



Form 5

APPLICATION FOR CLUB - LICENCE

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

Section 100, Sale and Supply of Alcohol Act 2012

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

Details of Application

Type of application sought

☐ New licence

☐ Variation of conditions (including redefinition of licensed area)

1. Details of Applicant

Full name or names to be on licence (*ie Full legal name or Incorporation name*)

Contact details for Applicant

Contact Name: _____

Phone Number: _____ Mobile Number: _____

Fax Number: _____ Email Address: _____

2. Applicant Status

Is the Club incorporated? ☐ Yes ☐ No

If yes,

(i) under which Act is the club incorporated? _____

(ii) what is the date of the club's incorporation? _____

Details of Criminal Convictions of Company Directors, Partners, or Individuals:

(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)

Office Use Only

Date Stamp & Doc Num	LIQ -
	Container:
	Payment: Cash/Online/EFT-POS
	\$368.00 \$609.50 \$816.50 \$1023.50

3. Details of Premises

Address of proposed licensed premises: _____

Trading name for premises: _____

Does the applicant own the proposed licensed premises? ☐ Yes ☐ No

If **NO** please provide the following details:

Full name and address of owner: _____

Tenure of the premises that the applicant will have: _____

4. Details of managers

Full legal name: _____

Number: _____ Expiry date of certificate: _____

Full legal name: _____

Number: _____ Expiry date of certificate: _____

Full legal name: _____

Number: _____ Expiry date of certificate: _____

5. Details of Club

Status of Club (please tick appropriate box)

☐ Chartered Club ☐ Sports Club ☐ Other _____

Main Purpose of the club

Total club membership is _____ Number of members under the age of 18 _____

Secretary's Details

Name _____

Occupation _____

Residential address _____

Is the Sale of Alcohol the principle purpose of the club? ☐ Yes ☐ No

If NO state intended purpose of business:

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** state the nature of those other goods or services: _____

On which days and during which hours are proposed for the sale of alcohol?

6. Conditions

What experience and training does the applicant have? _____

What provision does the applicant intend to make for the sale and supply of –

Food: _____

Non-alcoholic beverages _____

Low-alcohol beverages: _____

Free Drinking water _____

If no access to mains water supply, how will you ensure the portability of water available?

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 steps does the applicant propose to take to promote the responsible consumption of alcohol?

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

Reciprocal Visiting Rights

Has the Club any arrangement for reciprocal visiting rights for members from other clubs?

☐ Yes ☐ No

If Yes please detail below and provide evidence of the reciprocal rights _____

Does the club want to reciprocal club member to have the ability to have guests? ☐ Yes ☐ No

6. Fire safety

Please tick which statement is correct for your premises

- ☐ 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;

The last trial evacuation date was: _____

or

- ☐ Because of the building's current use, its owner is not required to provide and maintain such a scheme;

or

- ☐ Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Please contact Fire and Emergency New Zealand for more information about evacuation schemes and fire safety requirements.

Dated at _____ this _____ day of _____

Signature of applicant

Please attach the following documents:

- ☐ 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:
- ☐ A scale plan showing —
 - Those parts of the premises that are to be used for the sale or supply of liquor; and
 - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas:
 - The principal entrance to the premises:
- ☐ A Menu or other indication of the standard and style of food to be provided or proposed to be provided:
- ☐ A copy of your host responsibility policy and an alcohol management plan detailing how the specific points in the policy will be implemented.
- ☐ 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. Also include any other information which may assist in determining your application
- ☐ For body corporate applicant's: - A copy of the certificate of incorporation or equivalent document
- ☐ Names and evidence of other clubs with which club has reciprocal visiting rights for members
- ☐ Fee - Please contact a Licensing Inspector to calculate the correct fee.
Online payment can be made to 02-0924-0064987-00
Reference: LIQ OffLic <TradingName>