

Form 5, Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

DATE RECEIVED

___/___/20___

**To: The Secretary
District Licensing Committee
At Marton**

Application for a club licence or renewal of club licence is made in accordance with the details set out below:

Club Licence Club Licence Renewal Current Expiry Date _____

DETAILS OF APPLICANT(S)

Full legal name or names to be on the licence:

Is the licence already held for premises or conveyance concerned? Yes No

If yes, state the kind of licence:

Status of applicant (tick appropriate box):

Natural Person	<input type="checkbox"/>	Licensing or Community trust	<input type="checkbox"/>
Trustee	<input type="checkbox"/>	Territorial Local Authority	<input type="checkbox"/>
Limited Partnership	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Government Department or instrument of crown	<input type="checkbox"/>	Manager under the Protection of Personal and Property Rights Act 1988	<input type="checkbox"/>
Body Corporate to which section 28(1)(b) of the act applies	<input type="checkbox"/>	A board, organisation or other body to which section 28(1)(c) of the act applies	<input type="checkbox"/>

POSTAL ADDRESS

FULL postal address for service of documents:

CONTACT DETAILS

Full legal name:

Any aliases:

Residential address:

Gender: Male Female

Occupation:

Date of birth:

Email address:

Daytime contact phone number(s):

Preferred mode of contact:

If there is more than 1 natural person please include their details on a separate sheet.

COMPANY DETAILS

For a company:

Full legal names of each director

Name:

Name:

Name:

BUSINESS DETAILS

Describe principal business, any other businesses:

CRIMINAL CONVICTIONS

Has the applicant been convicted of any offence?

Is the licence already held for premises or conveyance concerned? Yes No

If yes, what are the details of each offence?

Please provide details of all convictions (other than convictions for offences to which the Criminal Records (Clean Slate) Act 2004 and offences against provisions of the Land Transport Act 1998 not contained in Part 6 applies).

For minor convictions, the Rangitikei District Council Liquor Licensing Policy states that the general guidelines will be that the applicant has observed a stand down period of 2 years or more.

Nature of Offence	Date of Conviction	Penalty Suffered

DETAILS OF PREMISES (IF NOT A CONVEYANCE)

Address:

Any name, trading name, building name (if applicable):

If premises are not owned by the applicant:

Tenure

Leasehold Tenancy agreement Licence

Full legal name of owner:

Address of owner:

Is a licence sought conditional upon construction or completion of the premises? Yes No

If yes, please state details:

DETAILS OF MANAGERS**For each manager or proposed manager:****MANAGER 1**

Full legal name:

Managers Certificate Number:

Certificate expiry date:

MANAGER 2

Full legal name:

Managers Certificate Number:

Certificate expiry date:

MANAGER 3

Full legal name:

Managers Certificate Number:

Certificate expiry date:

CLUB DETAILS**INCORPORATED AUTHORITY**

Authority under which incorporated:

Date of incorporation:

Place of incorporation:

MEMBERSHIP

The total number of members:

The number of members under 18 years of age:

SECRETARY CONTACT DETAILS**Name:**

Address:

Contact Phone Number(s):

Email Address:

Is the sale of alcohol intended to be the principal purpose of the club? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, what is intended to be the principal purpose of the club?	
Are you going to be 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?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please detail the nature of the other goods or services	
On which days and during which hours does the applicant intend to sell alcohol under the licence?	
<input type="checkbox"/>	Monday
<input type="checkbox"/>	Tuesday
<input type="checkbox"/>	Wednesday
<input type="checkbox"/>	Thursday
<input type="checkbox"/>	Friday
<input type="checkbox"/>	Saturday
<input type="checkbox"/>	Sunday

CONDITIONS

Please detail applicant experience and training:

--

Please detail the food (type and range) intended to be available for purchase:

--

Please detail the non-alcoholic beverages (type and range) intended to be available for purchase:

Please detail the low-alcohol beverages (type and range) intended to be available for purchase:

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

If there is no access to mains water supply please describe the portability of water intended to be available:

Please detail (type and range) the steps that will be taken to help with and information about transport options from the premises:

Please details the steps that will be proposed to prevent the sale and supply of alcohol to prohibited people:

Any other steps that you propose to promote the responsible consumption of alcohol:

Other systems (including training systems), and staff in place (or to be in place) for compliance with the Act:

Any changes sought to the present conditions of the licence? Yes No

If yes, what changes are being sought?

