



Explanations in this guide are intended to assist you to complete the Club-licence Forms Numbers on the form relate to the explanatory notes in this guide

## Background

It is a legal requirement under the Sale and Supply of Alcohol Act 2012 that you have a licence before you can sell or supply alcohol.

The District Licensing Committee (DLC) is part of the Whanganui District Council and is where you go to obtain a liquor licence.

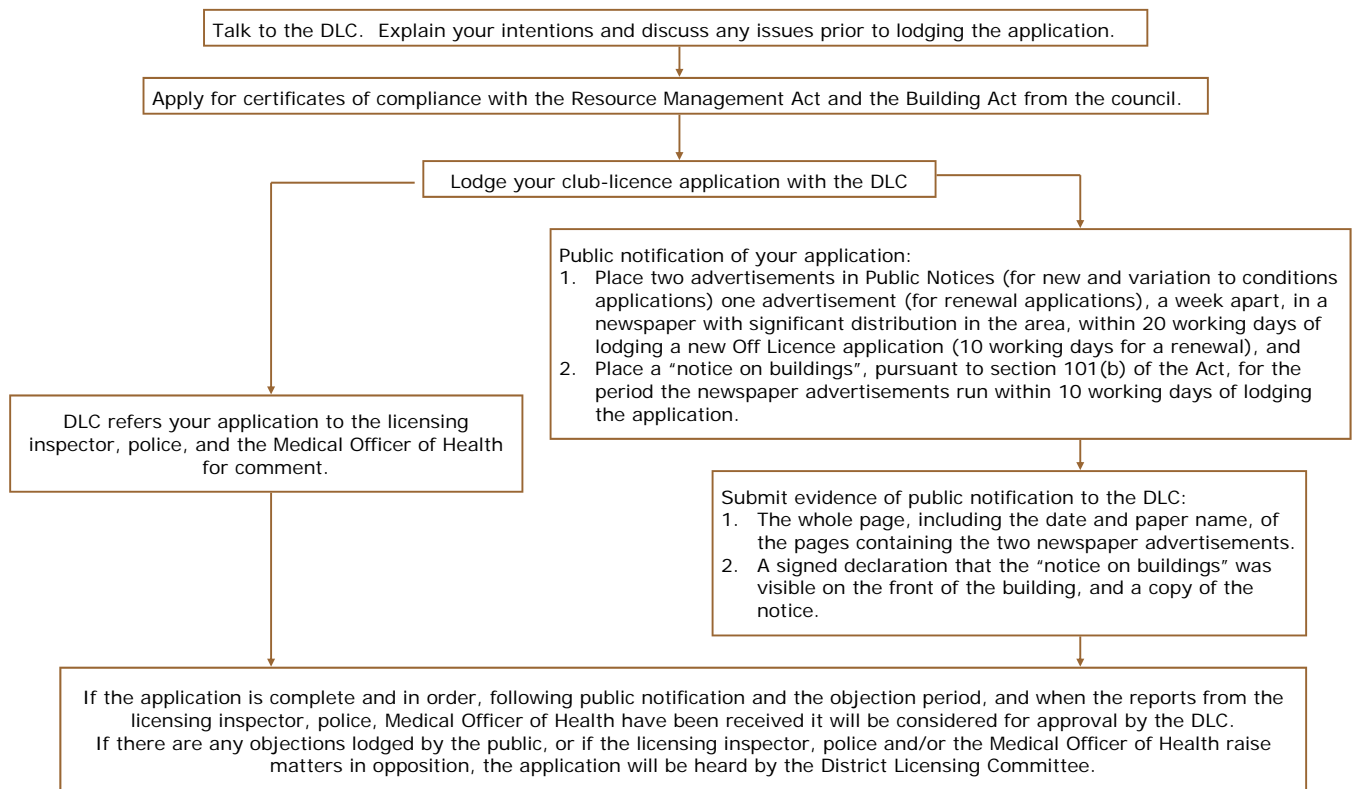
The object of the Act is to ensure the responsible sale and supply of liquor. The process for issuing licenses means that checks are done to make sure only people responsible enough to work within the

objectives of the Act are granted permission to sell or supply liquor. Every holder of a club licence shall appoint at least one certificated manager.

### What does 'club-licence' mean?

An club-licence authorises the holder to sell or supply liquor for consumption on their premises, to any member of the club, or any person who is a guest of, and is accompanied by a member of the club, or any member of any other club with which the holder of the licence has an arrangement for reciprocal visiting rights for members for the club, but liquor cannot be removed from the site.

## Process



### Cost

The club-licence application fee and renewal fee is dependant on the cost/risk weighting of each premise, the weighting may vary depending on the type of club-licence you require/operate under, your trading hours and whether any enforcement action has been taken against your premise. You are also required to pay an annual fee also based on the cost/risk weighting.

You will also face advertising costs to meet the public notice requirements (approximately \$150-

\$200). New applications will also incur additional costs to obtain planning and building certificates (\$120).

### Processing times

It could take up to 8–12 weeks to process your application. If an objection is received, and application is referred to the LLA for processing, it could take longer.

