



## APPLICATION FOR RENEWAL OR VARIATION OF CLUB LICENCE Sections 120 and 127, Sale and Supply of Alcohol Act 2012

**Please submit the following information with your application to renew Club Licence:**

- A scale plan showing:
  - Those parts of the premises that are to be used for the sale or supply of alcohol.
  - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
  - The designated principle entrance.
- For a Variation of licence conditions a Local Authority Compliance Certificate issued by the City Council may be required that the proposed use of the premises meets the requirements of the Resource Management Act and the Building Act. For assistance with this, contact the Invercargill City Council Planning Department.
- A menu or other indication of the standard and style of food to be provided or proposed to be provided.
- If applicant is:
  - Not the owner of the premises: A copy of your lease agreement with the owner, also in writing the owner's consent to the granting of a Club Licence for the premises.
  - Incorporated: A copy of the Certificate of Incorporation or other documentary evidence of its incorporation.
- A written Host Responsibility Policy. For assistance with this please call Public Health South (03) 211 0900.
- The prescribed fee. For assistance with this calculation please contact the Invercargill District Licensing Committee Administration Support Person.
- A copy of Club Charter.
- A copy of Club Rules or Constitution.
- A copy of Certificate of Incorporation.
- Details of Clubs with reciprocal visiting rights.

***Please note:***

It is a condition of every Club Licence that the Club must notify the Secretary of the District Licensing Committee of any change in Club Secretary, along with their contact details within ten working days of any appointment.

## Other information for the applicant on the requirements of the Sale and Supply of Alcohol Act 2012

Following receipt of your application, you will be sent an acknowledgement letter, a public notice and a site notice.

### Public Notice

The Invercargill District Licensing Committee advertises the public notice for all applications on the Invercargill City Council website, at no cost to you.

### Site Notice

Within 10 working days after filing the application, you must ensure that the site notice is displayed where it can be easily seen from outside the premises, in a conspicuous place on or adjacent to the site to which the application relates.

### *Processing of the application*

- The completed application form and supporting documents should be submitted to the Invercargill District Licensing Committee along with payment.
- The Invercargill District Licensing Committee will send a copy of the application to the statutory reporting agencies. The Licensing Inspector, Police and Medical Officer of Health will inquire into the application.
- When reports and objections, if any, have been received the application will be processed and a decision made by the Invercargill District Licensing Committee.

### ***Please note:***

It will take a minimum of 30 working days, from when it is submitted, before the licence may be issued. However it may take longer. If you have an intended opening date please let the Invercargill District Licensing Committee know and we will do our best to help.

### **Criteria for renewal of a Club Licence**

1. In deciding whether to issue a licence, the Licensing Authority or the Licensing Committee concerned must have regard to the following matters:
  - (a) The object of this Act.
  - (b) The suitability of the applicant.
  - (c) Any relevant local alcohol policy.
  - (d) The days on which and the hours during which the applicant proposes to sell alcohol.
  - (e) The design and layout of any proposed premises.
  - (f) Whether the applicant is engaged in, or proposes on the premises to engage in, the sale of goods other than alcohol, low alcohol refreshments, non-alcoholic refreshments, and food, and if so, which goods.
  - (g) Whether the applicant is engaged in, or proposes on the premises to engage in, the provision of services other than those directly related to the sale of alcohol, low alcohol refreshments, non-alcoholic refreshments, and food, and if so, which services.
  - (h) Whether (in its opinion) the amenity and good order of the locality would be likely to be reduced, to more than a minor extent, by the effects of the issue of the licence.
  - (i) Whether (in its opinion) the amenity and good order of the locality are already so badly affected by the effects of the issue of existing licences that:
    - (i) They would be unlikely to be reduced further (or would be likely to be reduced further to only a minor extent) by the effects of the issue of the licence; but
    - (ii) It is nevertheless desirable not to issue any further licences.
  - (j) Whether the applicant has appropriate systems, staff, and training to comply with the law.
  - (k) Any matters dealt with in any report from the Police, an Inspector, or a Medical Officer of Health made under Section 103.

