

New Club Licence Application Form



Section 100 of the Sale and Supply of Alcohol Act 2012

How to apply for a new club licence

Follow the instructions below to apply for a new club licence to sell and supply alcohol to authorized customers for consumption at a club. **Your application will not be lodged unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted.**

What you need to do

- Supply a completed application form
- Supply all required supporting documents (see 'what to include')
- Calculate and pay fee (see page 2) – Please note payment is to be made upon application

What to include

- Completed application form
- Application fee and public notice fee (see page 2)
- A building and planning certificate issued by the local authority that the proposed use of the premises meets the requirements of the resource Management Act 1991 and the building code. Please visit www.tcdc.govt.nz/Our-Services/Licences-and-Permits/Alcohol-Licences-Alcohol-Bans--District-Licensing-/How-to-apply-for-an-alcohol-licence/ for more information and application form
- Detailed A4 scale map of the interior of the premises showing:
 - » The areas used for the consumption of alcohol (include outdoor areas)
 - » The areas that are to be designated (restricted, supervised or undesignated)
 - » The principal entrance
 - » Layout of the interior of the premises – where tables, chairs, toilets and kitchen are located
- Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to www.alcohol.org.nz for tips on how to create a host responsibility plan. The policy should cover (but not be limited to);
 - » What food will be provided
 - » What low alcohol and non-alcohol drinks will be provided
 - » Managing prohibited persons, minors and intoxicated people
 - » Information relating to alcohol promotions and alternative transport options
 - » What security systems will be in place
- Copies of each current managers certificate for those nominated to manage the premises
- Certificate of incorporation
- Copy of club rules and constitution
- Street map showing the location of the premises
- A photo or artists impression of outside the premises including the main entrance
- Building owner consent supporting the sale of alcohol and confirmation term of tenure
- A copy of the menu and food registration number

Calculating the fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk based fee for all alcohol licenses. Use the tables below to calculate the fee to be paid when lodging your application.

1 - Total Points *(tick one)*

Weighting	Type of Premises
<input type="checkbox"/> 10	Class 1 club
<input type="checkbox"/> 5	Class 2 club
<input type="checkbox"/> 2	Class 3 club

1 - Total Points

Definitions

Class 1 club - clubs which, in the opinion of Territorial Authority, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of Territorial Authority, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).
Class 2 club - clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs).
Class 3 club - clubs which, in the opinion of Territorial Authority, are small clubs (with fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs).

2 - Total Points *(tick one)*

Weighting	Latest trading hour allowed by licence
<input type="checkbox"/> 0	2:00am or earlier
<input type="checkbox"/> 3	Between 2:01am and 3:00am
<input type="checkbox"/> 5	Any time after 3:00am

2 - Total Points

Add your points together to get your weighting

1 - Total Points + 2 - Total Points = TOTAL WEIGHTING

Tick the risk rating that matches the total points

Total Points	Risk Rating	Application fee (incl GST)
<input type="checkbox"/> 0-2	Very low	\$368.00
<input type="checkbox"/> 3-5	Low	\$609.50
<input type="checkbox"/> 6-15	Medium	\$816.50
<input type="checkbox"/> 16-25	High	\$1,023.50
<input type="checkbox"/> 26+	Very High	\$1,207.50

Public notice \$100

The public notice will be published on our website. An administration fee of \$100 is required.

Total amount to pay:

Application fee	\$
Public notice fee	+ \$100
Total to pay	= \$

FULL PAYMENT IS TO BE MADE UPON APPLICATION

Information to note: Paying annual fee

You will be charged an annual fee if your application is approved, an invoice will be sent upon application approval.

Please see the annual fee table below for your reference.

Total Points	Risk Rating	Annual fee (incl GST)
0-2	Very low	\$161.00
3-5	Low	\$391.00
6-15	Medium	\$632.50
16-25	High	\$1,035.00
26+	Very High	\$1,437.50

Payment options

In person - You can pay by cash, eftpos or credit card at any of our service centres Thames, Whangamata, Whitianga and Coromandel

Online at www.tcdc.govt.nz/internetbanking

Office use only	APPLICATION FEE (including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				

Application for New Club Licence



Section 100 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the Thames-Coromandel District Licensing Committee this application for a club licence is made in accordance with the particulars set out below.

Applicants details

1) Full legal name of the club
(name to appear on licence)

Contact name

Contact phone number

Email address

Postal address for service documents

2) Is the club incorporated? YES NO

Secretary details

3) Club secretary name

Contact phone number

Email address

4) Has the applicant (or any committee members) have any criminal convictions? YES NO
If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

Premises details

5) Address of proposed licensed club

Postcode

6) Proposed trading name of the club

7) Does the club share the premises with any other club? YES NO (go to question 10)

8)

9) **When does the respective club use the premises?** (*days, times, months of the year*)

10) **What form of tenure and term of tenure will the applicant have?**

Type of tenure:	Tenure expiry date:
Full legal name of owner:	

11) **What part, if any, of the premises is intended to be designated (leave blank if entire premises are undesignated)?**

Restricted area
(no one under 18 allowed on site) _____

Supervised area
(minors allowed only with parent or legal guardian) _____

Business details

12) **Does the club already hold a current Licence?** YES NO

13) **Is the sale of alcohol intended to be the principal purpose of the business?** YES NO
If NO, what is intended to be the principal purpose of the business?

14) **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 and supply of alcohol and food?** YES NO
If YES, what is the nature of those other goods or services?

15) **What is the range of other facilities the club will offer to members, other than the sale of alcohol and food?**
(e.g. gaming, TAB, entertainment)

Type of facility	Frequency offered

16) What is the total club membership? _____

17) Of these how many are under 18 years of age? _____

18) On which days and during which hours does the club intend to sell alcohol under the licence?

<input type="checkbox"/> MONDAY (hours from) _____ (to) _____	<input type="checkbox"/> TUESDAY (hours from) _____ (to) _____
<input type="checkbox"/> WEDNESDAY (hours from) _____ (to) _____	<input type="checkbox"/> THURSDAY (hours from) _____ (to) _____
<input type="checkbox"/> FRIDAY (hours from) _____ (to) _____	<input type="checkbox"/> SATURDAY (hours from) _____ (to) _____
<input type="checkbox"/> SUNDAY (hours from) _____ (to) _____	

19) Manager details - list all certified managers of the club:

Name	Address	DOB	Manager Certificate Details

20) What experience does the club have relative to operating a licensed premises (provide examples)?

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21) What staff training will be provided regarding compliance with the Act and your host responsibility policy? Provide a plan of What, Who and When.

Training	Who	When

22) Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?

YES
(provide details below)

NO

IMPORTANT NOTE:

The New Zealand Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by TCDC in accordance with our privacy statement, available at www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)

Evacuation Scheme Declaration Form



NOTE: This declaration is to be completed, signed and returned with your application, even if an evacuation scheme is not required.

Application for: ON OFF CLUB

I _____ licence holder of the premises known as _____
FULL NAME TRADE NAME

situated at _____
PREMISES ADDRESS

State that:

The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017

Or

Because of the building's current use, its owners are not required to provide and maintain such a scheme;

Or

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

Note:

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
- Overnight accommodation is provided for more than five people

Please contact the NZ Fire and Emergency for more information about evacuation schemes and fire safety requirements.

_____	_____	_____
Applicant Name	Applicant Signature	Date (DD/MM/YYYY)