

# Checklist

## Club Licence or Renewal of Club Licence

Sale and Supply of Alcohol Act 2012



### The following must be included in your application or it will be returned

Please tick when completed:

- Completed application
- Prescribed fee
- List of other clubs/organisations with which the club has reciprocal visiting rights for members
- A menu with food descriptions and prices (or any other indication of the standard and style of food)
- A beverage list showing beverage range and prices
- Completed Building Evacuation Declaration (attached)
- Copies of Managers' Certificates
- Copy of the Host Responsibility Policy
- Public Notices (attached - to be checked before you place it in the newspaper and display it on the premises)
- A4 or A3 to scale plan, clearly labeled, showing all of the following (for new application; renewal only if changes made to area):
  - The parts of the premises to be used for the sale or consumption of alcohol
  - The parts of the premises (if any) intended to be restricted, supervised or undesignated areas
  - The principal entrance
- Map showing location of premises (new application)
- Photo or artist's impression of the premises (new application)
- Certificate of Incorporation (new application)
- Copy of the Club Charter, club rules or constitution (new application)
- Completed Building Owner's Approval (new application, attached)
- Copies of Planning and Building certificates (new application)
- Covering letter including any additional information relevant to this application (new application)

#### IF REQUIRED:

- Security plan
- Noise Management Plan (details noise sources and how they will be managed; may include an acoustic report)
- CPTED site assessment (attached)

#### Notes:

- The applicant must be the person or entity that will take any money from the sale of alcohol.
- Additional information may be requested during the processing period.
- Applications take a minimum of 6-8 weeks to process.

### Fees

Application and Annual Fees are set by a cost/risk framework under the Sale and Supply of Alcohol (Fees) Regulations 2013. Information about the fee framework is available on your local council's website. Fees include GST and are non-refundable.

If it is determined that your fee category should be changed, any additional fee must be paid before the licence is issued.

For new applications, the application fee must be paid when the form is submitted, and the annual fee must be paid any time **before** the licence is issued. For all other applications, fees must be paid when the application is submitted.

Fee category	Application fee	Annual fee
Very low	\$368	\$161
Low	\$609.50	\$391
Medium	\$816.50	\$632.50
High	\$1023.50	\$1035
Very High	\$1207.50	\$1437.50

### Office Use Only

Risk category:  Fee:  Payment received:  /  /

Public notices checked:  /  /  Initial:

Application

# Club Licence or Renewal of Club Licence

*Sale and Supply of Alcohol Act 2012*



To: The Secretary

District Licensing Committee

*(Please tick one)*

- Carterton
- Masterton
- South Wairarapa

NCS No. \_\_\_\_\_

## I Application Details

**a)** Application type (choose **one**):

- New Club Licence (section 100)
- Renewal of Club Licence (section 127(2))
- Renewal of Club Licence with Variation (sections 120 and 127(2))

**b)** Variations to current licence conditions *(if any)*:

**(i)** Which condition(s) do you want to vary *(attach a separate page if necessary)*:

**(ii)** Full reasons why variation is sought *(attach a separate page if necessary)*:

## 2 Applicant Details

**a)** Full name(s) to be on licence *(Exact club name, or your full legal name)*:

**b)** Status of Applicant:

- Incorporated society (sport or recreational activity)
- Incorporated society (other)
  
- Other Body Corporate

c) Postal address for service of documents:

d) Contact Details:

Name

Telephone

Mobile

Email

Website

Preferred means of formal contact  Mail  Email

e) Is the club incorporated  Yes  No

If **yes**:

(i) Under which Act is the club incorporated?

(ii) The date of incorporation

f) Status of club:

Chartered  Sports  Other (*specify*)

g) Main purpose of club:

h) Total club membership:

i) Number of members under 18:

j) Secretary's name:

k) Daytime telephone number (preferably the Secretary's)

### 3 Club Details

a) Address of club premises:

b) Trading name:

c) Is the licence sought conditional on completing construction work?  Yes  No

If **yes**, please provide details:

d) Does the applicant own the proposed licensed premises?  Yes  No

If **no** attach a completed building owner's approval form (page 7 of this form)

(i) What is the full name of the owner?

(ii) What form of tenure, and term of tenure, will the applicant have? (e.g. *leasehold, tenancy*)

e) Does the club share the premises with any other club?