**Please note:**

The Invercargill District Licensing Committee places considerable importance on the Object of the Sale and Supply of Alcohol Act 2012.

- (1) The object of this Act is that—
  - (a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and
  - (b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.
- (2) For the purposes of subsection (1), the harm caused by the excessive or inappropriate consumption of alcohol includes—
  - (a) any crime, damage, death, disease, disorderly behaviour, illness, or injury, directly or indirectly caused, or directly or indirectly contributed to, by the excessive or inappropriate consumption of alcohol; and
  - (b) any harm to society generally or the community, directly or indirectly caused, or directly or indirectly contributed to, by any crime, damage, death, disease, disorderly behaviour, illness, or injury of a kind described in paragraph (a).



**APPLICATION FOR RENEWAL OR VARIATION OF CLUB LICENCE**  
 Sections 120 and 127, Sale and Supply of Alcohol Act 2012

To: The Secretary  
 Invercargill District Licensing Committee  
 Private Bag 90104  
 INVERCARGILL 9840

Please tick one:  RENEWAL     VARIATION     RENEWAL AND VARIATION

Application for renewal or variation of a Club Licence is made in accordance with the details set out below.

**1. Details of Applicant(s)**

- (a) Full name to be on Club Licence: \_\_\_\_\_
- (b) Address of premises: \_\_\_\_\_
- (c) Postal address for service of documents: \_\_\_\_\_
- (d) Daytime contact number: \_\_\_\_\_ Cellphone: \_\_\_\_\_  
 Work: \_\_\_\_\_ Email: \_\_\_\_\_
- (e) Status of applicant (*tick appropriate box*)
 

|   |  |
|---|--|
| <input type="checkbox"/> Natural person | <input type="checkbox"/> Private Company                       |
| <input type="checkbox"/> Public Company | <input type="checkbox"/> Licensing Trust                       |
| <input type="checkbox"/> Partnership    | <input type="checkbox"/> Other ( <i>please specify</i> ) _____ |

**2. Details of Existing Licence**

- (a) Licence Number: \_\_\_\_\_
- (b) Expiry Date: \_\_\_\_\_

**3. Details for Contact Person**

- (a) Name (including any aliases): \_\_\_\_\_
- (b) Residential Address: \_\_\_\_\_
- (c) Gender: \_\_\_\_\_ (d) Occupation: \_\_\_\_\_
- (e) Date and Place of Birth: \_\_\_\_\_
- (f) Daytime contact number: \_\_\_\_\_
- (g) Email address: \_\_\_\_\_ (h) Website: \_\_\_\_\_

**4. Criminal Convictions**

(a) Has the applicant **ever** been convicted of any offence? **YES/NO**

| Nature of Offence | Date of Conviction | Penalty Suffered |
|-------------------|--------------------|------------------|
|                   |                    |                  |
|                   |                    |                  |
|                   |                    |                  |

**NOTE: Failure to disclose may result in the Police opposing the renewal of the licence.**

**5. Premises Details**

- (a) Address of proposed licensed premises: \_\_\_\_\_
- (b) Trading name for premises (*if any*): \_\_\_\_\_
- (c) Is a licence sought conditional upon construction or completion of the premises? **YES/NO**
- (d) Does the applicant own the proposed licensed premises? **YES/NO**
  - If No (i) What is the full name and address of the owner? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (ii) What form of tenure of the premises will the applicant have (*including term of tenure*)? \_\_\_\_\_  
\_\_\_\_\_
- (e) What part (*if any*) of the premises does the applicant intend should be designated as
  - (i) A restricted area: \_\_\_\_\_
  - (ii) A supervised area: \_\_\_\_\_

