



# RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946 Ph. (07) 895-8188 Fax. (07) 895-3256

## CLUB LICENCE APPLICATION FORM 8

Section 55, Sale of Liquor Act 1989

*Office Use Only*

Ref: \_\_\_\_\_ File: \_\_\_\_\_ Doc: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

To: The Secretary  
District Licensing Agency  
Private Bag 1001  
Taumarunui 3946

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

### 1 DETAILS OF CLUB

(a) Name: \_\_\_\_\_

(b) Is the Club incorporated? YES / NO  
If Yes: (i) Under what Act is the Club incorporated? \_\_\_\_\_  
(ii) What is the date of the Club's incorporation? \_\_\_\_\_

(c) Postal Address (for service of documents): \_\_\_\_\_

(d) Daytime contact name & phone: \_\_\_\_\_

(e) Full name, address, Manager or Managers to be employed, and certificate numbers of Managers Certificates.  
\_\_\_\_\_  
\_\_\_\_\_

(f) Details of supporting Managers.  
\_\_\_\_\_  
\_\_\_\_\_

(g) Full name, address, occupation, and date of birth of the Secretary.  
\_\_\_\_\_  
\_\_\_\_\_

(h) Status of Club (*Tick appropriate box*)  
 Chartered                       Sports                       Other

(i) Predominant purpose: \_\_\_\_\_

(j) Membership, ....., of whom about ..... are under the age of 18 years.

### 2 DETAILS OF PREMISE

(a) Address of Club premise: \_\_\_\_\_

(b) Is a licence sought conditional upon construction or completion of the premise? YES / NO

(c) Does the Club own the proposed licensed premise? YES / NO

If No: (i) What is the full name and address of the owner? \_\_\_\_\_



**RUAPEHU DISTRICT COUNCIL**

(ii) What form of tenure of the premise will the Club have? *(Including term of tenure)* \_\_\_\_\_

(d) What part (if any) of the premise does the Club intend should be designated as: *(e.g. gaming machines)*

(i) A restricted area:

(ii) A supervised area: \_\_\_\_\_

(e) Does the Club share the premises with any other club?

If Yes –

(i) what us the name of the other club? \_\_\_\_\_

(ii) what months of the year do the respective clubs use the premises? \_\_\_\_\_

**3 CLUB ACTIVITIES**

(a) Nature of activities: \_\_\_\_\_

(b) Days and hours during which the activities take place: \_\_\_\_\_

**4 CONDITIONS**

(a) On which days, and during what hours, does the Club intend to sell liquor under this licence? \_\_\_\_\_

(b) What provision does the Club intend to make for the sale and supply of:

(i) Food: \_\_\_\_\_

(ii) Non and Low Alcoholic refreshments: \_\_\_\_\_

(c) What steps does the applicant proposed to take to provide assistance with or information about alternative forms of transport from the licensed premises? \_\_\_\_\_

(d) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? \_\_\_\_\_

Dated at ..... this ..... day of ..... 20\_\_

Signed on behalf of the ..... Club by

.....  
(Designation)

<b>OFFICE USE ONLY</b>			
Receipt No:	\$ _____	Code Ref:	LIQOOC
Receipt No:	\$ _____	Code Ref:	ON_OFF
Total Amount Paid:	\$ _____		



### SALE OF LIQUOR REGULATIONS 1990

Every application for a Club Licence shall be accompanied by the following:

- (a) Three copies of the application.
- (b) Where the Club is incorporated, a copy of the Certificate of Incorporation, or other documentary evidence of its incorporation.
- (c) Where the Club held a charter under the Sale of Liquor Act 1962, identifying particulars of the Club's charter.
- (d) A copy of the Club's constitution or rules.
- (e) A photograph of the exterior of the premises, or an artist's impression of the exterior of the proposed premises as they will look when they are finished.
- (f) A map, or a copy of a map, or of a portion of a map, showing the location of the premises.
- (g) A plan showing:
  - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
  - (ii) Those parts of the premises (if any) that the Club intends should be designated as restricted areas or as supervised areas.
- (h) Where the Club is not the owner of the premises, a written statement from the owner to the effect that the owner has no objection to the grant of the licence.
- (i) A certificate by the local authority that the proposed use of the premises meets the Resource Management Act 1991 and Building Code requirements. The fee for this certificate is \$170.00.
- (j) The prescribed fee of \$776.00.
- (k) A copy of the Host Responsibility Declaration.

#### NOTES:

1. For the matters that are to accompany this application, see regulation 11(2) of the Sale of Liquor Regulations 1990.
2. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in Form 1. The notice must be published twice in the newspaper or newspapers circulating in the District, and nominated by the Secretary of the District Licensing Agency, with not less than five days, and no more than ten days between the two dates of publication.
3. Within ten working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in Form 1A is attached in a conspicuous place on or adjacent to the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).



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## PUBLIC NOTICE

### FORM 1A

Sale of Liquor Act 1989

*(Full name, address, and occupation of applicant)*

has made application to the Ruapehu District Licensing Agency at Taumarunui for the grant / renewal of an ON / OFF / CLUB Licence *(Please specify)*, in respect of the premises situated at:

and known as:

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

*(e.g. hotel, tavern, restaurant, entertainment/nightclub)*

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

The application may be inspected during ordinary office hours at the office of the Ruapehu District Council, Huia Street, Taumarunui.

Any person who is entitled to object and who wishes to object to the grant / renewal of the application may, no later than 10 working days after the date of the first publication of this notice in a newspaper or newspapers, file a notice in writing of the objection in accordance with the Act, to the Secretary of the District Licensing Agency, c/- Ruapehu District Council, Private Bag 1001, Taumarunui 3946.



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## EVACUATION OF PREMISES FOR ON, OFF, & CLUB LICENCES FORM 30

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### SALE OF LIQUOR ACT 1989

Sections 18, 41 and 64 (as amended by the Building Act 1991)

*Office Use Only*

Ref: \_\_\_\_\_ File: \_\_\_\_\_ Doc: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

I (full name) \_\_\_\_\_

Licence Holder (or Secretary) of the premises known as \_\_\_\_\_

\_\_\_\_\_ and

which operate under an \_\_\_\_\_ (state which type of licence) Licence, state:

(i) That the building in which the premises are situated has an evacuation scheme for public safety, which meets the requirements of Section 21 of the Fire Service Act 1975.

or

(ii) 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.

*(Delete One)*

Signed: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



## EVACUATION SCHEMES FOR PUBLIC SAFETY

If your licensed building is used as a place where 100 or more people are able to be present for different purposes or activities; or

Contains facilities for employment for more than 10 people; or

Accommodation is provided for more than five people; or

Is used for any of the above purposes, an evacuation scheme is required. (Fire Service Act 1975, Section 21B).

### **Note:**

The National Fire Commander may grant waivers from the requirement of any building, where in the opinion of the National Commander, there are already other provisions which will ensure the safety of people within the building (Section 21D(1)).

This certificate is to be completed, signed and returned with your renewal application, **even if your building is exempt.**



### DISCLOSURE OF POLICE INFORMATION

As applicant for this Licence / Manager's Certificate, you are requested to sign the authority below. Failure to allow Police to disclose this information may result in your application only being determined at a Hearing by the Liquor Licensing Authority where you will be required to attend and present the 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: \_\_\_\_\_

Dated at                    this day                    of                    200