



# Application for Club Licence

## Instruction Sheet

### **SOUTH WAIRARAPA DISTRICT LICENSING AGENCY**

PO Box 6, Martinborough 5741

Telephone (06) 306 9611

Fax: (06) 306 9373

#### **SECTION 55:**

- (1) Every application for a club licence shall -
  - (a) Be made in the name of the club who will hold the licence if the application is granted, and
  - (b) Be made in the prescribed form and manner; and
  - (c) Contain the prescribed particulars; and
  - (d) Be accompanied by the prescribed fee; and
  - (e) Be accompanied by a certificate by the local authority that the proposed use of the premises meets requirements of the Resource Management Act 1991 and of the Building Code.
- (2) Every application shall be filed with the District Licensing Agency for the district in which the premises are situated.
- (3) Within 20 working days after filing the application, **the applicant shall give public notice** of the application in the prescribed form. (*FORM 1*)
- (4) Within 10 working days after the filing the application, the applicant must ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates. (*FORM 1A*)
- (5) The applicant is not required to ensure that notice of the application is attached in accordance with subsection (4), if the Secretary of the District Licensing Agency agrees, *in writing*, that it is impractical or unreasonable to do so.

#### **REGULATION 11:**

- (1) An application for a club licence shall be in Form 8
- (2) Every application for a club licence shall be accompanied by the following:
  - Two copies of the application:
  - (*Where the club is incorporated*)  
A copy of the certificate of incorporation or other documentary evidence of its incorporation:
  - (*Where the club held a charter under the Sale of Liquor Act 1962*).  
Identifying particulars of the club's charter:
  - A copy of the club's constitution or rules:

- A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished:
- A map, or a copy of a map or of a portion of a map, showing the location of the premises:
- A plan showing:
  - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
  - (ii) Those parts of the premises (if any) that the club intends should be designated as restricted or as supervised areas:
- (*Where the club is not the owner of the premises*).  
A written statement from the owner to the effect that the owner has no objection to the grant of the licence:
- A certificate by the local authority that the proposed use of the premises meets town planning requirements:
- A schedule of the club's activities that includes the days and hours during which the premises are used for these activities:
- The prescribed fee **\$793.24**
- Where the application relates to any premises, be accompanied by a statement (form attached) by the applicant that:
  - (i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of section 21A of the Fire Service Act 1975; or
  - (ii) The building, be reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.
- A letter from the applicant supporting their application describing the premises and detailing the operation of the premises.
- A copy of the manager's certificate and any other qualifications and/or certificates relevant to the application.
- A copy of the Host Responsibility Policy.
- Complete the site notice declaration form.

NOTE:

As soon as possible after the second publication of the notice, and before the hearing or determination of the application, the applicant must deliver a copy of each public notice and details of the dates and newspapers in which the notice was published for the first and second time to the Secretary of the District Licensing Agency or (as the case may require) to the Secretary of the Licensing Authority.



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PO Box 6, Martinborough 5741  
Telephone (06) 306 9611  
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# Application for Club Licence

*Section 55, Sale of Liquor Act 1989*

Application No. ....

DLA Ref: .....

TO: The Secretary  
South Wairarapa District Licensing Agency  
PO Box 6  
**MARTINBOROUGH**

Application for a club licence is made in accordance with the details set out below :-

**1. DETAILS OF CLUB**

- (a) Full Name.....
- (b) Is the club incorporated? Yes / No  
If yes -
  - (i) under what Act is the club incorporated? .....
  - (ii) what is the date of the club's incorporation? .....
- (c) Postal address for service of documents.....
- (d) Daytime contact name and telephone number .....
- (e) Full name, address and certificate number of manager/s to be employed

Name:.....Certificate No.....

Address:.....

Name:.....Certificate No.....

Address:.....

Name:.....Certificate No.....

Address:.....

- (d) Status of club (*tick appropriate box*):  
 Chartered Club  Sports Club  Other (provide details)
- (e) Predominant purpose: .....
- (f) Membership ..... of whom about ..... are under the age of 18 years.
- (g) Full name, address and occupation of the secretary: .....

