



KAIKOURA DISTRICT COUNCIL

CLUB LICENCE APPLICATION

An application for a club licence shall be made to the Kaikoura District Licensing Committee on the enclosed application form and must be accompanied by the following:

1. A Certificate of Compliance from the local authority that the proposed use of the premises meets town planning / building requirements. (An application form for this is attached. Cost \$115.00.)

NOTE:

This certificate must be obtained before the application can be publicly notified or actioned further by the Kaikoura District Licensing Committee.

2. Where the club is incorporated, a copy of the certificate of incorporation or other documentary evidence of its incorporation.
3. **If the club holds a charter under the Sale of Liquor Act 1962, identifying particulars of the club's charter.**
4. A copy of the club's constitution or rules.
5. A photograph of the exterior of the premises or an artist's impression of the proposed premises as they will look when they are finished.
6. A map showing the location of the premises.
7. A scale plan showing:
 - (i) Those parts of the premise that are to be used for the sale or supply of liquor.
 - (ii) Those parts of the premises (if any) that the club intends should be designated as restricted or supervised areas.
8. 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.
9. The prescribed fee. Please ring Kaikoura District Council on 03 319 5026 to obtain this amount. Please make cheque payable to Kaikoura District Council.
10. If a club licence is granted then in accordance with Part VI of the Sale of Alcohol Act the club shall appoint at least one manager, with a current managers certificate.



KAIKOURA DISTRICT COUNCIL

APPLICATION FOR CLUB OR RENEWAL OF CLUB LICENCE

SECTION 100 AND 127(2), SALE AND SUPPLY OF ALCOHOL ACT 2012

To: C/- The Secretary
Kaikoura District Licensing Committee
PO BOX 6
KAIKOURA

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

1. DETAILS OF CLUB

(a) Name: _____

(b) Has a license previously been issued for this premises **YES / NO**

If **YES** what is the licence number 059 / CLUB //.....

(c) 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? _____

(d) Postal address for service of documents: _____

(e) Daytime contact name and telephone number: _____

_____ Cell: _____

(f) Full name, address and date of birth of proposed manager: _____

Certificate Number _____ Expiry Date: _____

(g) Status of club (tick appropriate box)

Chartered Club Sports Club Other

(h) Predominant purpose: _____

(i) Membership: _____ of whom about _____ are under the age of 18 years.

(j) Full name, address and occupation of the secretary: _____

(k) Do you share this premises with any other club **YES / NO**
If **YES** what is the name? _____

2. PREMISE DETAILS

(a) Address of club premises: _____

(b) Is a licence sought upon construction or completion of the premises? **YES / NO**

(c) Does the club own the proposed 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 the term of tenure)?

(d) What part (if any) of the premises does the club intend should be designated as:
(i) A restricted area: _____
(No person under 18 may be present on the premises)
(ii) A supervised area: _____
(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 legal guardian.

3. CLUB ACTIVITIES

(a) Nature of activities: _____

(b) Days and hours during which the activities take place: _____

- (c) On which days and during what hours does the club intend to sell liquor under this licence?

4. CONDITIONS

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.

- (a) What provision does the applicant intend to make for the sale, supply and promotion of:

(i) Food? (Attach menus including all day and/or snack menus) _____

(ii) Non-alcoholic refreshments? _____

(iii) Low-alcohol beverages? (Specify if you intend providing free water at all times).

- (b) What steps does the applicant 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, and other person to whom liquor may not be sold pursuant to the licence) are observed?

- (c) What other steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises, for staff and patrons?

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

- (e) To what extent, and where, drinking water is intended to be freely available to member?

- (f) Other systems (including training systems), and staff in place (or to be in place), for compliance with Act. Please describe

Date this _____ day of _____ 20 _____

Signed on behalf of the _____ club by:

_____ Signature _____ Position _____ Date

Fee of \$
Please make cheque payable to Kaikoura District Council.

Remember to attach relevant information as stated on the first two pages of this form.

IMPORTANT TO NOTE – PUBLIC NOTIFICATION OF APPLICATION

The applicant is responsible for placing two public notices in The Press or 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 Committee can provide the suggested format for you to take to the nominated paper. The relevant pages showing date and publication must be provided to the Committee.

The applicant is also required to display an A4 sized (minimum) public notice of the applications, in a conspicuous place on the premise, from the date of the first notice in the paper, for a period of 15 days.

OFFICE USE ONLY

Receipt: _____

Date: _____