The processing time is very much dependent on the applicant submitting a complete application with all attachments.

**\*An application for an Club-licence WILL NOT BE ACCEPTED unless a photocopy of the application form are attached**

**1. Club applicant details**

**1a. Full applicant details**

Write the Club name

**1b.** Provide details of any other types of licences you may have held.

**1c. Is the club incorporated?**

If yes, be sure to provide a copy of the certificate of incorporation.

**1d. Postal address**

This is the address where the Agency will send licenses, newsletters etc.

**1e. Contact person**

Daytime contact number and telephone number. Someone the District Licensing Committee can speak to during normal office hours.

**1f. Status of the club**

Tick the appropriate category

**1g.** Describe the predominant purpose of the club holding a licence

**1h. Total membership**

To assist with establishing conditions etc. we need to know not only the total club membership but also what numbers of minors are also likely to be using the premises.

**1i. Secretary details**

Self explanatory

**2. Premise details**

**2a. Address of club premises**

You may need to discuss with council staff, if your premises are located on a council property.

**2b. Construction incomplete**

Tick yes if the premises are currently under construction, or construction work has yet to start. An application for a club-licence can only be accepted once a building certificate and planning certificate has been issued by the council. If your project involves a building consent, or if any consented building work has been conducted on the site since 1991, you will need to obtain a code compliance certificate (CCC) before the liquor certificate can be issued.

**2c. Ownership of the proposed licensed premises**

If the applicant is the occupier based on a rental or lease agreement, please provide the name and postal address of the property owner.

Where the applicant is not the owner of the premises, you will be required to submit a written statement from the owner to the effect that the owner has no objection to the grant of the licence.

**2d. Designated areas**

Designations of the following type may be granted to the entire premises or specified areas.

- (i) Restricted: only those aged 18 years of age or over may be present.
- (ii) Supervised: those under 18 years of age may be present if accompanied by their parent or legal guardian.

**2e. Management of premises**

Provide details of all managers employed, or are to be employed at the premises.

**2f. Shared premises**

Self explanatory

**2g. Club activities**

Your club may conduct a range of activities, in addition to your sporting activities such as selling food, selling liquor, providing live entertainment, gambling etc.

**3. Conditions**

**3a.** It is vital that you adhere to the days and hours approved under the licence, enforcement officers will check this once the business is operating. You are not required to be open at all times approved in your licence. However, if you wish to have the hours extended for a special event, you will need to obtain a special licence from the DLC.

The District Plan guides the hours and days of operation. Please ask council staff for guidance.

**3b.** Providing and actively promoting low and non-alcoholic alternatives.

Providing and actively promoting appropriate food.

**3c-d.** Drinking water needs to be available to patron, to what extent will it be made available

**3e-j.** Your club licence will only be issued if you comply with all of the basic elements of a host responsibility programme. These items relate to host responsibility, which is an integral part

of the sale and supply of liquor.

Host responsibility is the term given to the strategies that you, as a host, have in place to ensure that your premise provides a safe drinking environment. All applicants for a club licence must be able to show how host responsibility will take place within their premise. This includes ensuring that management and staff are trained in host responsibility practices and keep updating their skills. There should be a host responsibility policy prominently displayed in your premises.



When you lodge your club-licence application, you must include a copy of your Host Responsibility policy.

Identifying and responsibly dealing with under age and intoxicated people (prohibited persons).

#### 4. Signature(s)

Please sign and date this form to confirm that the details provided in your application are true and correct. This must be signed by the licensee(s), not their agent

**Application for  
Club licence or renewal**  
Section 100 and 127(2), Sale and Supply of  
Alcohol Act 2012



**WHANGANUI  
DISTRICT COUNCIL**  
Te Kaunihera a Rohe o Whanganui

Fill this form out with the assistance of the Application for the Club-licence Guide—numbers on this form relate to explanatory notes in the guide.

To the Secretary  
District Licensing Committee  
Whanganui District Council

Please tick where applicable

Application for  Club Licence  Renewal of Club Licence

**1. Details of club**

1a. Full name details of whom ever  
will profit from the sale of  
liquor


1b. Previous licence held for any  
premises or conveyance

Yes  No Kind of licence

1c. Is the club incorporated

Yes  No

If Yes—(a) Under what Act is the club incorporated?


(b) What is the date of the club's incorporation?

1d. Postal address for service of  
documents


1e. Contact person (during normal  
office hours) and date of birth

 / / 

1e. Contact numbers

    
 Phone Mobile Fax

Club phone number

1f. Status of the club

Chartered club  Sports club  Other (please specify)

1g. Predominant purpose

1h. Total membership

Approximate number of total  
membership under the age of 18  
years

1i. Secretary

Full Name

Postal Address

Occupation



**Notes:**

The Sale and Supply of Alcohol Act requires that at all times there be a secretary of the club. Within 10 working days of the appointment of a new secretary the club shall inform the secretary of the DLC of the name of the new secretary.

## 2. Premise details

2a. Address of club premises

2b. Is a licence sought conditional upon construction or completion of building of the premises?

