

Application for New or Renewal of Club-Licence

An application for renewal of a Licence must be lodged a minimum of 20 working days before the expiry of the current licence. Unless unforeseen circumstances have occurred to prevent this, an application for Waiver under Section 208 cannot be accepted.

EVERY application must be accompanied by the following – incomplete applications will not be accepted.

- The original of the completed application and supporting documents.
- The prescribed application fee.
- A copy of your Host Responsibility Policy.
- A copy of the menu or indication of standard and style of food must be provided.
- A signed Public Notice Declaration Form acknowledging that Form 7 is displayed on site. Public notices for applications lodged in Grey District are no longer required to be advertised in the local newspapers but instead they will be published on Council's website for 25 working days.
- Form 7 (Public Notice) completed for inclusion on Council's website. Please contact Council if you need assistance.
- A copy of the Certificate of Incorporation, Memorandum of Association, property order made under the Protection of Personal and Property Rights Act 1988 or other documentary evidence.
- Photographs of the exterior of the premises or an artist's impression of the exterior of the proposed premises as it will look when finished.
- Photographs (or drawings if under construction) of all areas of the interior of the premises.
- A map (ie Google maps), or a copy of a map, or a portion of a map, showing the location of the premises.
- A scale floor / site plan showing:
 - Those parts of the premises that are to be used for the sale or supply of alcohol including location of furniture; and
 - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas, or as undesignated; and
 - Each entrance to the premises that the applicant intends should be designated as a principal entrance. (Main entrance for display of licence).
 - Location of any security cameras and monitors.
 - Lighting features, particularly outdoors.
 - On site parking areas.
- Names of other clubs with which the club has reciprocal visiting rights for members.
- Provide Evidence of how you will manage Covid 19 Vaccine passes.

Failure to supply the required information may result in your application being placed on hold until ALL information has been received

What you need to know when applying for an alcohol licence

The information we ask to be provided with your application is required under the Sale and Supply of Alcohol Act 2012. Please use the covering page checklist as a guide, and read the following notes, making sure your application includes all of this information.

Has your application for renewal been lodged within 20 working days of the date of expiry?

Applications for licence renewals must be made AT LEAST 20 WORKING DAYS BEFORE THE CURRENT EXPIRY DATE and can only be received in a lesser time frame if the DLC decides there were unforeseeable circumstances. An application for waiver under Section 208 must be applied for.

Public Notification for On, Off and Club Licences

When an applicant applies for a new licence or to renew an existing licence they must publicly notify that they are applying and this has historically been by a notice published in the local newspaper. In the Grey district, public notices are now being published on the Councils website for 25 working days. Working days under the Act do not include a Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereigns Birthday or Labour Day or a day in the period commencing on 20 December in one year and ending with 15 January in the next year.

The attached (Form 7) must be completed and supplied with your application.

When a renewal application includes a change in trading hours and/or designated area the public notice should identify both current conditions and proposed conditions being sought.

Notice to be displayed

A copy of this notice (Form 7) must be displayed on site within 10 working days of the application being received by the District Licensing Committee and must be in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises.

The object of the Act

The object of the Act is to ensure that the sale, supply and consumption of alcohol will be undertaken safely and responsibly and any harm caused by the excessive or inappropriate consumption of alcohol is minimized. Your application will be forwarded to the Police and Community & Public Health for comment and they are able to oppose to your application or delay their response if insufficient information is provided.

Suitability of the applicant

Why are you a suitable person or business to hold a licence? What previous experience do you have in selling and supplying alcohol? What do you know about the Sale and Supply of Alcohol Act 2012 and the requirements within this Act? Your application will be forwarded to the Police and Community & Public Health for comment and they are able to oppose the application in which case the DLC would hold a hearing to make its decision on the application.

The manner in which alcohol is to be sold

This relates to any promotions or advertising. Alcohol cannot be included as a prize in a raffle and there are new rules around advertising discounts of more than 25%, promotions likely to lead to the excessive consumption of alcohol, or aimed at or likely to have special appeal to minors.

Design and layout of the premises

You need to supply a floor plan which shows all areas intended to be used for selling or supplying alcohol including any outdoor areas. This plan needs to identify the following where applicable: where the bar is to be located, exits, toilet facilities, kitchen, the principal entrance, location of bar, lighting, furniture, security lighting, location of security cameras and monitors, any outdoor parking, assembly area in case of emergency etc.

Photos of the inside and outside of the premises are also required. This can help the reporting agencies and District Licensing Committee when making their decision as it can clarify whether the design and layout of the premises comply with the requirements under the Sale and Supply of Alcohol Act.

Provision of any other goods or services

What other activities are going to be taking place in addition to the supply of alcohol and food? Describe all the activities e.g. accommodation, are any other services or goods being sold?

