



Information sheet for new on-licence

Section 100 of the Sale and Supply of Alcohol Act 2012

Club: The Licensee can sell and supply alcohol to authorised customers for consumption on the premises.

To complete this application, you must answer **all** the questions, supply **all** requested documentation and pay the application fee.

Please provide this coversheet when lodging the application. What to include (please tick):

	The completed application form.
	The issued Building Certificate as required under s.100 (f) of the SSAA 2012 Act.
	The issued Planning Certificate as required under s.100 (f) of the SSAA 2012 Act.
	A written statement from the owner of the building consenting to alcohol being sold from the premises.
	A copy of the Certificate of Incorporation or other documentary evidence identifying particulars of the applicant.
	A copy of the club's constitution or rules
	A menu with food descriptions and prices that demonstrates the standard and style of food. A beverage list showing range and prices (alcoholic, low alcoholic and non-alcoholic).
	Detailed A4 scale plan showing the defined licensed area, the interior of the premises showing the kitchen, toilets, customer areas, principal entrance and designated areas – restricted, supervised or designated. (Refer to last page for an example).
	A copy of your host responsibility policy and an alcohol management plan detailing how the specific points in the policy will be implemented.
	Provide evidence that training has been undertaken (e.g. Typsy, ServeWise, LCQ certificates). Detail what modules within the course were undertaken by the licensee or staff member. Ensure that the trainee and those trained have signed stating that the training has been completed and what date it was undertaken. State what resources were used, or plan to be used in providing on-going training for staff (e.g. HPA manager's guide, toolkit folders, host responsibility guides or Hospitality New Zealand resources.)
	A report detailing the target market and how the proposed business will mitigate any risk which could negatively impact the local community – in particular nearby sensitive premises (e.g. schools, playcentres, kohanga reo, playgrounds, churches, resthomes). Also include any other information which may assist in determining your application.
	A street map of the area showing where the premises is located.
	A letter of authorisation for an alcohol licensing consultant if they are preparing the application for you.
	The application fee which is non-refundable (refer to payment options). Only pay the application fee not the annual fee.

The above information and the application fee must be included with your application for it to be accepted.

Please use the fee assessment table on Pages 2 and 3 to calculate your risk rating and application fee and then tick the appropriate boxes.

Fees

Application and annual fees are set by a cost/risk framework under the Sale and Supply of Alcohol (Fees) Regulations 2013.

If it is determined that your fee category should be changed any additional fee must be paid before the licence is issued.

For new applications, the application fee must be paid when the application form is submitted, and the annual fee paid before the licence is issued.

Tick the box that matches your fee assessment.

	Fee Category	Application Fee	Annual Fee
<input type="checkbox"/>	Very Low (0-2)	\$368.00	\$161.00
<input type="checkbox"/>	Low (3-5)	\$609.50	\$391.00
<input type="checkbox"/>	Medium (6-15)	\$816.50	\$632.50
<input type="checkbox"/>	High (16-25)	\$1,023.50	\$1,035.00
<input type="checkbox"/>	Very High (26+)	\$1,207.50	\$1,437.50

Fee Assessment

(Please return this fee assessment form with your application)

Enter your points for:

<div style="background-color: #002060; color: white; padding: 5px; text-align: center; width: 40px; margin-bottom: 5px;">P</div> Your type of licensed premises	Type of licensed premises	Weighting points
	Class 1 club – on-licence	10
	Class 2 club – on-licence	5
	Class 3 club – on-licence	2
	Class 1, 2 or 3 club – off-licence	5

Weighting

Classes	Definitions
Class 1 clubs	Clubs which, in the opinion of the TA, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).
Class 2 clubs	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 clubs	Clubs which, in the opinion of the TA, 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).

