:

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## 7. Details of Managers

State the full details for each manager or proposed manager:

Name	Date of Birth	Certificate number	Certificate expiry

## 8. Conditions

**The following question relates to designated areas**

Please state what part (if any) of the premises is intended to be designated as:  
(e.g. bar area, whole premises)

(a) A restricted area (no one under 18 years of age allowed on the premises)

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(b) A supervised area (people under the age of 18 must be with a parent or legal guardian while on the premises)

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(c) Undesignated (any age allowed on the premises)

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**The following questions relate to Host Responsibility. In conjunction with completing the questions you are required to produce your Host Responsibility Policy**

- (a) What provisions does the applicant intend to make in relation to food:  
Attach menus, including all day or snack menu. What times will food be available and how will it be promoted?

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- (b) What provisions does the applicant intend to make for non-alcoholic refreshments? Attach drinks list.

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- (c) What provisions does the applicant intend to make for low-alcoholic beverages (2.5% ABV or less)? Attach drinks list.

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- (d) To what extent, and where, is drinking water intended to be freely available to patrons?

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- (e) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premises, for staff and patrons?

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- (f) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

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- (g) Is signage stating alcohol will not be sold to minors or intoxicated patrons displayed and clearly visible and if so where?

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- (h) What other steps does the applicant have in place aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by excessive or inappropriate consumption of alcohol?

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**The following questions relate to systems, staff and training**

- (a) What systems and staff training does or will the applicant have in place to ensure compliance with the law? (Attach staff training information, manager’s register or any other tools you use)

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- (b) Please provide details of the training and experience of the applicant and/or the person who will be responsible for managing the sale of alcohol (or attach CV)

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- (c) **Renewal applications only** – Have the premises been subject to police controlled purchase operations and if so, what were the results?

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**The following questions relate to amenity and good order**

- (a) Please list and note the proximity of all sensitive sites (e.g. childcare centres, schools, churches) within a 500 metre radius of the premises (include a site plan to assist).

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- (b) Are the premises located within 100 metres of residential housing? If so, how close is the nearest residential property to the premises?

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- (c) Please list the name(s) of any other licensed premises that are within a 100 metre radius of the premises.

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- (d) What security systems will be in place (e.g. indoor/outdoor lighting, CCTV) and where? (Include location on site plan if appropriate).

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- (e) How does the applicant intend to manage any noise produced by the operation of the premises? (E.g. sound proofing, no live music, limiting use of outdoor areas).

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- (f) **Renewal applications only** – Have you had any complaints from neighbours (including confirmed noise complaints) that you are aware of?

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## 9. **Evacuation Requirements**

- (a) Do ten or more people work on the premises?  Yes  No
- (b) State maximum number of customers the premises can accommodate **inside\***: \_\_\_\_\_  
*\*This information is contained in the Certificate of Compliance for the premises.*
- (c) State maximum number of customers the premises can accommodate **outside\***: \_\_\_\_\_  N/A  
*\*Information only required if the premises has an outdoor area*
- (d) Does anyone reside, lodge or sleep on the premises?  Yes  No
- (e) If **yes**, state how many people reside, lodge or sleep on the premises: \_\_\_\_\_

## 10. **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 Services 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 of such a scheme.

## 11. **Variation of Conditions**

### **For renewal applications only**

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

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

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What are the reasons for the changes sought?

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**12. Renewal applications submitted less than 20 working days before expiry**

Please provide an explanation as to why the renewal application **has not been submitted at least 20 working days\*** prior to the expiry of the current licence.

\* Working days do not include weekends, public holidays and the days 20 December to 15 January inclusive

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**13. Signature**

**Location signed at:**

**Date:**

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*(e.g. Nelson)*

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**Applicant's Name**

**Signature**

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

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.

**What next?**

- Your application will be assessed to make sure you have provided all of the required information. You will be sent a letter of acknowledgement once your application has been assessed as complete.
- The Applicant must, within 10 working days of making the application, display public notice of the application in a conspicuous place on or adjacent to the site to which the application relates. The public notice will be sent to you with your acknowledgement. Otherwise a template for the notice is available from the Council website (search phrase = alcohol licensing) or Council offices.

For enquiries please contact 546 0200 or [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)