

FORM 5
APPLICATION FOR CLUB LICENCE
CHECKLIST



FOR OFFICE USE ONLY			
Checked By		Inspector	Date

YOU'LL NEED TO INCLUDE THE FOLLOWING WITH YOUR APPLICATION FOR US TO BE ABLE TO PROCESS IT:			
<input type="checkbox"/>	Completed, signed and dated application form		
<input type="checkbox"/>	Completed answers to the three questions - Object of the Act / Design and Layout / Amenity and Good Order		
<input type="checkbox"/>	Certificate of Incorporation / Memorandum of Association [only if the applicant is a company or an incorporated society]		
<input type="checkbox"/>	Letter of consent from the owner of the building or a signed Lease Agreement		
<input type="checkbox"/>	Town Planning certificate		
<input type="checkbox"/>	Building Certificate of Compliance fee	<input type="checkbox"/>	Fee \$105 deposit
<input type="checkbox"/>	The premises is still under construction. Building consent number		
<input type="checkbox"/>	Map showing location of the premises		
<input type="checkbox"/>	Photo / artist impression of the premises		
<input type="checkbox"/>	Scale plans showing: Designation [if any], principal entrances and area where alcohol will be sold / supplied		
<input type="checkbox"/>	Copy of food / drinks menu		
<input type="checkbox"/>	Names of other clubs with which club has reciprocal visiting rights for members		
<input type="checkbox"/>	Copy of letter from the Fire Service re: evacuation scheme, email fireinfo@manawatu-fireandemergency.nz [see information sheet]		
<input type="checkbox"/>	Public notice - Form 7 is to be completed and two copies attached for checking before you place it in a local newspaper and display it on the premises where it can be easily seen		
<input type="checkbox"/>	I understand that I must publicly advertise within 20 working days after filing the application		
<input type="checkbox"/>	Host responsibility policy [one pager to be displayed in your premises]		
<input type="checkbox"/>	Host responsibility plan [if applicable]		
<input type="checkbox"/>	Schedule of activities		
<input type="checkbox"/>	This checklist		

Please contact a Licensing Inspector to arrange a pre-lodgement check of your application.

We won't accept your application without an appointment with an inspector.

Phone [06] 356 8199 or email eps@pncc.govt.nz



FORM 5 APPLICATION FOR CLUB LICENCE INFORMATION SHEET



A club licence authorises the sale or supply of alcohol for consumption on a premises of a legitimate club.

Alcohol can be supplied to club members, their guests and members of clubs with reciprocal visiting rights.
All clubs must appoint a certified manager.

The licence is subject to the provisions of the Sale and Supply of Alcohol Act [SSAA] and conditions of the District Licensing Committee [DLC].

APPLICATION PROCESS

It takes about six weeks to process an on licence application.

You can help your application process smoothly by providing complete and accurate information. The DLC forwards copies of your application to various reporting agencies before making its licensing decision. If there has been an objection to your application, it will be handled by the DLC. Objections will delay the decision on your application.

If you are granted an on licence, you must apply for a renewal at least 20 working days before the licence expires.

APPLICATION REQUIREMENTS

You will need to provide:

- Town Planning Certificate - before you apply for a club licence you will need to obtain a Town Planning Certificate of Compliance.
- Proof of Club - a copy of Club Charter, club rules or constitution, or a certificate of incorporation.
- Proof of Consent - you will need a written statement from the building owner consenting to alcohol sales.
- Building Documentation - a photo of the exterior of the premises, a street map showing the location, an A4 scale plan of the interior showing areas used for sale of alcohol, areas restricted or supervised, and all principal entrances.
- Building Evacuation Scheme - Email: fireinfo@manawatu-fireandemergency.nz and request the requirements for an evacuation scheme or procedure. When all Fire Service requirements have been met, you will be issued with a letter.
- A copy of this letter needs to be submitted with your application.
- Host Responsibility Policy [one pager] see enclosed sample
- Host Responsibility Plan - an implementation plan specific to your premises using the enclosed guide.
- Menus - a proposed list of food and beverages.
- Public Notice - You must place a notice in a local newspaper within 20 days, after you submit your application. The notice must be published twice [not more than 10 days and not less than five days apart]. You must also display a visible notice on the site of the proposed premises.
- Club Schedule - list of all club activities and when [days and hours] they are scheduled.

FORM 5 APPLICATION FOR CLUB LICENCE SALE AND SUPPLY OF ALCOHOL ACT 2012



THE OBJECT OF THE ACT

All applications must be considered in light of the object of the new Act [section 4]:

- The sale, supply, and consumption of alcohol should be undertaken safely and responsibly;
and
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm includes crime damage, death disease, disorderly behaviour, illness or injury, directly or indirectly caused or directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol. It also includes harm to society generally or the community directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol.

