



# Application for a Club Licence

## Section 100, Sale and Supply of Alcohol Act 2012

To: The Secretary  
Central Otago District Licensing Committee  
Central Otago District Council  
PO Box 122  
Alexandra 9340

### 1. DETAILS OF APPLICANT

Name of Club: \_\_\_\_\_  
(as to be identified on the Licence)

Postal address for service of documents: \_\_\_\_\_

Contact details:      Contact person: \_\_\_\_\_  
   Phone: \_\_\_\_\_  
   Cell phone: \_\_\_\_\_  
   Email: \_\_\_\_\_

Is the club incorporated?       Yes       No

If Yes:      (i) Authority under which the club incorporated? \_\_\_\_\_

   (ii) What is the date of the club's incorporation? \_\_\_\_\_

Type of club (tick appropriate box):

Chartered Club       Sports Club       Other (*specify*) \_\_\_\_\_

Main purpose of the club: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. DETAILS OF MANAGER(S)

Full names, addresses, certificate number and date of expiry of all managers:

Name	Address	Certificate Number	Expiry

OFFICE USE ONLY	Date Sent	Deadline Date	Date Received	Application No.
Police Report				
Licensing Inspectors Report				
MOH report				
Advertisements				Debtor No.

**3. CLUB LICENCE DETAILS**

Name of Club Secretary: \_\_\_\_\_

Number of Club Members: \_\_\_\_\_

Number of members under 18 years of age: \_\_\_\_\_

What is the general nature of the activities to be conducted by the club if the licence is granted? (*describe club activities*): \_\_\_\_\_

\_\_\_\_\_

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

If NO, what is intended to be the 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 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, what are those other goods and services? \_\_\_\_\_

\_\_\_\_\_

**4. CONDITIONS**

On which days and during which hours does the applicant intend to sell alcohol under the licence?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What part of (if any) of the premises does the applicant intend to be designated as:

(i) A supervised area \_\_\_\_\_

\_\_\_\_\_

(ii) A restricted area \_\_\_\_\_

\_\_\_\_\_

**5. ADDITIONAL INFORMATION**

a) What provisions does the applicant make for the Sale and Supply of

Food \_\_\_\_\_

Non-alcoholic refreshments: \_\_\_\_\_

Low-alcoholic beverages: \_\_\_\_\_

b) To what extent and where is drinking water made freely available to patrons?

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If there is no access to mains water supply, describe the potability of water intended to be available.

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c) What steps do you take to ensure that the requirements of the Act in relation to the sale of Alcohol to prohibited persons are observed?

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d) In the event that evidence of age documents is required, what documents do you request?

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e) What steps do you take to provide assistance with or information about alternative forms of transport from the licensed premises?

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f) What other steps do you take aimed at promoting the responsible consumption of Alcohol?

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g) What Staff training programmes do you have in place?

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Signature of Applicant

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Dated

Notes:

1. This application should be filed with the District Licensing Committee with the prescribed fees.
2. Both the application fee and annual fee can be paid with the application. Please contact a Licensing Inspector to discuss the fees which apply to your business.
3. Within 10 working days after filing this application with the District Licensing Committee the applicant must give public notice of it. 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).
4. Except in the place of conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application is attached in a conspicuous place on or adjacent to the site to which the application related (unless the Secretary of the District Licensing Committee agrees that it is impractical to unreasonable to do so).
5. Before the Public Notice is made, please ensure that you have lodged the renewed application with Council.

Public notice can be advertised on the Council website or in a local newspaper. If you wish Council to arrange for the advertising of your application, there will be an additional fee of \$137.00.

I wish to advertise on the CODC website.

## EVACUATION SCHEME STATEMENT

To accompany all new and renewal applications for On, Off and Club Licences

Section 100 (d) of the Sale and Supply of Alcohol Act 2012 which relates to new and renewal applications for On, Off and Club Licences requires one of the statements below to be signed by the applicant.

The relevant building by reason of its current use, does not require such a scheme, or the relevant building is exempt from having to meet the requirements of such a scheme.

Signed by the applicant: \_\_\_\_\_

OR

The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency Act 2017.

Signed by the applicant: \_\_\_\_\_

### Evacuation Scheme

An evacuation scheme is required for buildings where:

- The gathering together, for any purpose, of 100 persons or more.
- Providing employment facilities for 10 or more persons.
- Providing accommodation for more than 5 persons (other than in 3 or fewer household units).
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site. [www.fireandemergency.nz](http://www.fireandemergency.nz)

Please direct enquiries to:

Risk Reduction Department  
Fire & Emergency NZ  
PO Box 2360  
Wakatipu  
Phone: (03) 441 4550

## Public Notice for Online or Newspaper

	<b>Section 101, Sale and Supply of Alcohol Act 2012</b>
Full name and address of applicant	
	has applied to the District Licensing Committee in Alexandra for a Club Licence for the premises situated at:
Physical address of premises	
	and known as:
State trading name of business	
	The general nature of the business to be conducted under the licence is:
Type of club e.g. sports	
	The days on which and the hours during which alcohol is intended to be sold under the licence are:
Days and hours the business intends to operate	
	<p>The application may be inspected during office hours at the District Licensing Committee, Central Otago District Council, PO Box 122, Alexandra 9340.</p> <p>Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the date of the first publication of notice of the application in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 122, Alexandra, 9340.</p> <p>No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.</p>
Newspaper notices only	<p>This is the first / second / only* publication of this notice. The first publication was made on: _____</p> <p>* Please contact the Licensing Inspector for how many publications are required.</p>

**This notice must be completed and attached for checking by the secretary to the DLC before being published. It is your responsibility to book the newspaper publication of you choose this.**