ATTACHMENTS

Copy of planning consent Yes No

Copies of all relevant building certificates/consents Yes No

Floor plan showing:

Each area to be designated as a supervised area or restricted area, and indicating

whether supervised or restricted area; and Yes No

The principal entrance

Copy of incorporation (or equivalent document) Yes No

Names of other clubs with which club has reciprocal visiting rights for members

ADDITIONAL QUESTIONS

All applicants need to fill in the questions below under Section 4(3) of the Act as part of your application for a new/renewal or variation of existing licence.

(attach separate sheet(s) with the answers if applicable)

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 we

The design and layout of our premises complies with the Act because
The granting, or renewal, of this application will contribute to the Object of the Act by
Dated at _____ this _____ day of _____ 20 _____
Signature of Applicant
Date

Notes:

For New Licence Applications

1. You must apply for the Planning and Building Compliance Certificate and supply the granted Certificate before submitting your new on licence application.
2. You must supply background of your history in the hospitality industry.

For New and Renewal Licence Applications

3. It is your responsibility to provide the required information at the time of submitting your application; an incomplete application will not be accepted.
4. You must supply a copy of your Menu.
 - Please supply a list of non-alcoholic and low alcoholic beverages on a separate sheet of paper
5. Please supply a copy of your Management Plan or Staff Training Record (if you do not have one you need to start putting one in place as the Inspector will need to see evidence of this at your next renewal).
6. Please supply a copy of your Host Responsibility Policy, up to date floor plans showing intended designations, photo ID and certificate of incorporation.
7. 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)
8. Except in 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 the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).
9. This application form must be accompanied by the prescribed fee.

Planning Certificate and Building Compliance Certificate Application for New Licences

For the purposes of the Sale of and Supply of Alcohol Act 2012. Fee: \$TBA

DATE RECEIVED

___/___/20___

**To: The Secretary
District Licensing Committee
At Marton**

DETAILS OF APPLICANT(S)

Name:

Address:

Postal address (if different from above):

Phone (Home):

Phone (Business):

DETAILS OF PREMISES

Trading name:

Address of proposed licensed premises:

Legal description of site:

Current use of the building:

When did the current use commence:

Owner's Name:

Type of alcohol licence sought:

On licence

Off licence

Club licence

DETAILS OF APPLICANT(S)

What is the general nature of the business to be conducted under the licence? (For example, hotel, tavern, restaurant, entertainment/night club, bottle store, club):

Will there be amplified music? Yes No

Will there be outdoor seating? Yes No

Planning Certificate and Building Compliance Certificate Application for New Licences

Days and hours of operation:
Has the premises previously held a alcohol licence? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how long has the licensed premises been operating?

BUILDING QUESTIONS

Has a planning consent (including resource consent, specified departure or other) been issued related to the proposed activity? If so, please specify the details
If the building has a compliance schedule, is the Building Warrant of Fitness current? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Building Warrant of Fitness displayed in the building where it can be easily seen by users of the building? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the building require a New Zealand Fire Service approved evacuation scheme? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, is the evacuation scheme in place and current?
If not, does the building have an evacuation scheme procedure that is publicly displayed to show what to do in case of a emergency? <input type="checkbox"/> Yes <input type="checkbox"/> No
If there are any current consents in place for this building, is there a Certificate of Public Use in place? <input type="checkbox"/> Yes <input type="checkbox"/> No
If there are any current consents in place for this building, have all works been seen as compliant with that consent(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No

Planning Certificate and Building Compliance Certificate Application for New Licences

If the proposal involves any alteration(s) to the premises, please describe any changes below. Include a relevant site plan, floor plan and elevated drawings (to scale):

Have there been any changes to any escape routes, fire cells, warning systems and/or any building work done since the last application? Please describe any changes below. Include a relevant site plan, floor plan and elevated drawings (to scale):

Planning Certificate and Building Compliance Certificate Application for New Licences

If the proposal involves any change of use to the premises, and the use is more onerous (i.e. tavern to hotel), a building consent maybe required. Please clearly describe the old use and the new use below:

Signature of the applicant or person authorised to sign on behalf of the applicant

Signature of applicant:

Date:

FEES

Fee \$TBA	Receipt	Date

Please see our current fees and charges on our website.

