



Application for Club Licence or Renewal of Club Licence

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

Application Number: /

Fee Paid:

Receipt Number:

Checked:

To The Secretary
District Licensing Committee
Timaru District Council
PO Box 522
Timaru 7940

- Club Licence – New
- Club Licence – Renewal

1 Details of Applicant

a) Club name to be on licence:

.....

b) Whether licence already held for premises or conveyance concerned

- Yes
- No

If Yes, state kind of licence:

.....

c) Applicant status (*tick appropriate box*):

- | | |
|--|---|
| <input type="checkbox"/> Natural person | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Club | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Local Authority | <input type="checkbox"/> Incorporated Society |

d) Contact Details for applicant:

Contact Name:.....

Residential Address:.....

Daytime Contact Number:.....

Mobile Number:

Email:

e) Business details (*describe principal business, any other businesses*)

.....

.....

f) Have you (or in the case of a company – any Director / Partner) ever been convicted of an offence (including traffic but not parking)? **Note:** *As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinite disqualified from driving?*

Yes No

If 'Yes', give details below:

Nature of Offence	Date of Conviction	Penalty Suffered

2 Details of Premises

a) Address

.....

b) Any name, trading name, or name of building

.....

c) If not owned by applicant:

- Tenure (*state whether to be held as leasehold, or under tenancy agreement or licence*)

.....

- Full legal name and address of owner:

.....

d) Whether licence conditional on completion of building work

Yes No

If Yes, state kind of licence:

.....

3 Details of Managers

Full Legal Name	Address	Date of Birth	MC Number and expiry date

4 Club Details

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

Name:

Address:

Phone Number:

Email:

d) Whether sale of alcohol intended to be principal purpose of club

Yes No

If "No", intended principal purpose of club

e) Whether 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", nature of other goods or services

f) Days and hours proposed for sale of alcohol

.....

5 Conditions

a) Experience and training of applicant

b) What provisions does the applicant intend to make for the sale and supply of food (*copy of menu's including all day and/or snack menu*):.....

c) Non-alcoholic beverages (*type and range*)

d) Low-alcohol beverages (*type and range*).....

e) To what extent, and where, drinking water is intended to be freely available to patrons

.....

f) What steps does the applicant propose to provide help with, and information about, transport options from the licensed premises?

.....

.....

g) What steps does the applicant propose to prevent the sale and supply of alcohol to prohibited people?

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h) What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

.....

.....

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

.....

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a) Are any changes sought to the present conditions of the licence

Yes No

If "Yes" what changes are sought

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.....

What are the full reasons for the changes sought

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6 Attachments

- Copy of planning consent
- Copies of all relevant building certificates consents
- Photo of principal entrance
- Host Responsibility Policy
- Floor plan showing –
 - each area to be designated as an:
 - Undesignated area (*Any person of any age may be present on the premises*); or
 - Supervised area (*Persons under 18 may be present, but only if accompanied by a parent or legal guardian. Those under 18 cannot be sold alcohol*); or
 - Restricted area (*No person under 18 may be present on the premises*)
 - Outside area (*i.e. smoking area / beer garden etc*)
 - the principal entrance
 - Location of CCTV camers
- For body corporate applicant - copy of certificate of incorporation
- Copy of Menu(s)
- Fire Evacuation Form
- Names of other clubs with which club has reciprocal visiting rights for members

.....
Signature of Applicant

.....
Date

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).*