

New Club Licence Application Form



Section 100 of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to apply for a new club licence to sell and supply alcohol to authorized customers for consumption at a club. **Your application will not be processed unless the application is completed correctly and all documentation is supplied. Incomplete applications will not be accepted.**

What you need to do

- Supply completed application form
- Supply all required supporting documents
- Calculate and pay fee

How to submit your application

- Post - Thames-Coromandel District Council, Private Bag 1001, Thames 3540 New Zealand
- Email - customer.services@tcdc.govt.nz
- Drop off your application at any of our service centres

What to include

- Application fee and public notice fee
- A planning and building certificate
- Detailed A4 scale map of the interior of the premises showing:
 - » The areas used for the sale of alcohol
 - » The areas that are to be designated (restricted, supervised or undesignated)
 - » The principal entrance
 - » Layout of the interior of the premises
- A host responsibility policy - this is to outline the strategies that your premises will implement to provide a safe drinking environment. It should cover (but not limited to) low alcohol and non-alcoholic beverages, Food, Signage, Alcohol Promotions, Security, Staff training, transport, Prohibited persons, minors and intoxication. Please refer to www.alcohol.org.nz for tips on how to create a host responsibility plan
- Copies of each current managers certificate for those nominated to manage the premises
- Certificate of incorporation
- Street map showing the location of the premises
- Copy of club rules and constitution
- A photo or artists impression of outside premises
- Building owner consent supporting the sale of alcohol and confirmation term of tenure

Calculating the fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk based fee for all alcohol licenses. Use the tables below to calculate the fee to be paid when lodging your application.

1 - Total Points *(tick one)*

Weighting	Type of Premises
<input type="checkbox"/> 10	Class 1 club
<input type="checkbox"/> 5	Class 2 club
<input type="checkbox"/> 2	Class 3 club

1 - Total Points

Definitions

Class 1 club - clubs which, in the opinion of Territorial Authority, are large clubs (with 1,000 or more members of purchase age) and which, in the opinion of Territorial Authority, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs).

Class 2 club - clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs).

Class 3 club - clubs which, in the opinion of Territorial Authority, are small clubs (with fewer than 250 members of purchase age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs).

2 - Total Points *(tick one)*

Weighting	Latest trading hour allowed by licence
<input type="checkbox"/> 0	2:00am or earlier
<input type="checkbox"/> 3	Between 2:01am and 3:00am
<input type="checkbox"/> 5	Any time after 3:00am

2 - Total Points

Add your points together to get your weighting

1 - Total Points + 2 - Total Points = TOTAL WEIGHTING

Tick the risk rating that matches the total points

Total Points	Risk Rating	Application fee (incl GST)
<input type="checkbox"/> 0-2	Very low	\$368.00
<input type="checkbox"/> 3-5	Low	\$609.50
<input type="checkbox"/> 6-15	Medium	\$816.50
<input type="checkbox"/> 16-25	High	\$1,023.50
<input type="checkbox"/> 26+	Very High	\$1,207.50

Public notice \$100

The public notice will be published on our website. An administration fee of \$100 is required.

Payment options

By Mail - Send a cheque with the application to Thames-Coromandel District Council, Private Bag 1001, Thames 3540

In person - You can pay by cash, eftpos or credit card at any of our service centers Thames, Whangamta, Whitianga and Coromandel or online at www.tcdc.govt.nz/internetbanking

Office use only	APPLICATION FEE (including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				

Application for New Club Licence



Section 100 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the Thames-Coromandel District Licensing Committee this application is made in accordance with the details set out below.

Full legal name of the Club <i>(the licensee)</i>	
Contact name	
Contact phone number	Postal address for service documents
Email address	

Is the club incorporated?

YES

NO

If YES, what is the date of incorporation?

Secretary details

Club secretary name	
Contact phone number	Email address

Is a licence already held for the premises?

YES

NO

If YES, please state kind of licence?

Does the applicant (or any committee members) have any criminal convictions?

YES

NO

If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

What experience and training does the club have relative to operating licensed premises?

Premises Details

Address of proposed
licensed premises

Proposed trading name
of the club

Does the club share the premises with any other club?

YES

NO

If YES, provide details, name of club and when they use it.

What form of tenure and term of tenure will the club have?

What part, if any, of the premises is intended to be designated (leave blank if entire premises are undesignated)?

Restricted area

(no one under 18 allowed on site)

Supervised area

(minors allowed only with
parent or legal guardian)

Club details

What is the principal purpose of the club?

Is the sale of alcohol intended to be the principal purpose of the business?

YES

NO

If NO, what is intended to be the principal purpose of the 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 and supply of alcohol and food?

YES

NO

If YES, what is the nature of those other goods or services?

What is the range of other facilities the club will offer to members, other than the sale of alcohol and food?

(e.g. gaming, TAB, entertainment - What and how often)

What is the total club membership? _____

Of these, how many are under 18 years of age? _____

On which days and during which hours does the club intend to sell alcohol?

<input type="checkbox"/> MONDAY (hours from) _____ (to) _____	<input type="checkbox"/> TUESDAY (hours from) _____ (to) _____
<input type="checkbox"/> WEDNESDAY (hours from) _____ (to) _____	<input type="checkbox"/> THURSDAY (hours from) _____ (to) _____
<input type="checkbox"/> FRIDAY (hours from) _____ (to) _____	<input type="checkbox"/> SATURDAY (hours from) _____ (to) _____
<input type="checkbox"/> SUNDAY (hours from) _____ (to) _____	

Managers details - For each manager state full legal name, date of birth, address and managers certificate number. Attach copy of managers certificate

Name	Address	DOB	Manager Certificate Details

IMPORTANT NOTE:
 The New Zealand Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The form is also publicly available on request.

_____ Applicant Name	_____ Applicant Signature	_____ Date (DD/MM/YYYY)
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Evacuation Scheme Declaration Form



NOTE: This declaration is to be completed, signed and returned with your application, even if an evacuation scheme is not required.

Application for: ON OFF CLUB

I _____ licence holder of the premises known as _____
FULL NAME TRADE NAME

situated at _____
PREMISES ADDRESS

State that:

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

Or

Because of the building's current use, its owners are 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

Note:

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

Please contact the NZ Fire and Emergency for more information about evacuation schemes and fire safety requirements.

_____ Applicant Name	_____ Applicant Signature	_____ Date (DD/MM/YYYY)
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