**2. PREMISES DETAILS**

- (a) Address of club premises: .....
- (b) Is a licence sought conditional upon construction or completion of the premises? Yes / No
- (c) Does the club own the proposed licensed premises: Yes / No  
 If no -
- (i) what is the full name and address of the owner? .....
- (ii) what form of tenure of the premises will the club have (including term of tenure?) .....
- (d) What part (if any) of the premises does the club intend should be designated as –
- (i) a restricted area: .....
- (ii) a supervised area: .....
- (e) Does the club share the premises with any other club? Yes / No If Yes, -
- (i) what is the name of the other club? .....
- (ii) what months of the year do the respective clubs use the premises? .....

**3. CONDITIONS**

- (a) On which days and during which hours does the club intend to sell liquor under this licence?  
 .....
- (b) What provision does the applicant intend to make for the sale and supply of –
- (i) food? .....
- (iii) non-alcoholic refreshments and low-alcohol beverages? .....

(c) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

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

(d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

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

(e) What steps does the club propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

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

Dated at ..... this ..... day of ..... 20 .....

Signed on behalf of the ..... club

by

.....  
**Designation**

**NOTES:**

1. For the matters that are to accompany this application, see regulation 11(2) of the Sale of Liquor regulations 1990.
2. Within 20 working days after filing this application with the District Licensing Agency, the applicant must given public notice of the application in form 1. The notice must be published twice in a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, *Wairarapa Times Age*, *Wairarapa News* with not less than 5 days and not more than 10 days between the 2 dates of publication.
3. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees *in writing* that it is impracticable or unreasonable to do so).



Newspaper Advertisement

# PUBLIC NOTICE

*Sections 9(4), 16(2), 18(3), 31(3), 39(2), 41(3), 55(3), 62(2), 64(3), and 76(4), Sale of Liquor Act 1989  
(Delete where not applicable)*

.....

.....  
*(Full name, address and occupation of applicant)*

has made application to the District Licensing Agency at South Wairarapa District Council for the grant (or renewal) of a

..... in respect of the premises situated  
*(specify type of licence)*

at..... (or the .....)  
*(address) (specify type of coveyance)*

known as .....

The general nature of the business conducted (or to be conducted) under the licence is

.....  
*(Type of business, for example, hotel, tavern, restaurant, entertainment/nightclub)*

The days on which and the hours during which liquor 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 South Wairarapa District Licensing Agency at the South Wairarapa District Council, 19 Kitchener Street, Martinborough

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 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 Agency at South Wairarapa District Council, PO Box 6 Martinborough, 5741

This is the first publication of this notice.....*(date)*

or

This is the second publication of this notice.....*(date)*



Site Notice

# PUBLIC NOTICE

**Sections 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4), 62(2A), 64(4), and 76(4), Sale of Liquor Act 1989**  
(Delete where not applicable)

.....  
.....  
(Full name, address and occupation of applicant)

has made application to the District Licensing Agency at South Wairarapa District Council for the grant (or renewal) of a

.....in respect of the premises situated  
(specify type of licence)

at..... (or the .....)  
(address) (specify type of coveyance)

known as .....

The general nature of the business conducted (or to be conducted) under the licence is.....  
.....  
(Type of business, for example, hotel, tavern, restaurant, entertainment/nightclub)

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

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**New/Renewal of Licence  
Building Evacuation Scheme Declaration**

*(Have you checked with the Fire Service that the building your premises is in has a building Evacuation Scheme before completing this declaration? Any enquiries regarding schemes or procedures should be referred to Masterton Fire Service)*

Application for renewal of On  Off  Club  licence *(tick the applicable)*

**Date:**.....

**Premises Name:**.....

**Premises Address:**.....

**I HEREBY STATE THAT** *(Tick whichever is applicable)*

Either:

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Sections 21s of the Fire Service Act 1975

OR

The building by reason of its current use, does not required such a scheme, or the building is exempt from having to meet the required for such a scheme

OR

The building in which the premises are situated has an evacuation procedure

.....  
Licensee Signature

To: District Licensing Agency

South Wairarapa District Council

**SALE OF LIQUOR LICENCE APPLICATION**  
**SITE NOTICE DECLARATION**

Application for renewal of On  Off  Club  licence (tick the applicable)

Date:.....

Premises name: .....

Premises address: .....

**I HEREBY STATE THAT:**

- 1: The site signage (using Form 1A/Form 1Av) used print which was legible and prominent.
- 2: The sign was displayed in a conspicuous place at entry to the site.
- 3: The sign was placed to meet required timeframes.

.....  
**Licensee Signature**