H Your latest trading time

Type premises	Latest trading time allowed by licence (during 24 hour period from 6.00am to 6.00am)	Weighting points
Premises for which a club licence is held or sought	2.00am or earlier	0
	Between 2.01am and 3.00am	3
	Any time after 3.00am	5

Weighting

E Your number of enforcements in the last 18 months
(if you are a new applicant this will be zero)

Number of enforcements in last 18 months	Weighting points
None	0
1	10
2 or more	20

Weighting

Type of premises + latest trading time + number of enforcements (add boxes P + H + E)

Tick the box in the fees section on page 2 that equals your Total Risk Category

+ + = Total Risk Category

Payment Options

Post this form to:

Alcohol and Licensing Department
 Kaipara District Council
 Unit 5 The Hub
 6 Molesworth Drive
Mangawhai 0505

In person

Pay by cash or Eftpos at either Council Office:
 Unit 5 The Hub **or** 32 Hokianga Road
 6 Molesworth Drive **Dargaville**

Mangawhai Village

Email to: kdclicensing@kaipara.govt.nz

Please remember to pay by direct credit

By direct credit: Kaipara District Council 02 0308 0090743 07

Reference as: Applicants Name/New Club/1401017

Note: Payment of the application fee must be paid when application is lodged.

Office Use only	Cashier Name	Comments
Receipt Number:		
Receipt Amount: \$		
NAX Customer Number		

Application for new club licence

Section 100 of the Sale and Supply of Alcohol Act 2012

To The Secretary

Kaipara District Licensing Committee

Email: kdclicensing@kaipara.govt.nz

This application is made in accordance with the details set out below.

1. Details of the club

Name:

Is the club incorporated?

☐

Yes

☐

No

If Yes, under what Act is the club incorporated:

Postal address for service of documents:

Postcode:

Daytime contact name and telephone number:

Email address (required):

Status of applicant(s) (tick appropriate box)

Natural Person

Private Company

Partnership

Local Authority

Public Company

Licensing Trust

Trustee

Club

Board, organisation or other body to which section 28 (1) (c) of the Act applies

Body corporate to which section 28 (1) (b) of the Act applies

Manager under the Protection of Personal and Property Rights Act 1988

Government department or other instrument of the Crown

Full name of manager(s):	Date of Birth	Certificate number(s) and expiry date(s)	Identification type and number

Is the sale of alcohol intended to be the principal purpose of the club? ☐ Yes ☐ No

If No, what is the intended principal purpose of the club? ☐ Yes ☐ No

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 or supply of alcohol and food?

☐ Yes ☐ No

If Yes, what is the nature of those other goods or services:

Number of members over 18 years

Number of members under 18 years

Secretary	
Full name:	
Address:	
Occupation:	Telephone number

Has the applicant been convicted of any offence? State all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6 and offences to which the Criminal Records (Clean Slate) Act 2004 applies.

☐ Yes ☐ No

If Yes, what are the details of each offence?

Nature of offence:

Date of conviction:

Penalty suffered:

2. Premises details

Address of club premises:

Name/trading name or name of building:

Is a licence sought conditional upon construction or completion of the premises? ☐ Yes ☐ No

Does the club own the licensed premises? ☐ Yes ☐ No

If No, what is the full name and address of the owner:

What form of tenure of the premises will the club have (including term of tenure)?

Does the club share the premises with any other club? ☐ Yes ☐ No

If Yes, what is the name of the other clubs?

What months of the year do the respective clubs use the premises?

3. Conditions

On which days and during which hours does the applicant intend to sell alcohol under the licence?

Day/s	Hours

What provisions does the applicant intend to make for the sale and supply of:

Food (list or attach a menu demonstrating the types and range of food that will be supplied):

What types of non-alcoholic refreshments are available for sale or free (e.g. tea, coffee, water, juice, mocktails, soft drinks):

Name the low-alcoholic refreshments available club members:

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

If no access to mains water, is potable water intended to be available? ☐ Yes ☐ No

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transports from the licence premises?

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

What other systems (including training) and staff are in place (or to be in place) for compliance with the Act? Attach records of recent training that has been undertaken.

Signature:

Date:

Signed on behalf of the (Club):

Please remember to sign and date the application before lodging with Council.

Declaration of Evacuation Scheme

Important: This must be completed and returned with your Premises Licence Application (New and Renewal) and Special License application.

To enable the District Licensing Committee to approve your licence, your application must be accompanied by the following statement that outlines the building status in relation to having, or not having, an approved evacuation scheme filed with Fire Emergency New Zealand.

In relation to Liquor Licensing (mainly bars and clubs), the most likely criteria is that the facility is capable -through calculation in the Building Act - of holding 100 or more customers. Buildings capable of holding less than 100 people generally don't need a scheme.

If you are unsure of your occupancy numbers, consult the latest Fire Design Report for your building, the building file at Council or contact the Fire Emergency New Zealand representative listed below.