## Public Notice to be put up at the premises

<b>Section 101, Sale and Supply of Alcohol Act 2012</b>	
Full name and address of applicant	
	has applied to the District Licensing Committee in Alexandra for a Club licence for the premises situated at:
Full address of premises	
	and known as:
State trading name of business	
	The general nature of the business to be conducted under the licence is:
Type of club e.g. sports	
	The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:
Days and hours the business intends to operate	
	<p>The application may be inspected during office hours at the Alexandra District Licensing Committee, Central Otago District Council, PO Box 122, Alexandra 9340.</p> <p>Any person who is entitled to object to the issue of the licence may, not later than 25 working days after the date of the first publication of notice of the application in a newspaper or online in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 122, Alexandra, 9340.</p>

**Applicant (if a natural person) to complete and submit with application**

- **All directors of the applicant company**
- **Secretary of applicant club**
- **For a special licence the duty manager and applicant for the event**

## Personal Information

Full name :

Gender:

(M) (F) (Other)

Date of birth:  
(dd/mm/yyyy)

NZ Driver Licence number:  
Or Passport number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names




## Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

## Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Electronic Signature



**Use this page to ensure you lodge a complete application. If not complete, your application may be returned to you.**

Attachments required to accompany new applications	
<input type="checkbox"/>	Copy of the club rules or constitution.
<input type="checkbox"/>	Copy of the Certificate of Incorporation.
<input type="checkbox"/>	A schedule of the club's activities including the days and hours during which the premises are used for those activities. Sports clubs should include playing/training schedules.
<input type="checkbox"/>	A map showing the location of the premises.
<input type="checkbox"/>	Photo or artist's impression of outside of the premises.
<input type="checkbox"/>	Detailed A4 scale floor plan of the interior of the premises showing
	<ul style="list-style-type: none"> <li>• those parts of the premises that are used for the sale and supply of alcohol;</li> </ul>
	<ul style="list-style-type: none"> <li>• each area to be designated as a supervised or restricted area and indicating whether supervised or restricted area;</li> </ul>
	<ul style="list-style-type: none"> <li>• the principal entrance or principal entrance.</li> </ul>
<input type="checkbox"/>	A written statement from the owner of the building consenting to the applicant selling alcohol from the premises.
<input type="checkbox"/>	Certificates from Central Otago District Council that the proposed use of the premises meets requirements of the Resource Management Act and the Building Code.
<input type="checkbox"/>	Statement from the building owner that the premises provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975, or that because of the building's current use or nature the owner is not required or is exempt from the requirement to provide and maintain such a scheme (see attached form to complete).
<input type="checkbox"/>	A copy of all menus and a list of all alcoholic, low-alcohol and non-alcoholic drinks to be available (including the details of how free drinking water will be made available).
<input type="checkbox"/>	A copy of each manager's certificate and details of the manager's experience.
<input type="checkbox"/>	A Host Responsibility Policy and details of how it will be put into practice.

# Application for Certificate of Compliance



## Section 100(f), Sale and Supply of Alcohol Act 2012

(Compliance with Resource Management Act 1991 and Building Code)

### 7. DETAILS OF APPLICANT

Full Name: \_\_\_\_\_

Postal address for service of documents: \_\_\_\_\_

Contact details:      Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Reason for Application:

- New Licence/change of licensee       New Licence/ premises not previously licensed  
 Change of Conditions (e.g. Licensed Hours)       Re-definition of Premises (Change of layout)

Type(s) of Alcohol Licence:       On       BYO  Off       Club

Principal business type: (i.e. Restaurant, Hotel, Tavern, Grocery store) \_\_\_\_\_

#### Hours of operation

Licensed days: \_\_\_\_\_

Licensed hours: \_\_\_\_\_

### 8. DETAILS OF PROPERTY

Name of Building: \_\_\_\_\_

Building Address: \_\_\_\_\_

Legal Description (if known) \_\_\_\_\_

Owners Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### 9. DETAILS OF BUILDING USE

- New Operation       Yes       No  
Change of Building Use       Yes       No      Previous Use \_\_\_\_\_  
Alterations requiring Building Consent       Yes       No      Building Consent number \_\_\_\_\_  
New Building       Yes       No      Building Consent number \_\_\_\_\_

**10. BUILDING LAYOUT**

- a) A to scale floor plan of the entire building.
- b) The floor plan must show male, female and/or unisex toilet facilities if available.
- c) The floor plan should also show any designated wheelchair accessible parking, the wheelchair accessible route into the building, and wheelchair accessible toilet facilities if available.
- d) The floor plan needs to show all doors, door opening width and direction of opening
- e) A table/seating layout, so as occupancy numbers can be determined.
- f) Numbered photos location referenced on the floor plan to identify the location of wheelchair accessible route/facilities, exterior final exit doors showing the Exit signage over, door latch from the inside showing the door can be unlocked from the interior without having to use a key (no sliding bolt type fixtures)
- g) Photos of any internal doors in exit paths including Exit signage.
- h) Location of designated Exit signage shown on the floor plan.
- i) Maximum staff numbers at any given time for the building.

**Please note:**

- If there is no fire alarm system the maximum occupancy of the building, including customers and staff, cannot exceed 50.
- Exit path doors opening against the direction of exit travel will limit the maximum occupancy to 50.
- If Exit signs need to be provided, recommend photoluminescent (glow in the dark type) signs are installed.



**If the building has a Compliance Schedule:**

Warrant of Fitness: Expiry Date \_\_\_\_\_ Maximum number of occupants, including staff \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application fee for both certificates, \$330.00 incl GST.

Forward the completed application to:

Central Otago District Council  
PO Box 122  
Alexandra 9340  
Telephone 03 440 0056.

These certificates are required before a licence can be issued:

Application can be made at the same time the Alcohol Licence Application.