



"HELPING YOU SELL LIQUOR SAFELY"

Application for club licence



The Secretary
Hastings District Licensing Committee
Private Bag 9002
HASTINGS 4156
Phone: 06 871 5000
Fax: 06 871 5115

TRIM Ref: REG-35-19-241



ITEMS TO ACCOMPANY THIS APPLICATION

Please ensure the following documents accompany the application		Tick where provided
1.	The application form. Please note only completed application forms will be accepted.	<input type="checkbox"/>
2.	Where the Club is incorporated, a copy of the Certificate of Incorporation (or equivalent document).	<input type="checkbox"/>
3.	Character references must also be provided for the president, secretary and treasurer of the club.	
4.	A full food and drinks menu.	<input type="checkbox"/>
5.	A copy of the Club's Constitution.	<input type="checkbox"/>
6.	Names of other clubs with which club has reciprocal visiting rights for members	<input type="checkbox"/>
7.	A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises.	<input type="checkbox"/>
8.	A map showing the location of the premises within the Hastings District.	<input type="checkbox"/>
9.	<p>A Scale Plan showing –</p> <ul style="list-style-type: none"> a) Those parts of the premises that are used for the sale or supply of liquor; and b) Those parts of the premises (if any) that the applicant intends should be designated as restricted or supervised areas; and c) Each entrance to the premises that is to be designated as a principal entrance d) Details of the seating arrangements. 	<input type="checkbox"/>
10.	<p>A copy of a Resource Management Certificate and Building Code (or Interim Building Code) Certificate is required but you do not need to arrange this – Council will do this on your behalf (see note below).</p> <p><u>Important note:</u> It is recommended that before lodging your application that you discuss your proposal with the duty Planning and Building Officer at Hastings District Council to help identify any issues that may prevent Council from issuing these certificates. A fee will be included to cover the preparation of these certificates. Please note that extra fees will apply in some situations (for example if Resource Consent is required) also that the certificates can only be issued if the relevant building and planning requirements for the proposal are met. Once the certificates have been issued the Liquor Licensing Inspector will contact you and advise you that the application can be publicly advertised. Please <u>do not</u> publicly advertise your application until the Liquor Licensing Officer has contacted you.</p>	<input type="checkbox"/>
11.	When the applicant is not the owner of the premises a written statement from the owner is to be provided to the effect that the owner has no objection to the grant of a licence.	<input type="checkbox"/>
12.*	<p>A Host Responsibility document establishing the policy in relation to Food - including a Menu or other indication of the standard of food to be provided, non-alcoholic refreshments, low alcohol beverages, steps to be taken regarding prohibited persons, alternative transport and the promotion of responsible consumption of liquor.</p> <p>* The Host Responsibility document should be in a form akin to a "mission statement" that is displayed inside the premises where it can be easily seen by staff and customers.</p>	<input type="checkbox"/>

13.	<p>This form must be accompanied by the prescribed fee (see note below).</p> <p><u>Application fees -</u> Please contact the Liquor Licensing Officer who will advise you on how much the application fee is.</p> <p><u>Annual fees</u> On, Off and Club licences are subject to an annual licence fee.</p> <p>For new licences, the annual licence fee for the licence must be paid <u>before</u> the licence is issued. An invoice will be sent for the relevant amount.</p> <p><u>How are fees determined?</u> The fees are determined by the fees category assigned by Council (the criteria are set out in the Sale and Supply of Alcohol (Fees) Regulations 2013). The fee category is based on the type of licensed premises, latest alcohol sales time and the number of enforcements in the last 18 months.</p>	□
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Matters to be Completed Following Filing of the Application

14.	<p><u>Public notice in newspaper</u> Within 20 working days after being contacted by the Liquor Licensing Inspector the applicant is required to give public notice of the application as indicated in the Public Notice Notes 1, 2, 3 and 5 enclosed with this application form).</p>
15.	<p><u>On site notification</u> Within 10 working days after being contacted by the Liquor Licensing Inspector, the applicant is required to display a public notice as is indicated in the Public Notice Notes 4 and 5.</p>
16.	<p>After lodgement of the application, the two newspapers containing the Public Notices must be forwarded to the Licensing Inspector at the Hastings District Council.</p>

FOR OFFICE USE ONLY

Type of licensed premises	Weighting	Latest closing/sales time	Weighting	Enforcements	Weighting	Total rating	Fee category

Application for Club Licence

Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012
Form 5

To the Secretary
Hastings District Licensing Committee

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

1. Details of Club

a. Full legal name to be on licence (i.e. individual or organisation): _____

b. Is the Club incorporated: Yes No

If YES:

Under what Act is the Club incorporated? _____

What is the date of the Club's incorporation? _____

c. Postal Address for service of document:

Address: _____		
Suburb: _____	City: _____	Post Code: _____

d. Daytime Contact Name:

Phone: Mobile:

E-mail address: Fax number:

e. Status of Club:

Chartered Club Sports Club Other

f. Predominant purpose of Club: _____

Membership: of whom about are under the age of 18 years.

g. State contact details of club secretary: _____

Full name: _____

Address: _____

Phone and/or Mobile: _____ / _____

h. Preferred mode of contact _____

i. Full details of manager(s) to be employed and certificate numbers of Manager's Certificate(s)

Name:	Address:	Certificate number:

2. Premises Details

a. Address of Club premises:

b. If premises is a conveyance:

Yes No

Type of conveyance (ship, bus, plane etc)

Registration Number:

Home base address:

c. Proposed trading name for premises/
conveyance:

d. Is a licence already held for premises/
conveyance?