If you are a tenant in a larger building, your building may already have an approved evacuation scheme. Check with the building owner.

To be completed by applicant

Liquor Licence Number:

For premises known as:

Street Address:

Building Owner:

Statement (Tick the option that applies)

Yes	No	The building has a current evacuation scheme approved under Section 76 Fire and Emergency New Zealand Act 2017 or the Fire Service Act 1975
Yes	No	Has a trial evacuation been completed in the building in the last six months and reported to the Fire Service? (If not your application may be opposed)
Yes	No	The building does not require an evacuation scheme due to either current use or nature of the building.
Yes	No	We are a tenancy in a larger building with an evacuation scheme approved by the New Zealand Fire Service

Note: For more information or advice, please contact:

Craig Bain
 Whangarei-Kaipara Area 2
 12 Mansfield Terrace

Whangarei

Email: craig.bain@fireandemergency.nz

Phone: (09) 430-1256



Important information about public notices

Public Notices

Once you have lodged your application with Council, you must place a public notice in the Kaipara Lifestyler. The first notice must be published within 20 working days of lodging the application with Council. The second notice must be published in the same newspaper, not less than 5 days not more than 10 days after the first (i.e. notify one week apart).

A full copy of the page(s) in which the newspaper advertisement has been placed, showing the dates the advertisements were placed and the newspaper the notification featured in, must be forwarded to the District Licensing Committee.

From 01 August 2023 we will be publishing all alcohol licence applications on our website. These will be available for viewing for **25 working days**, after publication.

Form 7

(Use this form for your newspaper advertisement which is to be placed twice – one week apart)

The format for the notice(s) is as follows:

Public notice of application for Club licence

Section 101, Sale and Supply of Alcohol Act 2012

Full name of the licence holder:

has made application to the Kaipara District Licensing Committee for the issue of a club licence in respect of the premises situated at (location)

and known as

The general nature of the business to be conducted under the licence is: (type of Club)

The days on which and the hours during which alcohol is intended to be sold under the licence are:

The application may be inspected during ordinary office hours at the office of the Kaipara District Licensing Committee at The Hub, 6 Molesworth Drive, Mangawhai or 32 Hokianga Road, Dargaville.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than **25 working days** after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee, Private Bag 1001, Dargaville 0340.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

(In case of publication in newspaper(s)). This is the (first/second/only) publication of this notice.

(In case of second publication in newspaper(s)). This notice was first published on: (state date)

A copy from the newspaper, of each notice (the full page) showing the date of the advertisement, and the newspaper must be sent to the District Licensing Committee.

Guide to Public Notification

Display this notice on the premises (whether inside or out) where it can be conveniently read by a person outside the premises.

If this the building is being constructed and the public are unable to access the premises/site, contact the Alcohol Inspector prior to displaying the notice.

The format for the notice(s) is as follows:

Public notice of application for Club licence

Section 101, Sale and Supply of Alcohol Act 2012

Full name of the licence holder:

has made application to the Kaipara District Licensing Committee for the issue of a Club licence in respect of the premises situated at (location)
and known as

The general nature of the business to be conducted under the licence is: (type of Club)

The days on which and the hours during which alcohol is intended to be sold under the licence are:

The application may be inspected during ordinary office hours at the office of the Kaipara District Licensing Committee at The Hub, 6 Molesworth Drive, Mangawhai or 32 Hokianga Road, Dargaville.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than **25 working days** after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee, Private Bag 1001, Dargaville 0340.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

Section 39 Notices also to be displayed on premise

A copy of an application to which regulation 36, 37, or 38 applies must be displayed:

- (a) on the premises to which it relates, in a place (whether inside or outside the premises) where it can be conveniently read by a person outside the premises.
- (b) for at least 10 days after a copy was first published (in accordance with these regulations) in a newspaper or on an internet site.



Public Health Questionnaire for On-Licence and Club Licence Applications

This questionnaire helps to ensure that you, as a licensee, meet the Public Health requirements of the Sale and Supply of Alcohol Act (2012) to minimise illness, disease, injury or death caused by the inappropriate consumption of alcohol.

This questionnaire should be completed by the applicant/licensee (not a consultant) & returned with your licence application

Your licence application maybe delayed without the completion of this questionnaire.

To complete our files please include copies of the following when returning this questionnaire.