Yes

No

2c. 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 applicant have? (including term of tenure)

Form of tenure

Term of tenure

(iii) Letter required from owner permitting sale of liquor from premise

Attached

2d. What part (if any) of the premises does the club intend should be designated:

(i) A restricted area

(ii) A supervised area

(iii) Undesignated area (specify reason)

2e. Full name and address of manager(s) to be employed, certificate numbers of manager's certificate(s), expiry and date of birth.

Name/Certificate No./Expiry/DOB

Name/Certificate No./Expiry/DOB

Name/Certificate No./Expiry/DOB

2f. 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?

2g. Club activities—Describe nature of activities

(Please attach a Schedule of the club's Activities that includes the days and hours during which the premises are used for those activities. It is essential that the hours sought for the liquor licence compliment the range of club's activities).

## 3. Conditions

3a. On which days and during what hours does the club intend to sell liquor under this licence?

3b. What provision does the club intend to make for the sale and supply of

(i) Food?

(ii) Non-alcoholic refreshments

(iii) Low-alcohol beverages

3c. To what extent, and where, drinking water is intended to be freely available to patrons?

Continue

### 3. Conditions—continued

3d. If no access to mains water supply, how is potable water intended to be available?


3e. What steps does the club propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?


3f. What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?


3g. 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?


3i. What experience and training have you the applicant obtained in the liquor industry?


3j. What other systems (including training systems), and staff in place (or to be in place) do you intend to implement for compliance with the Act?


### 4. Signature

	Dated at		this		day of	
Signature	(town/city)	(month)	(year)			

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Name (print clearly)

### 5. Notes

**Notes:**

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, 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 (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

**\*This WILL NOT BE ACCEPTED unless a photocopy of the application form is attached**

Office Use

Type of licensed premise	Class	Weighting	Weighting applied
Club-Class 1	Class 1 at least 1,000 members of age/operates as a tavern at any time	10	
Club-Class 2	Class 2—not Class 1 or Class 3	5	
Club-Class 3	Class 3 >250 members of age/less than 40 hours each week	2	
<b>Latest licensed hours</b>		<b>Weighting</b>	
Club before 2.00am		0	
Club between 2.01am - 3.00am		3	
Club after 3.00am		5	
<b>No. of enforcements in last 18months</b>		<b>Weighting</b>	
None		0	
1		10	
2 or more		20	
<b>TOTAL WEIGHTING</b>			
<b>Cost/risk category based on weighting</b>		<b>Application/ Renewal Fee</b>	<b>Annual Fee</b>
Very Low (0-2)		\$368.00	\$161.00
Low (3-5)		\$609.50	\$391.00
Medium (6-15)		\$816.50	\$632.50
High (16-25)		\$1,023.50	\$1,035.00
Very High (26 plus)		\$1,207.50	\$1,437.50
<b>FEE PAYABLE</b>		<b>\$</b>	<b>\$</b>

**Checklist for Club-licence or renewal**  
Section 100 and 127(2), Sale and Supply of Alcohol Act 2012



**WHANGANUI DISTRICT COUNCIL**  
Te Kaunihera a Rohe o Whanganui

**How to use this checklist**

Use this checklist when finalising your CLUB licence or renewal to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

Use the **Renewal ONLY** Column for items that are required just for a renewal.

Later additional information may be requested during the processing of your CLUB Licence or renewal to confirm compliance.

All items on this checklist must be TICKED to show that they are either provided (**P**) or are not applicable to your project (**N/A**).

Office Use	Applicant use		P—Information provided	N/A—not applicable to this project
	P	N/A	Renewal ONLY	
			IN RELATION TO A NEW CLUB LICENCE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>(Where the Club is incorporated)</b> - A copy of the CERTIFICATE OF INCORPORATION or other documentary evidence of its incorporation.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>(Where the Club held a Charter under Sale of Liquor Act 1962)</b> - Identifying particulars of the Club's Charter.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the <b>CLUB'S CONSTITUTION</b> or <b>RULES</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A <b>SCALE PLAN</b> showing:	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Those parts of the premises that are to be used for the sale or supply of liquor; and</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>(Where the Club is not the owner of the premises)</b> - WRITTEN STATEMENT FROM THE OWNER to the effect that the owner has no objection to the grant of the Licence.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A <b>CERTIFICATE OF COMPLIANCE BY THE LOCAL AUTHORITY</b> that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the Building Code.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The <b>PRESCRIBED FEE</b> for the application.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Medical Officer of Health</b> —Provide a Host Responsibility Plan;	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>menu/list of food available while alcohol is being sold.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NZ Fire Service Evacuation Pack</b> note the requirements and contact the NZ Fire Service if required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Proof</b> copy of proposed newspaper advertisements to be checked prior to advertising.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Once the newspaper advertisements have been published, provide the whole page that the newspaper advertisement was published on (one of each advert).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NZ Fire Service Evacuation Scheme</b> —provide a signed declaration on you own letterhead that either:	
			<ol style="list-style-type: none"> <li>The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of s.76 of the Fire and Emergency New Zealand Act 2017; or</li> <li>The building, by 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.</li> </ol>	