

Application for New or Renewal of Club-Licence

CHECKLIST - Please attach completed checklist to your application

Name of Applicant _____

EVERY application must be accompanied by the following:

- The original of the completed application and supporting documents.
- The prescribed fee. Please refer to the attached Fees and Charges sheet for information on the relevant fee. Note that an annual fee is also payable and for new licences this fee must be paid prior to the licence being issued and for all existing licences on the anniversary date of the licence. If the annual fee is not paid within 30 days after the day on which it is due the licence is suspended from that day on until the annual fee and any additional penalties are paid.
- A copy of your Host Responsibility Policy.
- A copy of the menu or indication of standard and style of food to be provided or proposed to be provided.
- A signed Public Notice Declaration Form acknowledging that Form 7 is displayed on site. From 1 January 2017, public notices for renewal applications in Buller will no longer be required to be advertised in the local newspapers but instead they will be published on Council's website and Council's Facebook for 25 working days.
- Form 7 (Public Notice) completed for inclusion on Council's website. Please contact Council if you need assistance.
- Evacuation Scheme Statement Declaration Form completed in full and signed.
All applicants are advised to contact Fire and Emergency first and confirm whether they have or are required to have an approved evacuation scheme.
- A copy of the Certificate of Incorporation, Memorandum of Association, property order made under the Protection of Personal and Property Rights Act 1988 or other documentary evidence. Where the applicant is a local authority a reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act.
- Photographs of the exterior of the premises or an artist's impression of the exterior of the proposed premises as it will look when finished.
- Photographs (or drawings if under construction) of all areas of the interior of the premises.
- A map, or a copy of a map, or a portion of a map, showing the location of the premises.
- A scale floor / site plan showing:
 - Those parts of the premises that are to be used for the sale or supply of alcohol including location of furniture ; and
 - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas; and
 - Each entrance to the premises that the applicant intends should be designated as a principal entrance. (Main entrance for display of licence).
 - Location of any security cameras and monitors.
 - Lighting features, particularly outdoors.
 - On site parking areas.
- If the business is not connected the mains water supply, provide a certificate certifying the potability of the water.
- If not a conveyance, an Application for Certificate of Compliance (included in this pack) must also be completed and will be assessed by the local authority to ascertain whether the proposed use of the premises meets the requirements of the Resource Management Act and the NZ Building Code. The fee for this certificate is not included in the Application Fee and will be invoiced separately.
- If applicable, copies of all relevant building consents and certificates

Application for a Club Licence or Renewal of Club Licence
Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

Form 5
AL005

To: The Secretary
Buller District Licensing Committee
c/ Buller District Council
PO Box 21
WESTPORT 7866

Application for (tick one) Club Licence or **Renewal** of Club Licence
is made in accordance with the particulars set out below.

Please use a separate sheet of paper if there is insufficient space provided for your answers.

1. Details of Applicant

a. Full legal name or names to be on licence: _____

b. Postal Address for service of documents: _____

c. Is a licence already held for the premises concerned: Yes No

If yes, provide details:

Licence Number: _____ Expiry Date: _____

d. Status of Applicant (tick appropriate box):³

- Natural Person Private Company Public Company
 Partnership Territorial Authority Licensing or Community Trust
 Government department or other instrument of the Crown **Club**
 Manager under the Protection of Personal and Property Rights Act 1988
 Body corporate to which section 28(1)(b) of the Act applies
 Board, organisation, or other body to which section 28(1)(c) of the Act applies
 Trustee (within meaning of Trustee Act 1956)

e. If body corporate, state authority under which incorporated:

f. Contact details for Applicant that is a Natural Person:

Full legal name: _____

Alias (if applicable): _____

DLA Administration Use Only

Date Lodged:		Record No.:	
Fee paid:		Receipt No.:	
Debtor No.:		Invoice:	

Residential Address: _____

Gender: Male Female

Occupation: _____

Date and Place of Birth: _____

Daytime contact number: _____

Email Address: _____

Website: _____

Preferred method of contact: _____

g. Contact details for Applicant that is NOT a Natural Person:

Full Name: _____

Phone Number: _____

Mobile Number: _____

Fax Number: _____

Email Address: _____

Website: _____

Preferred method of contact: _____

h. Details of Business: (Describe principal business and any other businesses)

i. Details of Criminal Convictions: (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)

