

Record No.:
Date lodged:
Debtor No.:
Application Fee:
Receipt:
Invoice:



Westland District Council
 36 Weld Street
 Private Bag 704
 Hokitika 7842

Phone 03 756 9010
 Fax 03 756 9045
 Email council@westlanddc.govt.nz

Application for CLUB-Licence or Renewal of CLUB-Licence

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

FORM 5

To: The Secretary
 Westland District Licensing Committee
 c/- Westland District Council
 Private Bag 704
 Hokitika 7842

Application for (tick one) Club Licence or renewal of Club Licence
 is made in accordance with the particulars set out below:

Please use a separate sheet of paper if there is insufficient space provided for your answers.

1. Details of applicant

(a) Full legal name or names to be on licence: _____

(b) Postal Address for service of documents: _____

(c) Is a licence already held for the premises concerned? Yes No

If yes, provide details:

Licence Number: _____ Expiry Date: _____

(d) Status of Applicant (tick appropriate box):

- Natural Person Private Company Public Company
 Partnership Government department or other instrument of the Crown
 Manager under the Protection of Personal and Property Rights Act 1988
 Body corporate to which section 28(1)(b) of the Act applies
 Board, organisation, or other body to which section 28(1)(c) of the Act applies
 Trustee (within meaning of Trustees Act 1956)

(e) If body corporate, state authority under which incorporated:

(f) Contact details for Applicant that is a Natural Person:

Full legal name: _____

Alias (if applicable): _____

Residential Address: _____

Gender: Male Female

Occupation: _____

Date and Place of Birth: _____

Daytime contact number: _____

Email address: _____

(g) Contact details for Applicant that is NOT a Natural Person:

Full Name: _____

Phone Number: _____

Mobile Number: _____

Email Address: _____

(h) Business details: _____

(i) Criminal convictions: (State all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)

Conviction	Date

2. Details of Premises

(a) Address of premises: _____

(b) Any name, trading name or name of the building (if any): _____

(c) Name of any other club with which applicant shares premises: _____

(d) Does the applicant own the proposed licenced premises? (Tick one) Yes No

If no, please provide the following details:

Full name and address of owner: _____

(e) Tenure of the premises: (eg leasehold, under tenancy agreement or licence): _____

(f) Is the licence sought conditional on the completion of building work: (Tick one) Yes No

If yes, please provide details: _____

3. Details of Managers

Full Legal Name: _____

Certificate No. _____ Expiry: _____

Full Legal Name: _____

Certificate No. _____ Expiry: _____

Full Legal Name: _____

Certificate No. _____ Expiry: _____

(a) Authority under which club incorporated: _____

(b) Membership: (state total membership and number of members under 18 years of age) _____

(c) Contact details of club secretary: _____

(d) Is the sale of liquor intended to be the principal purpose of the club? Yes No

If no, what is intended to be the principal purpose of the club? _____

(e) Is the applicant engaged, or intending to be engaged, in the sale and supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale and supply of liquor and food?

Yes No

If yes, what is the nature of those other goods or services?

(f) What are the days and hours proposed for the sale of alcohol?

4. Details of Club

(a) What experience and training does the applicant have? _____

(b) Food intended to be available: (describe type and range) _____

(c) Non-alcoholic beverages intended to be available: _____

- (d) Low-alcohol beverages intended to be available: _____

- (e) To what extent and where will drinking water be freely available to patrons: _____

- (f) If no access to mains water supply, potability of water intended to be available: _____

- (g) What steps will be taken to provide assistance with or information about alternative forms of transport from the premises? _____

- (h) What steps will be taken to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed? _____

- (i) What other steps will be taken to promote the responsible consumption of alcohol? _____

- (j) Are any changes sought to present condition of this licence? (Tick one) Yes No
- If yes, what changes are being sought? _____

5. Attachments (Tick list)

- Copy of planning consent Copies of all relevant building certificates/consents
- Floor plan showing:
- Each area to be designated as a supervised area and indicated whether supervised or restricted area
- The principal entrance.
- Copy of any certificate of incorporation (or equivalent document)
- For body corporate applicant, copy of certificate of incorporation (or equivalent document)
- Names of other clubs with which club has reciprocal visiting rights for members

Dated at (place) _____ this _____ day of _____ 20____

 Signature of Applicant

Notes

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the Westland District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. 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).
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the district Licensing Committee agrees that it is impracticable or unreasonable to do so).