Yes

No

If yes:

(i) The name of the other club(s)

(ii) The months of the year the other club(s) use the premises

f) Will the sale of alcohol be the principal purpose of the business?

Yes

No

If **no**, indicate what will be principal purpose of the business:

g) Which days and hours do you propose to sell or supply alcohol under the licence?

#### 4 Managers' Details

Full Name	Date of Birth	Certificate Number	Expiry Date

#### 5 Conditions

a) Describe your experience and training in the sale and supply of alcohol:

**b)** Attach a menu and beverage list that describes food and beverage types, ranges and prices.

**c)** Describe to what extent and where drinking water will be freely available to patrons:

**d)** If there is no access to mains water supply, please comment on the potability of the water that will be available:

**e)** Describe the steps that will be taken to prevent the sale and supply of alcohol to minors and intoxicated people:

**f)** Describe what steps will be taken and what information will be provided to help with transport options from the licensed premises:

**g)** Describe what other steps will be taken to promote the responsible consumption of alcohol:

**h)** Describe any other systems (including training) and staff that are, or will be, in place to comply with the Act. Attach a copy of your staff training plan/systems if applicable:

## Club-Licence

### NOTES:

1. 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 the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.
2. This application, including personal information, will be available to the public and media as part of the District Licensing Committee's decision-making process.
3. This form must be accompanied by the prescribed fee.
4. The applicant must give public notice of this application (in Form 7) within 20 working days of filing with the District Licensing Committee (10 days for a renewal). The notice must comply with regulation 36, 37 or 38 (whichever applies) of the Sale and Supply of Alcohol Regulations 2013.
5. Except in the case of a conveyance, 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, within 10 working days of filing with the District Licensing Committee. The Secretary of the District Licensing Committee may waive this requirement if it is deemed impracticable or unreasonable to display the notice.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

### Applications must be submitted to the local council where the premises is located:

**District Licensing Committee  
Masterton District Council**

PO Box 444  
Masterton 5840

T 06 370 6300  
E alcohol@mstn.govt.nz  
www.mstn.govt.nz

**District Licensing Committee  
Carterton District Council**

PO Box 9  
Carterton 5743

T 06 379 4030  
E health@cdc.govt.nz  
www.cdc.govt.nz

**District Licensing Committee  
South Wairarapa District Council**

PO Box 6  
Martinborough 5741

T 06 306 9611  
E health@swdc.govt.nz  
www.swdc.govt.nz



Club Licence

## Building Evacuation Declaration

Before completing this declaration, check with the Fire Service to ensure the building your premises are in has a Building Evacuation Scheme. Contact the Fire Safety Officer at the NZ Fire Service on 0800 347 346 or email [evacmanagehutt-wairarapa@fire.org.nz](mailto:evacmanagehutt-wairarapa@fire.org.nz).

Premises name

Premises address

### I HEREBY STATE THAT

- The building in which the premises are situated has an evacuation scheme for public safety that meets the requirements of Section 21a of the Fire Services Act 1975.

### OR

- The building in which the premises are situated, by reason of its current use, does not require an evacuation scheme, or the building is exempt from having to meet the requirements for such a scheme, **HOWEVER**, the building *does* have an evacuation procedure.

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 Building Owner's Signature

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 Licensee Signature

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 Building Owner's Name (print)

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 Licensee Name (print)

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 Date

---

 Date


Club Licence

## Building Owner's Approval

*If the applicant is not the owner of the building, the owner must complete this form. **Required for new applications.***

Premises name

Premises address

**I HEREBY STATE THAT** I have no objection to the Club-Licence being granted to allow the sale and supply of alcohol from the above premises.