Yes No

e. Is the licence sought conditional upon
construction/completion of the premises

Yes No

f. Is the licensed area to include any outside
areas?

Yes No

g. What is your proposed opening date?

h. Does the applicant own the proposed
licensed premises?

Yes No

If NO:

Owner's full name:

Owner's address:

Form & term of tenure

i. What part (if any) of the premises does the applicant intend should be designated as:

- **Restricted designation:** No person under 18 may be present on the premises
- **Supervised designation:** persons under 18 may be present, only if accompanied by a parent, or legal guardian ie, Court appointed. Those under 18 cannot be sold alcohol, 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 alcohol, but may be supplied by their parent, or legal guardian.

A Restricted Area:

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A Supervised Area:

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j. FIRE SAFETY – Section 127(2):

I certify that the Building Owner has confirmed with me that the building has does not require an Evacuation Scheme for public safety which meets the requirements of Section 21B of the Fire Service Act 1975

Name of Owner

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Signature

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Date:

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A registered Evacuation Scheme is required when:

- The building can hold more than 100 people;
- There are more than 10 employees in the entire building; or
- Overnight accommodation is provided for more than 5 people.

Please contact the Fire Risk Management Office at the Hastings Fire Station – 06 873 5319

3. Conditions

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

- b. 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

The following questions relate to Host Responsibility. In conjunction with completing the questions, you are required to produce you 'Host Responsibility Policy'. A copy of the completed policy is to accompany this application to the DLC.

- c. What provisions does the applicant intend to make for the sale and supply of alcohol?

- Food (attach menus, including all day or snack menu):

- Non-alcoholic refreshments:

- Low-alcoholic beverages (specify if you intend to have free water available at all times):

- d. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the premise, for staff and patrons?

- e. What other steps does the applicant propose to take aimed to promoting the responsible consumption of alcohol?

- f. 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 (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

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

- h. Describe if no access to mains water supply, portability of water intended to be available:

- i. What appropriate systems, staff and training does/will the applicant have in place to ensure compliance with the law?

- j. What are the current and possible future noise levels and how does the applicant intend to mitigate them?

k. What are the current and possible future levels of nuisance and vandalism and how does the applicant intend to mitigate?

l. What other licensed premises are there in the vicinity of this proposed premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

m. What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? Is so, in what way?

4. Authorisation

Dated at Hastings this

day of

20

Applicant's Signature:

PUBLIC NOTICE NOTES

Important Note - Please advertise correctly - Mistakes may result in the need to readvertise

1. **Two*** Public Notices are to be advertised in a nominated newspaper. The **First** Notice must be published -
 - a) **For a new licence within 20 working days After being contacted by the Liquor Licensing Inspector**
 - b) **For a renewal of licence within 10 working days After making the application**

***For renewals of premises or conveyances in the very low-risk or low risk fees category only one newspaper notification is required.**

2. The Public Notices must be **at least 5 days apart** but not more than 10 days. Recommended Second Notice is published on the same day of the following week.
3. Following publications, the **page containing the notice** must be brought in to the Hastings District Council.
4. Except in the case of a conveyance, within 10 working days (see note 14 on page 3 regarding on site notifications for new and renewal applications) 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).
5. The Public Notice must be in the form as shown overleaf (form 7) with reference to the following notes:

- A. Insert the full name, address and occupation of the Licensee, which shall be the same as on the application form. The **Licensee** is the person, partners, company, club or group that receives the profit from the sale of liquor, and the public notice **must be in that Name**.

Company Application - The Companies Act requires: "If, within the period of 12 months immediately preceding this application, the name of the Company has changed, the Company must ensure that the public notice required for this application states:

- (I) That the name of the Company was changed in that period;
- (II) The former name or names of the Company".

- B. Insert the type of premises - Hotel, Tavern, Restaurant, Bistro Bar, Nightclub, Entertainment and Function Centre, Wine Bar, Bottle Store, Wine Shop, Supermarket, Grocery Store, Gift Shop, etc.

- C. Insert the full range of your trading hours - eg

Monday to Saturday, 7.00 am to 1.00 am the following day.
Sunday 9.00 am to 12 midnight

Hotels should include if desired:

At any time on any day to persons for the time being living on the premises whether as a lodger or employee.

PUBLIC NOTICE

Section 101, Sale and Supply of Alcohol Act 2012

Public notice of application for a Club licence.

This notice is to be displayed in a conspicuous place on or adjacent to the site to which the application relates within 10 working days of filing your application.

This notice must also be sent to either Hawkes Bay Today or Hastings Mail and published twice, one week apart, within 10 working days of filing your application. Once published, copies of the public notice should be forwarded to the Secretary of the District Licensing Committee.

IT IS YOUR RESPONSIBILITY TO DO THIS

Section 101, Sale and Supply of Alcohol Act 2012

Full name and address of the club:

has made application to the District Licensing Committee at Hastings District Council for a Club licence in respect of the premises situated at (address):

Known as (trade name):

The general nature of the business conducted (or to be conducted) under the licence is (type of business eg: sports club, social club):

The days on which, and the hours during which alcohol is sold under the licence are (specify days and hours):

The application may be inspected during ordinary office hours at the office of the Hastings District Licensing Committee at Lyndon Road East, Hastings.

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 Hastings District Council, Private Bag 9002, Hastings 4156.

No objection to the renewal 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.

This is the **first / second** publication of this notice. This notice was first published on: