



# APPLICATION FOR CLUB LICENCE

## SECTION 55, SALE OF LIQUOR ACT 1989

KAIKOURA DISTRICT LICENSING AGENCY

P O BOX 6 KAIKOURA

OFFICES, 34 ESPLANADE

### 1. DETAILS OF CLUB

(a) 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: \_\_\_\_\_

Daytime contact Telephone number: \_\_\_\_\_

(e) Full details of manager(s) to be employed and Certificate Numbers of Manager's Certificate(s)

Name	Address	Certificate Number

(f) Status of Club:

Chartered Club  Sports Club  Other

(g) Predominant purpose: \_\_\_\_\_

(h) Membership \_\_\_\_\_ of whom about \_\_\_\_\_ are under the age of 18 years.

(i) Full name of Secretary: \_\_\_\_\_

Address of Secretary: \_\_\_\_\_

Occupation of Secretary: \_\_\_\_\_

### 2. PREMISES DETAILS

(a) Address of Club premises: \_\_\_\_\_

(b) Is a licence sought conditional upon construction/completion of the premises? Yes  No

(c) Does the club own the proposed licensed premises? Yes  No

If No: (i) Owners full name: \_\_\_\_\_

Owners address: \_\_\_\_\_

(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:

Office Use Only

Cost \$793.24

Date: \_\_\_\_\_

Receipt # \_\_\_\_\_

- (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?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The following questions relate to Host Responsibility. In conjunction with completing the questions you are required to produce your 'Host Responsibility Policy', by using the guidelines attached. A copy of the completed policy is to accompany this application to the Agency.**

- (b) What provision does the applicant intend to make for the sale and supply of:
- (i) Food? (Attach menu's, including all day or snack menu) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (ii) Non-alcoholic refreshments and low-alcohol beverages?(Specify if you intend to have free water available at all times) \_\_\_\_\_
- \_\_\_\_\_

- (c) 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? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- (d) What other steps does the Club 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 (i.e. minors, intoxicated persons, other persons to whom liquor may not be sold pursuant to the licence) are observed? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Dated at Kaikoura this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed on behalf of the \_\_\_\_\_ Club  
by \_\_\_\_\_

Designation: \_\_\_\_\_

Remember to attach those matters as outlined in the 'Applications' pamphlet e.g. Host Responsibility Policy, floor plans, photo, certificate of incorporation, menu, background information on applicant/s etc.

**Please make cheque payable to the Kaikoura District Council.**

**IMPORTANT TO NOTE – PUBLIC NOTIFICATION OF APPLICATION**

The applicant is responsible for placing two public notices in 'The Kaikoura Star' within 20 working days after filing this application. Notices should have not less than five days, and not more than ten days between the two dates of publication. We recommend notices be placed one week apart. The Agency will provide the 'notice' for you to take to 'The Kaikoura Star'. The relevant pages of 'The Kaikoura Star', showing date of publication, should then be provided to the Agency.

The applicant is also required to display an A4 sized (minimum) public notice of the application, in a conspicuous place on the premise, from the date of the first notice in the paper, for a period of 10 days. The notice will be provided to you by the Agency.

-----  
**PREMISE DESIGNATIONS** (refer Section 2(d))

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 liquor, but may be supplied by the parent or guardian.

Undesignated: Any person of any age may be present on the premises. Those under 18 cannot be served liquor, but may be supplied by the parent or guardian.  
-----