**6. Details of business**

- (a) Authority under which Club is incorporated: \_\_\_\_\_
- (b) Membership Numbers: Under 18 \_\_\_\_\_ Over 18 \_\_\_\_\_
- (c) Contact details of Secretary: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- (d) Is the sale of alcohol the principal purpose of business? **YES/NO**
- (d) If no state intended principal purpose of business: \_\_\_\_\_
- (e) 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 or supply of alcohol and food? **YES/NO**
- (f) If yes, state the nature of those other goods or services: \_\_\_\_\_
- (g) Which days and which hours are proposed for the sale of alcohol? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Conditions**

- (a) What experience and training does the applicant have? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (a) What provision does the applicant intend to make for the sale and supply of:
  - (i) Food: \_\_\_\_\_
  - (ii) Non-alcoholic beverages: \_\_\_\_\_
  - (iii) Low alcohol brand(s): \_\_\_\_\_  
(i.e. no more than 2.5% alcohol content)

- (b) To what extent and where will drinking water be freely available to patrons (***this location will be a licence condition***): \_\_\_\_\_
- (c) If no access to mains water supply, potability of water intended to be available (*describe*):  
 \_\_\_\_\_  
 \_\_\_\_\_
- (d) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? \_\_\_\_\_  
 \_\_\_\_\_
- (e) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed? \_\_\_\_\_  
 \_\_\_\_\_
- (f) What other steps does the applicant propose to take to promote the responsible consumption of alcohol? \_\_\_\_\_  
 \_\_\_\_\_
- (g) Other systems (including training systems) and staff in place (or to be in place) for compliance with the Act: \_\_\_\_\_  
 \_\_\_\_\_

**8. Manager(s) to be employed (*Persons who hold a Manager's Certificate*)**

Full legal name: \_\_\_\_\_

Address: \_\_\_\_\_

Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Address: \_\_\_\_\_

Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Full legal name: \_\_\_\_\_

Address: \_\_\_\_\_

Certificate number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**9. Additional questions**

- (a) The granting of this application will not decrease the amenity or good order of the area by more than a minor extent because we: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (b) The design and layout of our premises complies with the Act because: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(c) The granting of this application will contribute to the Object of the Act by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Fire Evacuation Scheme** (*Tick (a) or (b) as appropriate*)

Applications for a licence under the Sale and Supply of Alcohol Act 2012 require the licensed premises to comply with Section 75 of the Fire and Emergency New Zealand Act 2017 which legislates that all relevant buildings must provide and maintain an evacuation scheme. Among the buildings that require an evacuation scheme are those buildings for:

- The gathering together, for any purpose, of 100 or more persons
- Providing employment facilities for 10 or more persons
- Providing accommodation for more than five persons
- Storing or processing hazardous substances in quantities exceeding the prescribed minimum amounts.

Please tick one.

- (a) Fire Evacuation Scheme. The building in which the premises is situated has an evacuation scheme for public safety which meets the requirements of Section 75 of the Fire and Emergency New Zealand Act 2017, and the requirements as set out in the documentation of the approved evacuation scheme has been maintained in accordance with Section 76 of the Act.

Have you held a trial evacuation at the premises?

**YES/NO**

What was the last date of a trial evacuation? \_\_\_\_\_

*(These must be held every six (6) months and notified to the Fire Service.)*

- (b) Procedure Only. The building, by reason of its current use, is not required to provide and maintain a Fire Evacuation scheme or, because of the nature of the building, the building is exempt from having to meet the requirements to provide and maintain such a scheme. Evacuation Procedures are required to be in place with this information being readily available, such as fire action notices displayed identifying those procedures.

Note: If you do not have your procedures displayed and readily available, you may be subject to penalties under the Fire and Emergency New Zealand (Offences) Regulations 2018 which came into effect on 13 December 2018.

**Applicant's signature:** \_\_\_\_\_ **Dated at Invercargill:** \_\_\_/\_\_\_/\_\_\_