DETAILS OF APPLICANT(S)
Premises:
Address:
On Licence Number:
Off Licence Number:
Club Licence Number:

I HERE BY STATE THAT

Either

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975.

Or

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

Signed by the applicant:
Date:



WHO NEEDS AN EVACUATION SCHEME?

An Evacuation Scheme is required for buildings detailed in section 21A (1) and (2) of the Fire Service Act 1975.

The following is a list of buildings and occupancies that require a Fire Service approved Evacuation Scheme.

Buildings where:

- 100 or more people can gather in a common venue or place of assembly, whether for a commercial, social, cultural, religious or any other purpose, or
- Facilities for employment are provided for more than 10 people, or
- Accommodation is provided for more than 5 people, (unless in 3 or less household units), or
- Whole or part of the building is used for storage or processing of hazardous substances, or
- Early childcare facilities are provided, (other than in a household unit), or
- Specialised nursing, medical or geriatric care is provided, (other than in a household unit), or
- Specialist care is provided for people with disabilities (other than in a household unit), or
- People in lawful detention are accommodated.

Evacuation Schemes must be approved by the Fire Service.

(A waiver may be granted from the requirements to have an approved Evacuation Scheme for your building. Contact your local Fire Safety Officer for advice.)

Application for Renewal Alcohol Licence – Evacuation Scheme

DETAILS OF APPLICANT(S)
Premises:
Address:
On Licence Number:
Off Licence Number:
Club Licence Number:

I HERE BY STATE THAT

Either

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975.

Or

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

Signed by the applicant:
Date:



WHO NEEDS AN EVACUATION SCHEME?

An Evacuation Scheme is required for buildings detailed in section 21A (1) and (2) of the Fire Service Act 1975.

The following is a list of buildings and occupancies that require a Fire Service approved Evacuation Scheme.

Buildings where:

- 100 or more people can gather in a common venue or place of assembly, whether for a commercial, social, cultural, religious or any other purpose, or
- Facilities for employment are provided for more than 10 people, or
- Accommodation is provided for more than 5 people, (unless in 3 or less household units), or
- Whole or part of the building is used for storage or processing of hazardous substances, or
- Early childcare facilities are provided, (other than in a household unit), or
- Specialised nursing, medical or geriatric care is provided, (other than in a household unit), or
- Specialist care is provided for people with disabilities (other than in a household unit), or
- People in lawful detention are accommodated.

Evacuation Schemes must be approved by the Fire Service.

(A waiver may be granted from the requirements to have an approved Evacuation Scheme for your building. Contact your local Fire Safety Officer for advice.)

FOR ON LICENCE, OFF LICENCE OR CLUB LICENCE (OR APPLICATION FOR VARIATION OF CONDITIONS OF ON LICENCE, OFF LICENCE OR CLUB LICENCE)

Form 7, Sections 101, Sale and Supply of Alcohol Act 2012

DETAILS OF APPLICANT	
Full legal name	
Address:	
Occupation:	

has made an application to the District Licensing Committee at Rangitikei for the issue / renewal / variations of conditions (tick one).

In respects of the premises situated at:

Address:	
or	
the <i>(specify the kind of conveyance)</i>	
known as <i>(specify)</i>	
The general nature of the business conducted under the licence is:	

The days on which and the hours during which alcohol is (or is intended to be sold) under the licence are:

Monday	<input type="checkbox"/>		Tuesday	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>		Thursday	<input type="checkbox"/>	
Friday	<input type="checkbox"/>		Saturday	<input type="checkbox"/>	
Sunday	<input type="checkbox"/>				

The application may be inspected during ordinary office hours at the office of the Rangitikei District Licensing Committee at 46 High Street, Marton.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 25 working days after the date of publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 1102, Marton 4741.

No object 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) 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].