\_\_\_\_\_  
**Building Owner's Signature**

\_\_\_\_\_  
**Building Owner's Name (print)**

\_\_\_\_\_  
**Date**





## Club Licence

**CPTED Checklist for Club Licensed Premises**

<b>BAR AREA</b>			
Bar staff have good visibility of entire premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Area behind the bar is raised to improve visibility	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Bar area is open with no obstructions affecting monitoring of premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Cash registers are front facing	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
If cash registers are not front facing, mirrors are installed to monitor customers	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Safe is out of public view	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>INTERNAL LAYOUT</b>			
Premises is laid out so staff can monitor patrons at all times	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There are no obstructions within the bar causing blind spots	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Where there may be blind spots, mirrors or CCTV are installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Bar is easily approached by customers	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Customers can easily move around the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Sufficient seating is provided	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Customers cannot climb on structures or fittings	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>CROWDING</b>			
There premises are not overcrowded	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The maximum number of patrons for the premises is displayed and complied with	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>LIGHTING</b>			
Internal lighting is suitable	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Lighting allows for door staff to check ID and similar	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Lighting allows staff to monitor patrons within the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
No areas are too dark inside the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Internal lighting can be raised in an emergency/incident or at closing time	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
External lighting is suitable	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
External security lighting is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>VENTILATION</b>			
A ventilation system is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
The premises are maintained at a suitable temperature	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

## CPTED Checklist continued

<b>OUTDOOR DRINKING AREAS</b>			
Outdoor drinking areas are monitored by bar and/or security staff	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Lighting allows staff to monitor patrons	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Customers can move around easily in outdoor drinking areas	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Outdoor drinking areas are well defined from surrounding environment	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Pavement creep is not evident	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Outdoor drinking areas are not overcrowded	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
A current street trading licence or equivalent is held	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>CCTV</b>			
CCTV is installed	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
CCTV is positioned to monitor vulnerable areas	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Patrons are aware of the CCTV system	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff know how to operate the CCTV system	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>ENTRANCES AND EXITS</b>			
Entrances and exits are visible from behind the bar area	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
CCTV is installed to monitor blind entrances and exits	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Door staff monitor entrances and exits	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
There is sufficient space for queuing outside the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>TOILETS</b>			
Toilet facility entrances are visible from the bar area	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Toilets are inspected regularly	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

<b>STAFF</b>			
There are sufficient numbers of staff to ensure control of the premises	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff are visible to patrons	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Staff monitor the premises for conflict and crime	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>
Security staff are properly trained and certified	yes <input type="checkbox"/>	no <input type="checkbox"/>	n/a <input type="checkbox"/>

**Public Notice : Club Licence**

Section 101 Sale and Supply of Alcohol Act 2012

Licensee Name

Address

has made an application to the District Licensing Committee at:

**Carterton District Council**       **Masterton District Council**       **South Wairarapa District Council**

for the  Grant     Renewal     Renewal with variation

of a Club Licence in respect to the premises situated at (address):

Known as (business name):

The general nature of the business conducted / to be conducted under the licence is (e.g. golf club, rugby club):

The days and hours during which alcohol is / is intended to be sold under the licence are:

The following variation(s) to the conditions of licence are sought (if applicable):

The application may be inspected during ordinary office hours of the relevant District Licensing Committee where the premises is located. Any person who is entitled to object, and who wishes to object to the grant of the application, may, no later than 15 working days after the date of the first publication of this notice, file their objection in writing with the Secretary of the relevant District Licensing Committee:

<p><b>Masterton District Council</b> 161 Queen Street, Masterton PO Box 444 Masterton 5840</p>	<p><b>Carterton District Council</b> Holloway Street, Carterton PO Box 9 Carterton 5743</p>	<p><b>South Wairarapa District Council</b> 19 Kitchener Street, Martinborough PO Box 6 Martinborough 5741</p>
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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,

**OR**

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.

This is the  **First**     **Second**     **Only**    publication of this notice (date) \_\_\_\_\_

The first publication was on (date) \_\_\_\_\_

**This notice must be completed and attached to the Club Licence application so a Licensing Inspector can check it before it is placed in a newspaper. It is the applicant's responsibility to advertise this notice in either the Wairarapa Times-Age or the Wairarapa News.**

**Public Notice : Club Licence**

Section 101 Sale and Supply of Alcohol Act 2012

Licensee Name

Address

has made an application to the District Licensing Committee at:

**Carterton District Council**       **Masterton District Council**       **South Wairarapa District Council**

for the  Grant     Renewal     Renewal with variation

of an Club Licence in respect to the premises situated at (address):

Known as (business name):

The general nature of the business conducted / to be conducted under the licence is (e.g. golf club, rugby club):

The days and hours during which alcohol is / is intended to be sold under the licence are:

The following variation(s) to the conditions of licence are sought (if applicable):

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