

Form 5 – Club Licence: New, Renewal and/or Variation Application



A club licence allows the licensee to sell and supply alcohol to authorised customers for consumption on the premises.

Notes:

- A club licence may be held by a sports club, or by a community club whose object is not gain.
- Authorised customers include club members, their guests, and members of clubs with reciprocal visiting rights.
- A club licence does not allow the sale of alcohol to the general public. If a club wants to sell alcohol to the general public a special licence is required for a specific event.

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

To the Secretary, Buller District Licensing Committee.

Application for a club licence is made in accordance with the particulars set out below.

1 APPLICATION TYPE

1.a	Application for <i>(please tick all that apply)</i>	New Licence	Renewal	Variation
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2 PREMISES DETAILS

2.a	Trading name	
2.b	Physical address <i>Location of club premises</i>	
2.c	What right does the applicant have to occupy the premises? <i>E.g. Owner, leasehold, tenancy agreement</i>	
2.d	Full name of property owner	
2.e	Address of property owner	
2.f	Phone number / email of property owner	
2.g	Is the premises undergoing any building work related to this application?	Yes No
2.h	If yes, please give details	

3 CLUB DETAILS

3.a	Full legal name of applicant <i>E.g. QT Club Incorporated</i>	
3.b	Phone number	
3.c	Postal address	
3.d	Email	
3.e	Website address	
3.f	Experience of applicant in regards to the sale and supply of alcohol <i>E.g. Years for which a licence has been held</i>	

4 CONTACT PERSON FOR APPLICATION

4.a	Full name	
4.b	Occupation / role at club	
4.c	Phone number	
4.d	Email	
4.e	Postal address	

5 CLUB SECRETARY

Notification of any change of club secretary must be sent to licenses@bdc.govt.nz within 10 days of the new appointment, in accordance with s.61 of the Act.

5.a	Full name	
5.b	Phone number	

6 CONDITIONS SOUGHT

6.a	Licensed days and hours sought <i>E.g. Monday to Sunday, 8.00am to 10.00pm</i>	Inside areas: Outside areas:
6.b	Indicate if a 'Supervised' or 'Restricted' designation will be applied to any part of the premises, and if so, describe the relevant area(s)	Undesignated Supervised Restricted
6.c	If application includes a variation, describe change(s) required and reasons for change(s) <i>E.g. Change to licensed hours, area, designation</i>	

7 CLUB OPERATIONS

7.a	Principal purpose of club <i>E.g. Bowls, bridge, golf</i>	
7.b	All goods and services offered by the club (other than the provision of food and drink)	
7.c	Total members	
7.d	Number of members under 18 years of age	
7.e	Normal bar operating days and hours <i>(These are likely to be shorter than the licensed hours sought)</i>	
7.f	Food available at the premises <i>State if available at all times, or between set hours</i>	
7.g	Non-alcoholic beverages	
7.h	Low-alcohol beverage(s) <i>State name and brand</i>	
7.i	Where will drinking water be available to guests?	
7.j	If no access to mains water supply, what is the potability of water available?	

8 SYSTEMS AND STAFF TRAINING

8.a	What staff training is provided with regard to sale of alcohol compliance and host responsibility practices? <i>E.g. Online courses, shadow shifts, HPA publications, tests and/or sign-off sheets. Explain content, duration and how often it is provided</i> <i>Note: Please include copies of any alcohol-related in-house training material as supporting documents</i>	
8.b	Are you involved in any mystery shopper or pseudo-Controlled Purchase Operation (CPO) programmes?	
8.c	Has the premises ever been subject to a Police CPO?	Yes No
8.d	If so, what were the results?	
8.e	What till prompts do you have regarding age checks?	
8.f	Is there good visibility over the entire premises (including any outside areas) from the point of sale?	Yes No
8.g	If no, describe how any blind spots are monitored	
8.h	What information is available to guests regarding transport options from the premises?	
8.i	What steps will be taken to prevent the sale and supply of alcohol to prohibited persons?	
8.j	Describe any other measures taken to promote the responsible consumption of alcohol	
8.k	What promotions and advertising involving alcohol will the club be doing? <i>Both within the premises, and externally (e.g. Social Media)</i>	

9 AMENITY AND GOOD ORDER OF THE LOCALITY

The DLC must consider the effects the issue (or renewal) of the licence will have on the amenity and good order of the locality.