2. Details of Premises

Address of premises: _____

Any name, trading name or name of building (if any): _____

Name of any other club with which applicant shares premises: _____

Does the applicant own the proposed licenced premises? (Tick one) Yes No

If no, please provide the following details:

Full name and address of owner: _____

Tenure of the premises: (eg leasehold, under tenancy agreement or licence) _____

Is the licence sought conditional on the completion of building work? (Tick one) Yes No

If yes, please provide details: _____

3. Details of Managers

Full Legal Name: _____

Certificate No. _____ Expiry: _____

Full Legal Name: _____

Certificate No. _____ Expiry: _____

Full Legal Name: _____

Certificate No. _____ Expiry: _____

4. Details of Club

a. Authority under which club incorporated: _____

b. Membership: (state total membership, and number of members under 18 years of age) _____

c. Contact details of club secretary: _____

d. Is the sale of liquor intended to be the principal purpose of the club? Yes No

If no, what is intended to be the principal purpose of the club? _____

_____ e.

 Yes No If yes, what is the nature of those other goods or services? _____

f. What are the days, and hours proposed for the sale of alcohol? _____

5. Conditions

a. What experience and training does the applicant have? _____

b. What provision will be made for the sale and supply of:

Food: _____

Non-alcoholic beverages: _____

Low alcohol beverages: _____

c. To what extent and where will drinking water be freely available to patrons: _____

d. If no access to mains water supply, potability of water intended to be available: _____

e. What steps will be taken to provide assistance with or information about alternative forms of transport from the premises?

f. **What steps will be taken to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?**

g. **What other steps will be taken to promote the responsible consumption of alcohol?**

h. **What other systems (including training systems) and staff are or will be in place for compliance with the Act?**

i. **Are any changes sought to the present condition of this licence?** (Tick one) Yes No

If yes, what changes are being sought: _____

8. Attachments

- Copy of planning consent
- Copies of all relevant building certificates/consents
- Floor plan showing : Each area to be designated and indicating whether supervised or restricted; and The principal entrance.
- Copy of any certificate of incorporation (or equivalent document)
- For body corporate applicant, copy of certificate of incorporation (or equivalent document)
- Names of other Clubs with which Club has reciprocal visiting rights for members

Dated at (place) _____ this _____ day of _____ 20_____

Signature of Applicant

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).

Additional questions

The granting or renewal of this application will not decrease the amenity or good order of the area by more than a minor extent because:

(Include information about staffing levels, training, in house practices including identification and response to intoxication, disorderly behaviour, noise, vandalism/ graffiti/litter affecting neighbouring properties, types of neighbouring properties etc)

The design and layout of our premises complies with the Act because: (Attach Floor Plan)

(Consider lighting and visibility especially in outdoor areas. Supermarkets and grocery stores must identify the one area of the premises where alcohol is to be promoted and displayed and how it is intended to limit as far as reasonably practicable the exposure of shoppers to displays, promotions and advertisements for alcohol. You must supply a current floor plan identifying entrances, internal layout of furniture, security cameras and monitors etc.)

The granting or renewal of this application will contribute to the Object of the Act by:

(Explain how the sale and consumption of alcohol will be undertaken safely and responsibly and the harm caused by excessive or inappropriate consumption of alcohol is minimised both to the individual and society generally).

EVACUATION SCHEME STATEMENT BY THE APPLICANT

For

New and Renewal of On/Off/Club Licences

(Section 100(d) (i-iii) Sale and Supply of Alcohol Act 2012)

To: Buller District Licensing Committee
PO Box 21
WESTPORT 7866

Applicant: _____

Premises: _____

Address: _____

I hereby state that: **(TICK ONE)**

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.
- Because of the building's current use, its owner is not required to provide and maintain such a scheme.
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Yours faithfully

Signature

Date

Designation

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. If you are unsure whether you require an evacuation scheme, you can visit the Fire and Emergency NZ (FENZ) website www.fireandemergency.nz – go to Evacuation Advice and follow the link. Information on this site advises the criteria for requiring an evacuation scheme and has the tools and resources on how to develop one. If you still require assistance you can contact: West Coast Fire Safety Officer, PO Box 222, Greymouth 7840, phone 03 768 0318, email WestCoastDistrict-CRMTeam@fireandemergency.nz

Guidelines for Public Notification



From 1 January 2017, public notices for renewal applications in Buller will no longer be required to be advertised in the local newspaper but instead they will be published on Council's website and Council's Facebook page for 25 working days. New Applications still require Public Notices to be published in the Local Newspaper.

