



# Application for a Club Licence

Section 100, Sale and Supply of Alcohol Act 2012

To: The Secretary  
Central Otago District Licensing Committee  
Central Otago District Council  
PO Box 122  
Alexandra 9340

## Details of Application

Type of application (tick box that applies):

New Club Licence

Is a licence already held for the premises concerned?

Yes  No

If Yes, state kind of licence and licence number: .....

## Details of Applicant

Name of Club: .....

Contact person: ..... Daytime phone: .....

Email: .....

Postal Address for service of documents: .....

Town: ..... Post Code: .....

Is the club incorporated?  Yes  No

If Yes: (i) Authority under which the club incorporated? .....

ii) What is the date of the club's incorporation? .....

Type of club (tick appropriate box):

Chartered club  Sports club  Other (specify) .....

Main purpose of the club:

.....  
.....

Full Name of Secretary: .....

Residential address: .....

Town: ..... Post Code: .....

Occupation: ..... Daytime telephone: .....

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Total club membership: ..... Number of members under the age of 18: .....

Do you operate the bar for more than 40 hours per week  Yes  No

**Details of Premises**

Address of premises: .....

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Any name, trading name or name of building: .....

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

If Yes, what is the name of the other club? .....

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Does the applicant own the proposed licensed premises?  Yes  No

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

Full Name: .....

Address: .....

Town: ..... Post Code: .....

Tenure: *(freehold, unit title, leasehold or under licence, including term)* .....

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Is the licence conditional on completion of building work?  Yes  No

If Yes, please state details: .....

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**Details of Managers**  
*If more than four bar managers are employed, give details on a separate sheet of paper*

Full name and address: .....

Manager's certificate number: ..... Expiry Date: .....

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Full name and address: .....

Manager's certificate number: ..... Expiry Date: .....

Full name and address: .....

Manager's certificate number: .....      Expiry Date: .....

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Full name and address: .....

Manager's certificate number: .....      Expiry Date: .....

**Club Details**

What is the general nature of the activities to be conducted by the club if the licence is granted? (*describe club activities*): .....

.....

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

If NO, what is intended to be the principal purpose of the club? .....

.....

.....

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 are those other goods and services? .....

.....

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

.....

.....

.....

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

(i) A supervised area

.....

(ii) A restricted area

.....

**Conditions**

What is the experience and training of the applicant? .....

.....

.....

.....

Describe in detail the availability for purchase of:

Food (describe type and range): .....

.....

Non-alcoholic beverages (describe type and range): .....

.....

Low-alcohol beverages (describe type and range): .....

.....

To what extent and where is drinking water intended to be freely available to members?

.....

If water is not mains supply, what potable water is intended to be available?

.....

What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises? .....

.....

What steps are proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

.....

.....

Describe any other steps proposed 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?

.....  
.....

**Signature**

Dated at: .....

Date: .....

Signature of applicant: .....

Notes:

1. This application should be filed with the District Licencing Committee with the prescribed fees.
2. Both the application fee and annual inspection fee can be paid with this application. Please contact a licensing inspector to discuss the fees which apply to your business.
3. Within 20 working days after filing this application with the District Licensing Committee the applicant must give public notice of it. 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).
4. Except in the place of conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application is attached in a conspicuous place on or adjacent to the site to which the application related (unless the Secretary of the District Licencing Committee agrees that it is impractical to unreasonable to do so).
5. Before the Public Notice is made please ensure that you have lodged the renewed application with Council.

Public notice must be completed before being advertised. It can be advertised online or in the newspaper. Public notices can now be advertised on the CODC website for a fee of \$125.00.

I wish to advertise on the CODC website.

## EVACUATION SCHEME STATEMENT

To accompany all new and renewal applications for On, Off and Club Licences

Section 100 (d) of the Sale and Supply of Alcohol Act 2012 which relates to new and renewal applications for On, Off and Club Licences requires one of the statements below to be signed by the applicant.

The relevant building by reason of its current use, does not require such a scheme, or the relevant building is exempt from having to meet the requirements of such a scheme.

Signed by the applicant: \_\_\_\_\_

OR

The relevant building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency Act 2017.

