

Waimakariri District Licensing Committee

Information Sheet for Application for New Club Licence or Renewal of Club Licence

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

For guidance on completing this application and information about the alcohol licensing process, please refer to our **Alcohol Licensing Guide**.

Every application should be accompanied by the following:

A Certificate from the Planning Unit stating that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the Building Code.

A map of the area showing the location of the premises.

A photograph of the exterior of the premises, or artists impression of the exterior of the proposed premises as they will look when they are finished, showing the principal entrance.

A floor plan showing:

1. Each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area.
2. The principal entrance.

Where the Club is not the owner of the premises, a written statement from the owner saying they have no objection to the granting of a Licence.

If the Club is incorporated, a copy of the certificate of incorporation or documentary evidence of its incorporation.

Where the Club held a charter under the Sale and Supply of Alcohol Act 2012, identifying particulars of the Club's charter.

A copy of the Club's constitution or rules. If the applicant is incorporated, a copy of the certificate of incorporation or documentary evidence of its incorporation.

A food menu.

A drinks menu.

A Host Responsibility Policy written by the Applicant.

A schedule of the Club's activities that includes the days and hours during which the premises are used for those activities.

Please note

- Form 7 Standard Template for Council Website and Notice to Display on Premises needs to accompany the application.
- You are required within 10 working days of lodging the application to display a public notice on the premises in a prominent visual location. This notice must be displayed for the same period that the notices appear on the Waimakariri District Council website. A declaration must be submitted to the DLC to prove your compliance with this requirement.

Please do not return this information sheet with the application.

Waimakariri District Licensing Committee

Application for New Club Licence or Renewal of Club Licence

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

To: The Secretary
Waimakariri District Licensing Committee
Private Bag 1005
Rangiora 7440

Application is made in accordance with the particulars set out below: (please tick)

Club Licence

Renewal Club Licence

Club Licence (change of conditions)

Details of applicant

Full legal name(s) to be on licence - individual or organisation:

Is the club incorporated? Yes No If 'Yes', under what Act is the club incorporated: _____

_____ Date of the club's incorporation? _____

Postal address for service: _____

_____ Post code: _____

Daytime contact name: _____

Phone number: _____ Mobile number: _____

Email: _____ Website: _____

Status of club: Chartered Club Sports Club Other: _____

Predominant purpose of club: _____

Total membership: _____ Number of members under 18 years of age: _____

Full name of Secretary: _____

Address of Secretary: _____

Occupation of Secretary: _____

Convictions of the club

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):

Nature of offence	Date of conviction	Penalty suffered

Details of managers

Full legal name, number and expiry date of Manager's Certificate for each proposed Manager:

Full legal name	Certificate number	Expiry date

Details of premises

Address of club premises: _____

Is a licence already held for these premises? Yes No

If 'Yes', licence number: _____

Is a licence sought conditional upon construction or completion of the premises? Yes No

Does the club own the licensed premises? Yes No

If 'No', what is the full name and address of the owner? _____

What form of tenure of the premises will the applicant have (including term of tenure)? _____

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

- **Restricted designation:** no person under 18 may be present on the premises.
- **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or legal guardian.
- **Undesignated:** any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

Area	Designation:

If 'Yes':

Describe the type and range of food intended to be available for purchase, or alternatively attach a food menu to the application. For information on registering food business, please visit our **website**.

Describe the type and range of beverages intended to be available for purchase, or alternatively attach a drinks menu to the application. Please ensure that non-alcoholic (<0.5% ABV) and low-alcohol (0.5—2.5% ABV) beverages are clearly identified.

What steps does the club propose to take to provide assistance with, or information about, alternative forms of transport from the club, for staff and patrons?

Describe any other steps the applicant proposes to promote the responsible consumption of alcohol:

What steps does the club 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?

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

Describe other systems (including training systems) and staff that are in place (or to be in place) for compliance with the Act:

What are the current and possible future noise levels and how does the applicant intend to mitigate them?

What are the current and possible future levels of nuisance and vandalism and how does the applicant intend to mitigate them?

What other licensed premises are there in the vicinity of these proposed premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain):

What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?

Attachments

Please attach the following documents:

- Host Responsibility Policy
- Floor plans
- Photograph of the principal entrance of the premises
- Certificate of Incorporation (if applicable)
- Food menu
- Drinks menu
- Background information on applicant(s) - experience and training
- Owner's permission in writing (if not the owner of the property)

For application fees refer to the Registered Premises Fees and Charges on our **website (waimakariri.govt.nz/services/fees-and-charges)**. Accepted methods of payment are either by cash, eftpos or internet banking. If you want to pay your application fee by internet banking, please email in your completed application to **IM@wmk.govt.nz**

Council staff will contact you by email with the reference number for payment. Processing of your application will commence once payment has been received.

Important to note - public notification of application

- Within 20 working days after filing this application with the District Licensing Committee (DLC) (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).
- Except in the case of a conveyance, within 10 working days after filing this application with the DLC, the applicant must ensure that notice of this application in Form 7 is attached in a prominent visual location on or adjacent to the site to which this application relates (unless the Secretary of the DLC agrees that it is impracticable or unreasonable to do so).

Privacy Statement

Information contained in your application and any supporting information will be held by Waimakariri District Council to enable your application to be processed under the *Sale and Supply of Alcohol Act 2012*. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Council's Licensing Inspectors) for the purposes of assessing and reporting on your application, and to the Waimakariri District Licensing Committee (DLC) for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Waimakariri DLC and may be used in the Committee's decision for your application. Decisions will be made publicly available.

The Council is required to keep a record of every premises licence application (including for renewals and variations) filed with the DLC and the Committee's decision on it. This information (which includes the application and all attachments) is made available to the Council's Licensing Inspectors, the Medical Officer of Health, and the Police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, Duty Manager appointments, and the Act. The Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the *Local Government Official Information and Meetings Act 1987*, request access to information held by the Council. The *Privacy Act 2020* applies to the Council and under that Act, you have the right to see and correct personal information that the Council holds about you.

I have read and understood the above privacy statement: Yes No

Authorisation

Applicant name: _____

Date: _____

Applicant signature: _____

(must not be signed by an Agent or Solicitor).

PLEASE NOTE - A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

Processing timelines

Applications should be made well before your certificate is required. On average about 6-8 weeks is required for a standard application to allow for processing, the required public notice period of 25 working days, statutory reporting on your application, and issuing of a DLC decision on your licence. Timelines will be longer if there are agency oppositions or missing information on your application.