- ☐ Current Menu (including prices)
- ☐ Host Responsibility Policy/Statement or alcohol management plan
- ☐ Staff Training Policy

Application details

Who is the main contact person and their role?

Email address:

Contact telephone number:

Hours of operation:

Food (attach Menu)

A condition of licence is that you have food available for consumption – “**at all times** when the premises are authorized to be open for the sale of liquor, food of a range and style similar to that shown on any menus submitted or a range of snack foods in the nature of pies, sandwiches, filled rolls, pizzas and the like, shall be conveniently available for all patrons and the availability of those foodstuffs shall be notified to them by appropriate notices throughout the entire premises”.

How is food availability notified throughout your premises?

Where are these notices displayed?

Low and non-alcoholic beverages

Water, low and non-alcoholic beverages should be made available. Tap drinking water should be available free of charge.

What low-alcohol beverages are provided?

What non-alcoholic beverages are provided?

Is plenty of drinking water available?

Yes ☐

No ☐

Staff Training

How many certified managers do you have?

Do you provide training to bar staff on the Sale and Supply of Alcohol Act? Yes ☐ No ☐

If yes: In-house training, by whom?

Courses provided by?

How do you monitor the performance of staff in relation to their responsibilities under the Sale and Supply of Alcohol Act 2012?

Intoxicated Patrons

What measures do you take to prevent intoxication on your premises?

How do you identify if a person is intoxicated?

What process do you have to deal with intoxicated patrons?

Minors - The sale of alcohol to persons under the age of 18 is prohibited

If you suspect somebody is underage, what are the three forms of ID you can accept?

1

2

3

Amenity and Good Order

What steps will you take to ensure your business does not impact negatively on your neighbours? e.g. noise, nuisance and vandalism?

Alcohol Promotions

Do you run alcohol promotions (e.g.: discounted drinks, happy hours, 2 for 1 deals)? Yes ☐ No ☐

If yes, please detail:

Transport

Is a taxi service available? Yes ☐ No ☐ Is public transport available? Yes ☐ No ☐

Details:

Is a courtesy vehicle available? Yes ☐ No ☐

Details:

Signage

Taxi/Dial-a-Driver telephone number? Yes ☐ No ☐

No ID No Service No Exceptions Yes ☐ No ☐

Food, low and non-alcoholic options at all times Yes ☐ No ☐

Intoxicated persons are not permitted on premises Yes ☐ No ☐

Host Responsibility Policy displayed Yes ☐ No ☐

Smokefree Environments Act 1990

Since 10 December 2004, it has been an offence to permit smoking in the internal areas of licensed premises. The licensee is required to take all reasonable practicable steps to prevent people smoking inside.

Do you display NO SMOKING signage at all entrances? Yes ☐ No ☐

Do you have an outdoor smoking area? Yes ☐ No ☐

Is the outdoor smoking area enclosed? Yes ☐ No ☐

Do you sell tobacco products? Yes ☐ No ☐

A Club licence allows you to sell liquor to club members, accompanied guests and members of clubs with reciprocal visiting rights. How do you ensure that only these people are sold or supplied alcohol in your premises?

UNDERTAKING FROM LICENSEE

I _____ (Full name),
the Licensee* for _____ Premises

acknowledge that I have read and understood each of the above questions and I agree to comply with the measures outlined here throughout this next licensing period.

I also acknowledge that Public Health Liquor Licensing Officer, on behalf of the Medical Officer of Health, may visit my premises, from time to time, in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.

Signed:

Dated:

Position/Title:

**In the case of a corporate this application is to be signed by the Operations Manager responsible for the premise / outlet.*

The submission of this Public Health Questionnaire is not complete until it has been signed either by the Licensee or Operations Manager for the premises. The information contained within this Public Health Questionnaire may be shared with other statutory agencies, including Police, LLI or ARLA, for the purpose of their enquiries.

Example

restaurant style floor plan.

- Ensure that all items associated with the design and layout of the premises, doors, windows, seating, bars, toilets etc. are correctly identified.
- Ensure that all unnecessary information, such as dimensions associated with building consents etc. are removed from the plan.
- The proposed licensed area, known as the defined area, must be outlined with a **coloured highlighter**.
- Any area proposed to be designated must also be drawn with a **coloured highlighter**.
- The proposed principal entrance must be clearly identified.

Principal entrance

1. Defined (licensed) area.
2. Undesignated

