

# 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

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

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

### 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](mailto: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	<b>Licensed days and hours sought</b> <i>E.g. Monday to Sunday, 8.00am to 10.00pm</i>	Inside areas:  Outside areas:
6.b	<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)</b>	Undesignated          Supervised          Restricted
6.c	<b>If application includes a variation, describe change(s) required and reasons for change(s)</b> <i>E.g. Change to licensed hours, area, designation</i>	

## 7 CLUB OPERATIONS

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

## 8 SYSTEMS AND STAFF TRAINING

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

## 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>	
10.b	Manager 2 <i>Full legal name, certificate number and expiry date</i>	
10.c	Any additional certified managers <i>Full legal name(s), certificate number(s) and expiry date(s)</i>	

## 11 SUPPORTING DOCUMENTS CHECKLIST

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 menu(s)
- Manager's Certificate(s) for any manager listed above, if not issued by BDC
- 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 information 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](mailto: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 9637.
- **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](mailto: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

Record Number		Debtor Number	
Date Lodged		Receipt	
Application Fee		Invoice	

# 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 \_\_\_\_\_



# Alcohol Licence Public Notice – PREMISES

## Form 7b



Complete Part 1 and display in a conspicuous place on or adjacent to the site to which the application relates.

- The assigned alcohol licensing inspector will advise once public notice of the application has been published on the BDC website. The notice below must be displayed at the premises for at least 10 days following this date.
- Once the display period has ended, complete Part 2 and return the form to [licenses@bdc.govt.nz](mailto:licenses@bdc.govt.nz).

### Section 101, Sale and Supply of Alcohol Act 2012

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

PART 1 - 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)	
Proposed licensed days and hours (outside area)	
Publication Date <i>(Leave blank until advised by 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.

### PART 2 – DECLARATION

This notice was displayed at

from *(date)*

to

Signed

Name

# 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:

<b>On licence</b>	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Tavern	<input type="checkbox"/> Hotel	
	<input type="checkbox"/> Other (specify) .....			
<b>Off licence</b>	<input type="checkbox"/> Bottle store	<input type="checkbox"/> Grocery store	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Cellar door
	<input type="checkbox"/> Remote seller	<input type="checkbox"/> Tavern	<input type="checkbox"/> Hotel	
<b>Club</b>	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 carpark, 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.

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

# 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