Signed by the applicant: \_\_\_\_\_

### Evacuation Scheme

An evacuation scheme is required for buildings where:

- The gathering together, for any purpose, of 100 persons or more.
- Providing employment facilities for 10 or more persons.
- Providing accommodation for more than 5 persons.
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

Please direct enquiries to:

Marty Jillings  
Fire Risk Management Officer  
PO Box 2360  
Wakatipu

Phone: (03) 441 4551  
[marty.jillings@fireandemergency.nz](mailto:marty.jillings@fireandemergency.nz)

John Smalls  
Fire Risk Management Officer  
PO Box 2360  
Wakatipu

Phone: (03) 441 4550  
[john.smalls@fireandemergency.nz](mailto:john.smalls@fireandemergency.nz)

**Use this page to ensure you lodge a complete application. If not complete, your application may be returned to you.**

Attachments required to accompany new applications	
<input type="checkbox"/>	Copy of the club rules or constitution.
<input type="checkbox"/>	Copy of the Certificate of Incorporation.
<input type="checkbox"/>	A schedule of the club's activities including the days and hours during which the premises are used for those activities. Sports clubs should include playing/training schedules.
<input type="checkbox"/>	A map showing the location of the premises.
<input type="checkbox"/>	Photo or artist's impression of outside of the premises.
<input type="checkbox"/>	Detailed A4 scale floor plan of the interior of the premises showing:
	<ul style="list-style-type: none"> <li>• those parts of the premises that are to be used for the sale and supply of alcohol;</li> <li>• each area to be designated as a supervised or restricted area, and indicating whether supervised or restricted area;</li> <li>• the principal entrance or principal entrance.</li> </ul>
<input type="checkbox"/>	A written statement from the owner of the building consenting to the applicant selling alcohol from the premises.
<input type="checkbox"/>	Certificates from Central Otago District Council that the proposed use of the premises meets requirements of the Resource Management Act and of the Building Code.
<input type="checkbox"/>	Statement from the building owner that the premises provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975, or that because of the building's current use or nature the owner is not required or is exempt from the requirement to provide and maintain such a scheme (see attached form to complete).
<input type="checkbox"/>	A copy of all menus and a list of all alcoholic, low-alcohol and non-alcoholic drinks to be available (including the details of how free drinking water will be made available).
<input type="checkbox"/>	A copy of each manager's certificate and details of the manager's experience.
<input type="checkbox"/>	A Host Responsibility Policy and details of how it will be put into practice.

**Notice for Online or Newspaper**

<b>Section 101, Sale and Supply of Alcohol Act 2012</b>	
Full name and address of applicant	
	has applied to the District Licensing Committee in Alexandra for the issue of conditions of an on-licence for the premises situated at
Physical address of premises	
	and known as
State trading name of business	
	The general nature of the business to be conducted under the licence is
Eg hotel, tavern, bottle store	
	The days on which and the hours during which liquor is (or is intended to be) sold under the licence are
Days and hours the business intends to operate	
	<p>The application may be inspected during office hours at the District Licensing Committee, Central Otago District Council, PO Box 122, Alexandra 9340.</p> <p>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 first publication of notice of the application in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 122, Alexandra, 9340.</p> <p>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.</p>
	This is the first / second / only* publication of this notice. The first publication was made on

\* Please contact the Licensing Inspector for how many publications are required.

**This notice must be completed and attached for checking by the secretary to the DLC before being published. It is your responsibility to book the newspaper publication of you choose this.**



**Notice to be put up on the premises**

	<b>Section 101, Sale and Supply of Alcohol Act 2012</b>
Full name and address of applicant	
	has applied to the District Licensing Committee in Alexandra for the issue variation of conditions of an on-licence for the premises situated at
Full address of premises	
	and known as
State trading name of business	
	The general nature of the business to be conducted under the licence is
Eg hotel, tavern, bottle, club	
	The days on which and the hours during which liquor is (or is intended to be) sold under the licence are
Days and hours the business intends to operate	
	<p>The application may be inspected during office hours at the Alexandra District Licensing Committee, Central Otago District Council, PO Box 122, Alexandra 9340.</p> <p>Any person who is entitled to object to the issue of the licence may, not later than 15 working days after the date of the first publication of notice of the application in a newspaper or online in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 122, Alexandra, 9340.</p>

**Applicant (if a natural person) to complete and submit with application**

- **All directors of the applicant company**
- **Secretary of applicant club**
- **For a special licence the duty manager and applicant for the event**

## Personal Information

Full name :

Gender:

(M) (F) (Other)

Date of birth:  
(dd/mm/yyyy)

NZ Driver Licence  
number:

Or Passport number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names




## Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licensing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

## Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name:

Date:

Signature:

Electronic Signature