

# Information sheet for club-licence

Section 55, Sale of Liquor Act 1989



To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

You are about to apply for a Club Licence, that is, you are wishing to sell alcohol to members of the Club ONLY.

To complete this application you will need to answer **all** the questions that follow and supply **all** the documents required.

## **First**

Planning and Building Certificates must first be obtained before applying for a liquor licence.

## **Then**

Make an appointment with the local District Licensing Agency and come in with the following:

### *Tick box*

- The prescribed fee of **\$793.24** (includes GST at 15%) This fee is not refundable.
- This application and three copies of all documentation.
- A copy of the certificate of incorporation or other documentary evidence of its incorporation (where the club is incorporated).
- Identifying particulars of the club's charter (where the club held a charter under the Sale of Liquor Act 1962).
- A copy of the club's constitution or rules.
- 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 map showing the location of the premises.
- A plan showing:
  - a. Those parts of the premises that are to be used for the sale or supply of liquor; and
  - b. Those parts of the premises (if any) that the club intends should be designated as restricted areas or as supervised areas.
- Owners permission (in writing).
- Certificates from the local authority (mentioned above) that the proposed use of the premises meets planning and building requirements.
- A schedule of the club's activities that includes the days and hours during which the premises are used for those activities.
- A copy of the menu.
- A copy of your host responsibility policy.
- A letter of authorisation for the consultant if you are using a liquor licensing consultant.

When you have the required documentation, you can lodge your application.

**THEN** you can place the public notices.

### **The Sale of Liquor Act states in:**

**(1) Section 55(3): (Form 1) Within 20 working days after filing the application, the applicant shall give public notice of the application in the prescribed form.**

**(2) Section 55(4): (Form 1A) Within 10 working days after filing the application, the applicant must ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates.**

**Note: Failure to supply all the required documents may result in the application being returned.**

# Application for club-licence

Section 55, Sale of Liquor Act 1989  
Regulation 11 Sale of Liquor Regulations 1990

## Form 8

To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

### 1. DETAILS OF CLUB

Name:

Is the club incorporated?

Yes

No

If Yes, under what Act is the club incorporated?

What is the date of the club's incorporation?

Postal address for service of documents:

Postcode:

Daytime contact name and telephone number:

E-Mail Address (optional):

Full name and address of manager or managers to be employed, and certificate numbers of manager's certificate(s)

Full name and address of manager (s):

Certificate number(s):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Status of club (tick appropriate box)

Chartered Club

Sports Club

Other (provide details)

Predominant purpose:

Membership

of whom about

are under the age of 18 years.

Full name, address and occupation of secretary:

## 2. PREMISES DETAILS

Address of club premises:

Is a licence sought conditional upon construction or completion of the premises?

Yes

No

Does the club own the proposed licensed premises?

Yes

No

If No – what is the full name and address of the owner?

What form of tenure of the premises will the club have (including term of tenure)?

What part (if any) of the premises does the club intend should be designated as:

A restricted area:

A supervised area:

Does the club share the premises with any other club?

Yes

No

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

What months of the year do the respective clubs use the premises?

## 3. CONDITIONS

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

Days	Hours
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

What provisions does the applicant intend to make for the sale and supply of:

Food?

Non-alcoholic refreshments?

Low-alcohol beverages?

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transports from the licensed premises?



## NEW ZEALAND POLICE SUPPLEMENT

The District Licensing Agency must send the application to a member of police in charge of the police station nearest to the premises in respect of which the licence is sought for them to report on if necessary. You will receive a copy of that report. They cannot do so unless you consent to them releasing relevant information to us, which may include details of previous convictions.

Please complete below (**Applicant**):

I,   
of  
(address):

consent to the New Zealand Police releasing those details.

Signature of applicant:  Date:

**Please provide the following information for identification purpose:**

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

**All Certificated Manager's details:**

1. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

2. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

3. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

4. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

**A GUIDE TO PUBLIC NOTICES:**

You may place your public notices in "ONLY ONE" of the nominated newspapers that is relevant to your area:

- 1. New Zealand Herald
- 2. [www.public-notices.co.nz](http://www.public-notices.co.nz) Ph 0800 200 445
- 3. Please contact your Local District Licensing Agency for other approved Community Papers.

These notices must be in the paper "Twice", we recommend that they go in the same day a week apart i.e. Wednesday one week and then Wednesday the following.

**THE FORMAT FOR THE NOTICES IS AS FOLLOWS:**

**PUBLIC NOTICE SALE OF LIQUOR ACT 1989 SECTION:  
55(3)**

Full Name:

Address:

Occupation:

has made application to the District Licensing Agency at:

**for the Grant of a Club licence**

in respect of the premises situated at:

and known as:

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

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

The application may be inspected during the ordinary office hours at the  
(Specify Local Council: )  District Licensing Agency.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice of the application in a newspaper or newspapers in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Agency at (Specify Local Council: )

This is the first (or second) publication of this notice.

A copy from the newspaper, of each notice (preferably the full page) showing the date and name of the paper must be sent to the Local District Licensing Agency.

# Public Notice

Form 1A

Sale of Liquor Regulations 1990

**THE FORMAT FOR THE NOTICES IS AS FOLLOWS:**

## **PUBLIC NOTICE SALE OF LIQUOR ACT 1989 SECTION:**

55(4)

Full Name:

Address:

Occupation:

has made application to the  
District Licensing Agency at:

(Specify Local Council)

## **for the Grant of a Club licence**

in respect of the premises  
situated at:

(address)

and known as:

(trade name)

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

(e.g. Service or Sports Club)

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

The application may be inspected during the ordinary office hours at the

(Specify Local Council:

District Licensing Agency.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice of the application in a newspaper or newspapers in accordance with the Act, file a notice in writing of the objection with the Secretary of the District

Licensing Agency at (Specify Local Council:

).

This is the first (or second) publication of this notice.

**THIS NOTICE MUST BE ATTACHED IN A CONSPICUOUS  
PLACE ON OR ADJACENT TO THE SITE**