ADDITIONAL QUESTIONS

Please complete the following information in addition to the licence application/renewal form.

The granting or renewal of this application will not decrease the amenity or good order of the area by more than a minor extent because:

(Include information about staffing levels, in house practices including identification and response to intoxication, disorderly behaviour, noise, vandalism/graffiti/litter affecting neighbouring properties, types of neighbouring properties etc.)

The design and layout of our premises complies with the Act because? (Attach floor plan)

(Consider lighting and visibility especially in outdoor areas. Supermarkets and grocery stores must identify the one area of the premises where alcohol is to be promoted and displayed and how it is intended to limit as far as reasonably practicable the exposure of shoppers to displays, promotions and advertisements for alcohol. You must supply a current floor plan identifying entrances, internal layout of furniture, security cameras and monitors etc.)

The granting of renewal of this application will contribute to the Object of the Act by:

(Explain how the sale and consumption of alcohol will be undertaken safely and responsibly and the harm caused by excessive or inappropriate consumption of alcohol is minimised both to the individual and society generally.)

A scale floor plan showing:

- ◆ Those parts of the premises that are to be used for the sale and supply of alcohol; and
- ◆ Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas; and
- ◆ Each entrance to the premises that the applicant intends should be designated as a principal entrance. (Main entrance for display of licence).

**EVACUATION SCHEME STATEMENT BY THE
APPLICANT**

For

**New and Renewal of ON/OFF/CLUB/Special
Licences**

(Section 100(d) (i-iii) Sale and Supply of Alcohol Act
2012)

To: Westland District Licensing
Committee Private Bag 704
HOKITIKA 7842

Applicant:

Premises:

Address:

I hereby state that: **(Please tick one)**

	The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 (overleaf) of the Fire and Emergency Act 2017.
	Because of the building's current use, its owner is not required to provide and maintain such a scheme.
	Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Yours faithfully

.....
Signature

.....
Date

.....
Designation

A registered Evacuation Scheme is required when: the building can hold more than 100 people; there are more than 10 employees in the entire building; or overnight accommodation is provided for more than 5 people. If you are unsure whether you require an evacuation scheme, you can visit the Fire and Emergency NZ (FENZ) website www.fireandemergency.nz – go to Evacuation Advice and follow the link. Information on this site advises the criteria for requiring an evacuation scheme and has the tools and resources on how to develop one. If you still require assistance, you can contact:

West Coast Fire Safety Officer, PO Box 222, Greymouth, 7840, phone 03 768 0318, email WestCoastDistrict-CRMTeam@fireandemergency.nz.

Public notice of application for on-licence, off-licence or club-licence (or application for variation of conditions of on-licence, off-licence or club-licence)

Section 101 Sale and Supply of Alcohol Act 2012

Form 7

(Full name of applicant, address and occupation)

.....
.....
.....

has made application to the District Licensing Committee at Hokitika for the issue / renewal / variation of conditions (delete one) of a (State kind of licence) in respect of the premises situated at(Location address or the kind of conveyance) known as (Trading name of premises).

The general nature of the business conducted (or to be conducted) under the licence is (type of business eg hotel, tavern, restaurant etc).

The days on which and hours during which alcohol is (or is intended to be) sold under the licence are: (specify days and hours)

.....
.....

The application may be inspected during ordinary office hours at the office of the Westland District Licensing Committee at 36 Weld Street, Hokitika.

Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 704, Hokitika, 7842.

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.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

Office Use only (to be included on website publication)

Publishes on website: [Date]

15 day objection period ends: [Date]

Guidelines for PUBLIC NOTICES

Public notices are no longer required to be advertised in the local Newspaper. Instead they will be published on Westland District Council's website for 15 working days.

When you submit a completed new or renewal licence application to Council, the public notice will automatically be uploaded to the Council website. The cost of this will be included in your licence fee – there is no extra charge.

Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 15 working days after the date of the first application of the notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee.

A copy of the notice (Form 7) must still be displayed on site within 10 working days of the application being received by the District Licensing Committee and must be in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises. The words in italics are for your information only and do not need to be included in the notice.

If you have any queries, please contact the Licensing Inspector prior to submitting your public notice information to Council.

Renewal applications:

Note that when a renewal application includes a change of trading hours and/or designated areas, the public notice should identify the current conditions and the proposed conditions being sought.

NOTE: Working days under the Act do not include a Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereigns Birthday or Labour Day or a day in the period commencing on 20 December in one year and ending with 15 January in the next year.