9.a	Advise proximity of all childcare centres, schools, churches and other licensed premises within 200m	
9.b	Number of residential neighbours within 50m	
9.c	What security systems are in place at the club? <i>E.g. Outdoor lighting, CCTV cameras, alarm, guards</i>	
9.d	Do you have a Noise Management Plan or Acoustic Report for the premises?	Yes No
9.e	What soundproofing has been undertaken?	
9.f	Describe all types of entertainment you will be providing at the premises <i>E.g. Amplified music, DJs, televised sports</i>	
9.g	Has the premises ever received any noise or nuisance complaints from neighbours?	
9.h	Has the club ever appeared before the Alcohol Regulatory and Licensing Agency (ARLA)?	

10 CERTIFIED MANAGERS

10.a	Manager 1 <i>Full legal name, certificate number and expiry date</i> <i>Part / Full Time – Approx Hours per week</i>	
10.b	Manager 2 <i>Full legal name, certificate number and expiry date</i> <i>Part / Full Time – Approx Hours per week</i>	
10.c	Any additional certified managers <i>Full legal name(s), certificate number(s) and expiry date(s)</i> <i>Part / Full Time – Approx Hours per week</i>	

11 SUPPORTING DOCUMENTS / CHECKSHEET

Copies of the following documents must be included for all applications.

- ☐ Fire Evacuation Statement
- ☐ Host Responsibility Policy
- ☐ Current premises licence (if held)
- ☐ Club constitution and updated list of Club Committee executive members
- ☐ Food and Drink menu(s)
- ☐ Copy of all Duty Manager Certificates
- ☐ Map showing the location of the premises
- ☐ Recent photographs of the exterior and interior of the premises
- ☐ Floor plan showing entire area to be licensed (one colour), any outside area (second colour), principal entrance(s), bar/point of sale, seating layout, kitchen, toilets, and any area to be designated as 'Supervised' or 'Restricted'
- ☐ If the application is signed by someone else on behalf of the applicant, a letter from the applicant stating that they give permission for that person to act on their behalf.

Additional documents required for new or variation applications.

- ☐ Application for Compliance Certificate form
- ☐ Certificate of incorporation (if incorporated)
- ☐ Where the applicant does not own the property, a statement from the landowner consenting to the application.

12 DECLARATION

I confirm that, at the time of writing, all Supporting documents on the checklist has been provided is true and correct to the best of my knowledge.

12.1	Full name	
12.2	Role at club	
12.3	Date	
12.4	Signature	

13 SUBMITTING THE APPLICATION

The application can be submitted over the counter at any BDC office, or via email to licenses@bdc.govt.nz.

Alternatively, to apply by post, please send the completed application together with all supporting documents to the following address:

The Secretary, Buller District Licensing Committee
Buller District Council
PO Box 21
Westport 7866

14 PAYMENT

Club licence fees can be found using the [Alcohol Licence Fee Calculator](#). Applications will not be processed until full payment is received.

Payment can be made as follows:

- **In person.** Visit any BDC office to pay at the counter (listed at bottom of form).
- **Over the phone.** Call our customer service team 03 788 9111.
- **By bank transfer.** Account number for payment is 03 0897 0084770 00.

Following lodgement, you will be emailed an invoice with the Application ID to use as the payment reference.

Please note: Payments by credit card incur an additional 1.5% fee.

15 FURTHER INFORMATION

For more information on applying for a club licence, please visit the [BDC website](#) or contact:

Phone: 03 788 9111

Email: licenses@bdc.govt.nz

BDC Offices

Westport

6 Brougham St
Westport

Reefton

67-69 Broadway
Reefton

Opening Hours: 8.30am – 4.30pm, Monday to Friday (except public holidays).

Internal Use only

Alcohol Licence Public Notice –Form 7a



Public notices of alcohol licence applications are published on the BDC website. Complete the form below and include it in your application – this will be displayed on the website by the assigned alcohol licensing inspector.

Note: Notice of the application still needs to be displayed at the premises (see next page).