DESIGN AND LAYOUT

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Guidelines and examples on the types of concepts that design and layout could include are contained in Crime Prevention Through Environmental Design [CPTED]. Guidelines on CPTED are available through the Health Promotion Agency www.alcohol.org.nz

AMENITY AND GOOD ORDER

- What appropriate systems, staff, and training is in place or will be put in place to ensure compliance with the law.
- Current and possible future noise levels [if relevant, what they intend to do to mitigate them].
- Current and possible future levels of nuisance and vandalism [if relevant, what they intend to do to mitigate them].
- The number of other licensed premises in the area. Will the granting of this licence increase negative effects in the area?
- The purposes for which land near the premises is being used for, and will that change if the licence is issued?

FORM 5
APPLICATION FOR CLUB LICENCE
SALE AND SUPPLY
OF ALCOHOL ACT 2012



Please explain how you are going to comply with the following requirements of the Act.

QUESTION 1	
The granting of this application will contribute to the Object of the Act by:	

QUESTION 2	
Describe how the Design and Layout of your premises will help to achieve the Object of the Act:	

QUESTION 3	
The granting of this application will not decrease the Amenity and Good Order of the area by more than a minor extent because we:	

FORM 5
APPLICATION FOR CLUB LICENCE

SECTIONS 100 AND 127[2], SALE AND SUPPLY OF ALCOHOL ACT 2012



TO: The Secretary
District Licensing Committee
Palmerston North

Application for Club Licence is made in accordance with the details set out below.

DETAILS OF APPLICANT

Full legal name or names to be on licence	
Postal address / for service of documents	
Contact person	Phone
Email	

DETAILS OF PREMISES

Any name, trading name, or name of building
Physical address

Tenure [owned by applicant or to be held as leasehold, or under tenancy agreement or licence]

<input type="checkbox"/> Owned by applicant	<input type="checkbox"/> Leasehold	<input type="checkbox"/> Tenancy agreement	<input type="checkbox"/> Licence
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Full legal name of owner [including any middle names, aliases and/or maiden name that they may be known by]

Postal address

Is the licence conditional on completion of building work	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, state details below

DETAILS OF MANAGER/S

Full legal name / including any middle names, aliases and/or maiden name that you may be known by

Manager's certificate number

Manager's certificate expiry date

Driver's licence number

Passport number

Full legal name / including any middle names, aliases and/or maiden name that you may be known by

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Manager's certificate expiry date

Driver's licence number

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DETAILS OF CLUB

Authority under which club incorporated

Date of incorporation

Place of incorporation

Membership [total membership]

Membership [number of members under 18 years of age]

Whether 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 or supply of alcohol and food

☐ Yes

☐ No

If yes, nature of other goods or services

Days and hours proposed forsale of alcohol

DETAILS OF CLUB SECRETARY

Full legal name / including any middle names, aliases and/or maiden name that you may be known by

Gender ☐ Male ☐ Female ☐ Prefer to self-describe: ☐ Prefer not to say

Postal address

Date of birth

Place of birth

CONDITIONS

Food intended to be available for purchase / describe type and range

Non-alcoholic beverages intended to be available for purchase / describe type and range

Low-alcohol beverages intended to be available for purchase / describe type and range

To what extent, and where, drinking water is intended to be freely available to patrons / describe

If no access to mains water supply, potability of water intended to be available / describe

Steps intended to be taken to provide help with and information about transport options from premises / describe type and range

Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people / describe

Any other steps the applicant proposes to promote the responsible consumption of alcohol / describe

Other systems [including training systems], and staff in place [or to be in place] for compliance with the Act / describe

Dated at Palmerston North this

day of

20

Date

Month

Year

Applicant's signature

PLEASE NOTE

- 1. This form must be accompanied by the prescribed fee.
- 2. Within 20 working days after filing this application with the District Licensing Committee, 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. 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].

FORM 7
PUBLIC NOTICE CLUB LICENCE

SECTION 101, SALE AND SUPPLY OF ALCOHOL ACT 2012



DETAILS

Full name on the licence / e.g. Club's full name

Postal address

has made application to the District Licensing Committee at Palmerston North for the issue of a Club Licence
in respect of the premises situated at

Address

known as

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

CLUB

The days on which and the hours during which alcohol 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 Palmerston North District Licensing Committee at the Customer Service Centre / Civic Administration Building / Ground Floor / Te Marae O Hine / The Square / Palmerston North.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 working days after the date of the publication of the first notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Palmerston North City Council / Private Bag 11034 / Palmerston North.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105 of the Sale and Supply of Alcohol Act 2012.

In case of publication in newspaper/s. This is the

☐

First

☐

Second

publication of this notice.

In case of second publication in newspaper/s. This notice was first published on / date.