Appropriate systems, staff and training to comply with the law

- It is important to list all managers with a current manager's certificate employed by you, whether on a full time or casual basis. If you only have one manager recorded, it could be questioned as to whether staffing levels are adequate for the number of hours you are requesting to operate.
- Prohibited persons: How are you going to make sure that no minors are sold or supplied alcohol? How are you going to ensure that no one becomes intoxicated and what are you going to do about it if they do? Remember no person may remain on site or enter the site if intoxicated. How do you know if a person is intoxicated? How are you going to prevent people becoming intoxicated?
- How and where will you supply free potable water. (Potable water is either mains supply or certified as meeting the Drinking Water Standards.) Note that if your premises is not on a mains water supply, you may be requested by the Medical Officer of Health to supply a recent water test certificate to demonstrate the potability of your drinking water.
- What are you doing about promoting and providing information about alternative transport options? If a bus or courtesy vehicle is being provided how and when is this going to operate?

Why the amenity and good order of the surrounding area will not be negatively affected

In other words, how are you going to manage the premises without causing any major issues in the immediate environment? For example, how much noise is likely to be produced and how are you going to mitigate any negative effects from the noise, what about vehicle movements and parking, litter, patrons' behaviour etc.

Matters of Opposition and Objections

The NZ Police and Community Public Health have a 15 working day period from the date the application is forwarded to them to either raise a matter in opposition or to advise they have no matter in opposition to the application. The general public have 25 working days from the date of first publication of the public notice in which to lodge an objection.

Annual Fees

An annual fee is payable for all licences. For new licences this fee must be paid prior to the licence being issued and for all existing licences on the anniversary date of the licence. If the annual fee is not paid within 30 days after the day on which it is due the licence is suspended from that day on until the annual fee and any additional penalties are paid.

Administration use only
Record No.:
Date lodged:
Application Fee:
Receipt:

Application for Club Licence or Renewal of Club-Licence [Form 5]

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

To: The District Licensing Committee Secretary, Grey District Council

Application for Club-Licence or Renewal of Club-Licence is made in accordance with the particulars set out below.

Existing (current) Licence No: _____ **Expiry Date:** _____

Are any changes (variations) sought to the present conditions of the existing licence? Yes No

If yes, what changes are being sought: (e.g. Change in licenced hours or designation) _____

1. Details of Applicant

a. Status of Applicant (*tick appropriate box*):

If your organisation does not fit any of this criteria, it needs to be lodged by an individual (natural person) on behalf of your organisation)

Natural Person (individual)

Government department or other instrument of the Crown

Body corporate (S 28(1)(b) of the Act). State authority of incorporation: _____

b. Full legal name or names to be on the licence:

c. Postal Address for service of documents: _____

d. Contact details: Full legal name of contact person: Surname _____

Christian Name/s _____

Alias and/or Maiden Name (if applicable): _____

Usual residential address: _____

Phone: _____ Mobile: _____

Email: _____

Preferred mode of contact: _____

Website: _____

e. Date and Place of Birth: _____

f. Gender: Male Female

g. Occupation/Current employment: _____

h. Business details: (describe principal business and any other businesses operated by the applicant): _____

- i. Criminal Convictions of Individuals, Company directors or partners: (State all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies) – Use separate page if required. *Note: As per the Criminal Records (Clean Slate) Act 2004, if you have had no convictions in the last 7 years, you need not declare any convictions prior to that other than convictions relating to imprisonment or indefinite disqualification from driving.*

Nature of offence	Date of Conviction	Penalty

2. Police Approval

The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?

Yes No **I agree to the release of information obtained by the Police when compiling background checks.**

(Note that failure to allow Police to disclose this information may result in your application being determined at a hearing.)

3. Details of ALL Managers appointed – continue on separate page if required

Full Legal Name:	_____	
Certificate No.	_____	Expiry: _____
Full Legal Name:	_____	
Certificate No.	_____	Expiry: _____
Full Legal Name:	_____	
Certificate No.	_____	Expiry: _____
Full Legal Name:	_____	
Certificate No.	_____	Expiry: _____

4. Details of Premises

- a. Address of proposed licensed premises: _____
- b. Any name, trading name or name of building (if any): _____
- c. Name of any other club with which applicant shares premises: _____
- c. Does the applicant own the proposed licenced premises? Yes No **If no**, provide the following details:
 Full name and address of owner: _____
 Tenure of the premises: (e.g. leasehold, under tenancy agreement or licence) _____
- d. Is the licence sought conditional on the completion of building work? Yes No
 If yes, please provide details: _____
- e. What part (if any) of the premises does the applicant intend to be designated as:

Note: Highlight designated areas on floor plan.

- **Restricted** designation: no person under 18 may be present on the premises.
- **Supervised** designation: persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **Undesignated**: Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent or legal guardian.