Section 101, Sale and Supply of Alcohol Act 2012

The Buller District Licensing Committee has received the following application for an alcohol licence:

PUBLIC NOTICE DETAILS	
Application type <i>(New/renewal and/or variation)</i>	
Type(s) of licence <i>(On/Off/Club)</i>	
Applicant <i>E.g. Company name</i>	
Trading name	
Nature of business <i>E.g. Restaurant, bowls club, cellar door</i>	
Premises Address	
Proposed licensed days and hours (inside area) <i>E.g. Monday to Sunday, 8.00am to 4.00am</i>	
Proposed licensed days and hours (outside area) <i>If no outside area is to be licensed, enter "N/A"</i>	
Publication date <i>(To be completed by alcohol inspector)</i>	

The application may be inspected during ordinary office hours at the office of the Buller District Licensing Committee at 6 Brougham Street, Westport.

Any person who wishes to object to the issue (or renewal) of the licence may, not later than 25 working days after the date of the publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 21, Westport.

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. 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.

Office use only: This notice was displayed on the [BDC website](#) from

to

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Application for Compliance Certificate

Section 100(f), Sale and Supply of Alcohol Act 2012



IMPORTANT: This form is not required for renewal applications where no change is sought to the licence conditions.

Please complete and include this form in support of any **new** or **variation** licence application.

Select one of the following:

☐

New licence sought

☐

Variation to current alcohol licence conditions

1. APPLICANT'S DETAILS – The company or person who is receiving the money from the sale of alcohol

Company/ Entity/ Trust/ Natural person: _____

Contact person: _____

Postal address for service: _____

Business phone number: _____ Mobile phone number: _____

Email: _____

2. PREMISES DETAILS

Trading name of premises: _____

Address of premises: _____

Valuation number: _____

Lot no: _____ DP no: _____

Please select one of the following.

☐

A new build (not built yet or in the process of being built)

Building consent number: _____

☐

An existing building with alterations being made and/or the use is being changed

Building consent number: _____

☐

An existing building - alterations are being made but are not subject to a building consent.

☐

An existing building - no alterations or change in use.

Maximum number of permitted occupants in YOUR tenancy? _____

3. ALCOHOL LICENCE DETAILS

Is the premises currently licensed? NO YES – Licence number(s): _____

Do you (or the premises) have a valid resource consent? NO YES

Consent number(s) _____

Type of licence sought / varying. Please select below:

On licence

☐

Restaurant

☐

Tavern

☐

Hotel

☐

Other (specify)

Off licence

☐

Bottle store

☐

Grocery store

☐

Supermarket

☐

Cellar door

☐

Remote seller

☐

Tavern

☐

Hotel

Club

Type of club (e.g. sports club, RSA etc.)

4. VARIATION

If this application is in support of a variation, please state which condition(s) you wish to change:

- ☐ Licensed area
- ☐ Licensed hours
- ☐ Designation
- ☐ Class of licence
- ☐ Other: _____

5. LICENSED DAYS AND HOURS SOUGHT

New licensed days and hours sought:

(E.g. Monday to Sunday, 8.00am to 10.00pm)

Inside areas:

Outside areas:

If varying, state current licensed days and hours:

Inside areas:

Outside areas:

6. SUPPORTING DOCUMENTS TO BE INCLUDED WITH APPLICATION

- Copy of floor plan including car parks, storage areas **and indicating** principal entrance, bar, toilets, CCTV camera locations. Highlight the entire area to be licensed (including outside areas in a different colour if applicable). If this application is in support of a tavern or hotel licence, highlight the supervised designation on the floor plan.
- Photograph of the principal entry of the premises or for a proposed building copies of architectural drawings.
- Map indicating the location of premises.

7. SUPPLEMENTARY FEE OF \$50.00

Please note this fee is payable **in addition to** the main application fee, and any annual fees due.

Payment options:

Bank transfer to account number **03 0897 0084770 00**.

Credit card payments can be made through our customer services team over the counter or by phoning 03 788 9111.

Please note: a credit card fee of 1.5% applies.

I declare that all information provided within this form is correct, to the best of my knowledge.

Print name: _____

Signed: _____ Date: _____

Property Owner Consent



This template may be used for applications where the property owner's consent is required.

Notes:

- The property owner's consent is required for all new and variation applications where the applicant does not own the property to be licensed.
- The applicant is responsible for ensuring that the property owner is fully and accurately briefed on the application.