When you submit a completed new or renewal licence application to Council, the public notice will automatically be uploaded to the Council website. The cost of this will be included in your licence fee – there is no extra charge. Publication for New Applications in the local paper will be charged an advertising fee by the local Newspaper.

Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 25 working days after the date of the first publication of the notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee

A copy of the notice (Form 7) must still be displayed on site within 10 working days of the application being received by the District Licensing Committee and must be in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises. The words in italics are for your information only and do not need to be included in the notice.

If you have any queries please contact the Chief Licensing Inspector prior to submitting your public notice information to Council.

Renewal Applications

Note that when a renewal application includes a change of trading hours and/or designated areas the public notice should identify the current conditions and the proposed conditions being sought.

NOTE: Working days under the Act do not include a Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereigns Birthday or Labour Day or a day in the period commencing on 20 December in one year and ending with 15 January in the next year.

Public notice of application for on-licence, off-licence, or club-licence (or application for variation of conditions of on-licence, off-licence, or club-licence)

Section 101 Sale and Supply of Alcohol Act 2012

Form 7

.....
.....
.....

(Full name of applicant, address and occupation)

has made application to the District Licensing Committee at Westport for the *issue/renewal/variation of conditions (delete one)* of a *(State kind of licence)* in respect of the premises situated at*(Location address or the kind of conveyance)* known as *(Trading name of premises).*

The general nature of the business conducted *(or to be conducted)* under the licence is *(type of business eg hotel, tavern, restaurant etc).*

The days on which and the hours during which alcohol is *(or 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 Buller District Licensing Committee at 6-8 Brougham Street, Westport.

Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 25 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 21, Westport 7866.

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.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

(In case of publication in newspaper(s) only) This is the *(state whether first, second or only)* publication of this notice.

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

Declaration Form

Display of Public Notice

To: The Secretary
Buller District Licensing Committee
c/ Buller District Council
PO Box 21
WESTPORT 7866

Application Type: (Tick as appropriate)

- NEW**
 RENEWAL or
 VARIATION

Of

- ON LICENCE**
 OFF LICENCE or
 CLUB LICENCE

I hereby declare that I have affixed a copy of the Public Notice Form (Form 7) in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises as required by the Sale and Supply of Alcohol Act 2012.

SIGNED by the licence holder or licence applicant

NAME of signatory

Date

Licence Number/s (if applicable)

NEW ZEALAND POLICE AUTHORISATION

As applicant for this Licence/Manager's Certificate, you are requested to sign the authorisation below. Failure to allow Police to disclose this information may result in your application only being determined at a hearing held by the District Licensing Committee where you will be required to attend and present information for this Authority's consideration.

AUTHORISATION

“The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?”

YES NO

SIGNATURE OF APPLICANT: _____

FULL NAME OF APPLICANT: _____

DATE: _____

FEE & CHARGES

Sale and Supply of Alcohol (Fees) Regulations 2013

On, Off and Club Licences and other Licence fees

AL 402
 Buller District Licensing Committee
 Westport Office
 6-8 Brougham Street
 PO Box 21
 Westport 7866
 T: (03) 788-9111

Reefton Service Centre
 66 Broadway
 PO Box 21
 Reefton 7851
 T: (03) 732 8821

E-mail: info@bdc.govt.nz
 Website: <http://www.bullerdc.govt.nz>

Fees must be paid at the time of application and no application will be accepted without the relevant fee.

If, when an application is determined, it is found that a higher application fee should have been paid, the licence must not and will not be issued or renewed (or variation granted) until the applicant pays the difference between the amount paid and the amount that should have been paid.

The fee payable for a new On, Off or Club Licence or renewal of an On, Off or Club Licence is assessed using a cost/risk rating system. The cost/risk rating of the premises is the **sum** of the highest applicable weighting for the type of premises and type of licence, the hours of operation and any enforcement holdings in the last 18 months.

In addition an annual fee is payable which will be due on the anniversary date of the licence. If this fee is not paid within 30 days after the day on which it is due the licence is suspended from the next day and until the fee and any penalties in respect of late payment are fully paid.