Restricted area: _____

Supervised area: _____

Undesignated: _____

- f. Are there security cameras and monitors on site? _____ Yes No

If yes, how many of each are on site – also note location on floor plan. _____

5. Club Details

- a. Authority under which club is incorporated: _____

- b. Membership (State total membership and number of members under 18 years of age) _____

- c. Contact details for club secretary:

Full Legal Name _____

Contact Number and Email Address _____

- d. Whether sale of alcohol intended to be the principal purpose of club: Yes No

If NO – Intended principal purpose of the club? _____

- e. Whether applicant engaged or intended to be engaged in the sale or supply of any goods other than alcohol or food or in the provision of any services other than those directly related to the sale and supply of alcohol or food: Yes No

If YES – Nature of other goods and services: _____

- f. What are the days and hours proposed for the sale of alcohol? _____

- f. Is your business registered under the Food Act 2014? Yes No

What is the food registration number of your business? _____

6. Fire Safety – Evacuation Scheme Statement

I hereby state that: (tick one)

- 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.
- Because of the building's current use, its owner is not required to provide and maintain such a scheme.
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

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; or overnight accommodation is provided for more than 5 people.

If you are unsure whether you require an evacuation scheme, you can visit the Fire and Emergency NZ (FENZ) website– <https://fireandemergency.nz/business-and-landlords/evacuation-schemes/> go to Evacuation Advice and follow the link. Information on this site advises the criteria for requiring an evacuation scheme and has the tools and resources on how to develop one. If you still require assistance you can contact:

West Coast Fire Safety Officer, PO Box 222, Greymouth 7840, phone 027 801 5881 email WestCoastDistrict-CRMTeam@fireandemergency.nz

7. Conditions

- a. What experience and training does the applicant have? _____

- b. Food intended to be available for purchase: **(PLEASE ATTACH MENU)** _____

- c. Non-alcoholic beverages intended to be available for purchase: (Describe type and range) _____

- d. Low-alcohol beverages intended to be available for purchase: (Describe type and range) _____

- e. To what extent, and where will drinking water be freely available to patrons: _____

- f. If no access to mains water supply, potability of water intended to be available (provide a certificate certifying the potability of the water) _____

- g. What steps will be taken to provide assistance with or information about alternative forms of transport from the premises?

- h. What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited people: (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence)

i. What other steps will be taken to promote the responsible consumption of alcohol?

h. What systems (including training systems) and staff is in place to ensure compliance with the Act?

j. What steps do you intend to take to ensure the safety of your members and visitors in terms of Covid 19 Vaccine passes?

8. Attachments

Attachments required as indicated on the check list provided are to be included with your application.

Checklist provided indicating all relevant attachments required.

Privacy Statement

Information contained in your application and any supporting information will be held by Grey District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Licensing Inspector) for the purposes of assessing and reporting on your application, and to the Grey District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Grey District Licensing Committee and may be used in the Committee’s decision for your application. Decisions can be made publicly available. The Council is required to provide a copy of all applications and related decision along with the issued certificate to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. You have the right to see and correct personal information that the Council holds about you.

9. Signature: Please ensure this application is signed and dated

Dated at **GREYMOUTH** this _____ day of _____ 20_____
(day) (month) (Year)

Applicant Signature

Notes:

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in [form 7](#). The notice must be given in compliance with [regulation 36](#), [37](#), or [38](#) of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in [form 7](#) is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

**Public notice of application for on-licence, off-licence, or club-licence
(or application for variation of conditions of on-licence, off-licence, or
club-licence)**

Section 101 Sale and Supply of Alcohol Act 2012

Form 7

(Full name of applicant, address and occupation)

has made application to the District Licensing Committee at Greymouth for the *issue / renewal / variation of conditions (underline relevant)* of a _____ *(State kind of licence)* in respect of the premises situated at _____ *(Location address or the kind of conveyance)* known as _____ *(Trading name of premises)*.

The general nature of the business conducted *(or to be conducted)* under the licence is

(type of business eg hotel, tavern, restaurant etc).

The days on which and the hours during which alcohol is *(or is intended to be)* sold under the licence are:

(specify days and hours)

The application may be inspected during ordinary office hours at the office of the Grey District Licensing Committee at 105 Tainui Street, Greymouth 7805.

Any person who is entitled to object and who wishes to object to the issue 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 382, Greymouth, 7840

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 (to be included on website publication)

Published on website: [Date] _____

25 day objection period ends: [Date] _____

Date of Issue: 11/06/20

Declaration Form

Display of Public Notice

To: The Secretary Grey District Licensing Committee

Application Type: (Tick as appropriate)

- NEW**
- RENEWAL or**
- VARIATION**

Of

- ON LICENCE**
- OFF LICENCE or**
- CLUB LICENCE**

I hereby declare that I have affixed a copy of the Public Notice Form (Form 7) in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises as required by the Sale and Supply of Alcohol Act 2012.

SIGNED by the licence holder or licence applicant

NAME of signatory

Date

Licence Number/s (if applicable)

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.
<i>Clubs</i>	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
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