STATEMENT OF CONSENT

To the Secretary Buller District Licensing Committee,

As the owner, or representative of the owner, of the property situated at _____

_____ I have no objection to

_____ (the applicant) obtaining an alcohol licence.

The applicant has advised me that they intend to sell and supply alcohol to be consumed:

On the premises

Off the premises

I agree to the applicant obtaining the following licensed hours:

Inside Areas: _____

Outside Areas (if applicable): _____

I confirm that the applicant has provided me with a copy of the proposed licensed area.

Signature	
Date	
Name	
On behalf of (if applicable)	
Role/position	

EVACUATION SCHEME STATEMENT

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

Section 100(d) of the Sale and Supply of Alcohol Act 2012 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 typically required for a building used for 1 or more of the following purposes:

- The gathering together, for any purpose, of 100 or more persons:
- Providing employment facilities for 10 or more persons:
- Providing accommodation for 6 or more persons (other than in 3 or fewer household units):
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

Please direct enquiries to:

Risk Reduction Department
Fire & Emergency NZ
PO Box 222
Greymouth

03 768 0318
WestCoastDistrict-CRMTeam@fireandemergency.nz

FEES AND CHARGES

On, Off and Club Licences and other Licence fees

Application fees must be paid at the time of application - no application will be accepted without the relevant fee.

The fee payable for a new or renewal of an On, Off or Club Licence is assessed using a cost/risk rating system based on the type of premises, type of licence, hours of operation and any enforcement holdings in the last 18 months. The fee category is based on the sum the ratings which determine the applicable application and annual fees. A Territorial Authority may, in its discretion and in response to particular circumstances, assign a fee category to premises that is one level lower but no premises may be assigned a category lower than very low.

If, when an application is determined, it is found that a higher application fee should have been paid, the licence must not and will not be issued or renewed (or variation granted) until the applicant pays the difference between the amount paid and the amount that should have been paid.

In addition, an annual fee is payable for all licences. For new licences this fee must be paid prior to the licence being issued, for all existing licences it must be paid on the anniversary date of the licence. . If this fee is not paid within 30 days after the day on which it is due the licence is suspended from the next day and until the fee and any penalties in respect of late payment are fully paid.

Calculation of Fees – Refer to Definitions

Type of Premises:	_____	Weighting:	_____
Latest Alcohol Sale Time:	_____	Weighting:	_____
Enforcements:	_____	Weighting:	_____
		Total:	_____

Cost/risk rating	Fees category	Application fee \$ inc GST	Annual fee \$ inc GST
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1023.50	\$1035.00
26 plus	Very High	\$1207.50	\$1437.50

Category: _____ Application Fee: _____ Annual Fee: _____

Class of Premises

Type	Class	Description
Restaurant	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern
	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.
	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence, has at least 1,000 members of purchase age and in the opinion of the territorial authority operates any part of the premises in the nature of a tavern at any time.
Club con't	2	A club that has or applies for a club licence and is not a class 1 or class 3 club
	3	A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.

Type of premises

Type of Licence	Type of Premises	Weighting
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On-licence	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
Off-licence	Supermarket, grocery store, bottle store	15
	Hotel, tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
Club-licence	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
Premises for which an on-licence or club-licence is held or sought	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
Premises for which an off-licence is held or sought (other than remote sales)	10.00 pm or earlier	0
	Any time after 10.00 pm	3
Remote sales premises	Not applicable	0

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

Other Definitions	
Remote sales premises	Premises for which an off-licence is or will be endorsed under section 40 of the Act.
Enforcement holding	A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

Other Licence Fees

Type	Description of activity	Application fee \$ incl GST
Temporary Authority	Fee payable to the territorial authority under s.136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	\$296.70
Temporary Licence	Fee payable to the territorial authority by a person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates	\$296.70
Permanent Club Charter	Annual fee payable to the territorial authority in which the club's premises are situated by the holder of a permanent club charter as described in section 414 of the Act	\$632.50
Extract from register	Fee payable to a licensing committee under section 66(2) of the Act for an extract from a register	\$57.50
	Fee payable to ARLA under section 65(2) of the Act for an extract from a register	\$57.50
Appeals	Fee payable to ARLA under section 154 of the Act (against a decision of a licensing committee)	\$517.50
	Fee payable to ARLA under section 81 of the Act (against a local alcohol policy)	\$517.50