Definitions

Type	Class	Description
Restaurants	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern
	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.
	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence and has at least 1,000 members of purchase age and in the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any time.
	2	A club that has or applies for a club licence and is not a class 1 or class 3 club
	3	A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.
Remote sales premises		Premises for which an off-licence is or will be endorsed under section 40 of the Act.
Enforcement holding		A holding as defined in section 288 of the Act, or an offence under the Sale of Chief Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
Premises for which an on-licence or club-licence is held or sought	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
Premises for which an off-licence is held or sought (other than remote sales)	10.00 pm or earlier	0
	Any time after 10.00 pm	3
Remote sales premises	Not applicable	0

Type of licence and premises

Type of Licence	Type of Premises	Weighting
On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off-licence	Supermarket, grocery store, bottle store	15
	Hotel, tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club-licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

Fee Categories for premises

A Territorial Authority must assign a fees category to any premises for which an on-licence, off-licence or club licence is held or sought in accordance with the table below except that it may, in its discretion and in response to particular circumstances, assign a fee category to premises that is one level lower but no premises may be assigned a category lower than very low.

The annual fee becomes due on 18 December 2013 for all existing licences but will not be required until either the anniversary of the last application or 1 July 2014, whichever is the sooner. However this first annual licence fee is waived if, between 18 December 2012 and 17 December 2013, the licensee applied for and paid the relevant fee for a new licence, a licence renewal or a licence variation.

The date on which the fees category must be determined is, for the purpose of an application fee, the day on which the application is made or, for the purpose of the annual fee, the day on which the annual fee is payable.

Cost/risk rating	Fees category	Application fee \$ inc GST	Annual fee \$ inc GST
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1023.50	\$1035.00
26 plus	Very High	\$1207.50	\$1437.50

Other Licence Fees

Type	Description of activity	Application fee \$ incl GST
Temporary Authority	Fee payable to the territorial authority under s.136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	\$296.70
Temporary Licence	Fee payable to the territorial authority by a person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates	\$296.70
Permanent Club Charter	Annual fee payable to the territorial authority in which the club's premises are situated by the holder of a permanent club charter as described in section 414 of the Act	\$632.50
Extract from register	Fee payable to a licensing committee under section 66(2) of the Act for an extract from a register	\$57.50
	Fee payable to ARLA under section 65(2) of the Act for an extract from a register	\$57.50
Appeals	Fee payable to ARLA under section 154 of the Act (against a decision of a licensing committee)	\$517.50
	Fee payable to ARLA under section 81 of the Act (against a local alcohol policy)	\$517.50

Application for Certificate of Compliance
In accordance with the Resource Management Act 1991 and Building Code
 Sections 100(f) Sale and Supply of Alcohol Act 2012

To be completed for any new on or off licence application. Not required for renewals.

To: The Secretary
 Buller District Licensing Committee
 c/ Buller District Council
 PO Box 21
 WESTPORT 7866

Applicant details

- a. Full legal name or names (to be on licence): _____
- b. Contact Name: _____
- c. Postal Address for service of documents: _____

- d. Contact phone: _____
- e. Email address: _____

Details of Premises

- a. Business / Trading Name _____
- b. Location address: _____
- c. Valuation Number: _____
- d. Legal Description: _____
- e. Computer Register Number (CT): _____

Required Attachments:

1. Plan of the site identifying buildings, parking and vehicle access.
2. Compliance Certificate Application fee
 (current fees can be found at <http://bullerdc.govt.nz/property/building-services/fees-charges/>)

1. Describe the type of business/activities proposed: _____

2. Will the business be providing accommodation? Yes No
 If **yes**, supply details of the number of units/rooms that will be used for accommodation. _____

3. What is the maximum occupancy of the building? _____
4. What are the intended hours of operation? _____
5. How many off street car parks are on site? _____
6. Are there any existing resource consents? Yes No
 If **yes**, list consent numbers (if known). _____

7. Are you intending on changing the scope of the operation? Yes No

If yes, please describe: _____

8. Are there any existing building consents? Yes No

If yes, list consent numbers (if known). _____

9. Is there a Building Warrant of Fitness for the building? Yes No

If yes, what is the expiry date: _____

Signature of Applicant

Dated at (place) _____ this _____ day of _____ 20_____

PLANNING TEAM

Approved Declined

Comments:

Signature

Name

Designation

Date

BUILDING

Approved Declined

Comments:

Signature

Name

Designation

Date

Application Rcvd:		NCS ref (Licence):	
Fee paid:		Debtor No.:	
Receipt No.:		Date of Issue:	