

# Application for Club Licence

**Section 100, Sale and Supply of Alcohol Act 2012**

**Office  
Use  
Only**

## Application Checklist:

**Supporting documents you need to provide with your application:**

- ☐ ☐ **Application fee + public notice fee**  
This is an application fee and is non-refundable after the application is received by the Hamilton City Council. (Please see information sheet on the last two pages of this application or contact us for assistance).
  - ☐ ☐ A Planning Verification certificate for the purposes of the Sale and Supply of Alcohol Act (MUST be supplied with this application).
  - ☐ ☐ A Building Certificate for the purposes of the Sale and Supply of Alcohol Act (if not yet available, this may be supplied later, prior to issue of the licence).
  - ☐ ☐ Detailed A4 scale map of the interior of the premises showing:
    - i. the areas used for sale of alcohol
    - ii. the areas that are to be restricted or supervised
    - iii. the principal entrance
    - iv. location of tables and chairs, toilets and kitchen
    - v. the use of footpath for outdoor dining (if applicable – attach outdoor dining permit)
    - vi. CCTV placement and security lighting (if applicable).
  - ☐ ☐ A Host Responsibility Policy.
  - ☐ ☐ Copies of each current manager's certificate for those nominated to manage the premises.
  - ☐ ☐ Evidence (or proposal) of staff training in host responsibility practices.
  - ☐ ☐ Certificate of Incorporation.
  - ☐ ☐ Copy of clubs rules and constitution.
  - ☐ ☐ Street map showing the location of the premises within Hamilton.
  - ☐ ☐ A photo or artist's impression of outside of premises.
  - ☐ ☐ Written proof from the owner of the property / building consenting to the applicant selling alcohol on the premises. (Note this consent must be for the same party as detailed in the applicant section of this form).
  - ☐ ☐ A list of all food and alcoholic and non-alcoholic refreshments you will be providing.
- If you are applying for the club licence on behalf of someone else:**
- ☐ ☐ A copy of the authority to act as an agent of the applicant, signed by the applicant.

**Applications can be emailed to [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz) or posted to  
Hamilton City Council, Private Bag 3010, Hamilton 3240.**

**FEE DUE:**

**Office Use Only:**

Accepted by: \_\_\_\_\_  
Receipt number: \_\_\_\_\_  
Receipt date: \_\_\_\_\_

<u>App Fee \$615.35</u>	T310 – 476.10	T311 – 17.25	T414– 122.00
<u>App Fee \$938.50</u>	T310 – 782.00	T311 – 34.50	T414– 122.00
<u>App Fee \$1215.65</u>	T310 – 1041.90	T311 – 51.75	T414– 122.00
<u>App Fee \$1493.95</u>	T310 – 1285.70	T311 – 86.25	T414– 122.00
<u>App Fee \$1740.05</u>	T310 – 1445.55	T311 – 172.50	T414– 122.00

# Application for Club Licence

Section 100, Sale and Supply of Alcohol Act 2012

To the Secretary  
District Licensing Committee, Hamilton City Council

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

## Applicant details

1. Full legal name of the club (*the licensee*):

2. Status of applicant:

☐ Chartered club

☐ Sports club

☐ Social club

☐ Other.....

3. Is the club incorporated: ☐ Yes ☐ No

If YES what was the date of incorporation?

4. Postal address (for service of documents):

Postcode:

5. Club secretary name:

Phone:

Mobile phone:

E-mail address:

6. **Daytime contact details** (if different from above)

Name:

Phone number:

Mobile number:

E-mail address:

7. Does the applicant club have any 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)

☐ Yes

☐ No

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

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

## Premises details

9. Address of proposed licensed premises:

10. Proposed trading name:

11. Does the club share the premises with any other club?

☐ Yes

☐ No

If YES provide details.

12. Is a licence sought conditional upon construction or completion of the premises?

☐ Yes

☐ No

13. Does the club own the proposed licensed premises?

☐ Yes

☐ No

If NO, what is the full name and address of the owner?

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

## Club details

14. What is the principal purpose of the club?

15. What is the range of other facilities the club will offer to members, other than alcohol and food?  
(e.g. Gaming – number of machines, TAB, Entertainment – what types, Sports – what and how often, etc).

16. State the total membership of the club:

17. Of these, how many members are under 18 years of age?

18. On which days and during what hours is alcohol intended to be sold under the licence?

## Duty managers details

19. State the full details of each manager or proposed manager:

Name	Date of birth	Certificate number	Expiry date

## Conditions

20. What part (if any) of the premises is intended to be designated as (select at least one):

A restricted area (no one under 18 allowed on site)?

A supervised area (minors allowed only with parent or legal guardian)?

Undesignated (any age allowed)?

21. What provision is intended to be made for the sale and supply of food?

22. What provision is intended to be made for **LOW** alcohol (2.5% or less) and **NON**-alcoholic beverages?

23. To what extent, and where, will drinking water be freely available to patrons?

24. What steps are proposed to provide assistance with, or information about, alternative forms of transport from the premises?

25. What steps are proposed to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

26. What steps are proposed aimed at promoting the responsible consumption of alcohol – with the aim of minimising the harm caused by the excessive or inappropriate consumption of alcohol?

27. State the proximity of all sensitive sites (e.g. childcare centres, schools and churches) within a 500m radius of the premises (a map would assist):

28. State the number of residential neighbours within a 50m radius of the premises:

29. What security systems will be in place (e.g. lighting, indoor/outdoor CCTV) and where?

30. Can the entire premises be seen by the cashier/bar? ☐ Yes ☐ No

Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable and is there good visibility to the outdoor areas? Please describe:

31. Does the lighting outside the premises discourage loitering? Does the lighting allow staff to check IDs etc? Please describe:

32. Will you be involved in any mystery shopper/pseudo controlled purchase operation programmes?

☐ Yes

☐ No

IF YES, please state details:

33. Will there be till prompt systems regarding age checks?

☐ Yes

☐ No

34. What staff training will be provided regarding compliance with the Act and host responsibility practices?  
Explain the content, duration and how often (include any systems relevant to assisting with compliance):

35. Is there a noise management plan or acoustic report?

☐ Yes (please attach)

☐ No

36. What soundproofing has been undertaken (if any)?

37. Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?

☐ Yes

☐ No

If YES, please provide details:

## Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- ☐ I consent to the release of this information
- ☐ I hereby state that the above particulars are true and correct
- ☐ I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

[Signature]

[Date]

[Name]

[Designation]

### Contact us:

**Phone:** (07) 838 6633

**E-mail:** [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz)

**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Hamilton City Council - Ground Floor, Garden Place, Hamilton



# EVACUATION OF PREMISES DECLARATION

Sections 100 and 127, Sale and Supply of Alcohol Act 2012

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

I,

[full name]

licence holder (or secretary) of the premises known as

[trade name]

situated at

[premises address]

and which operates under a

on / off / club licence

[select one]

state that:

[select one]

- ☐ the owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 2018; or
- ☐ because of the building's current use, its owner is 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

[Signature]

[Date]

[Name and designation/position]

**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; or
- Overnight accommodation is provided for more than 5 people

Please contact Fire and Emergency New Zealand (FENZ) for more information about evacuation schemes and fire safety requirements.

## **FORM 7**

# **PUBLIC NOTICE**

Section 101, Sale and Supply of Alcohol Act 2012

### **Public notice of application for club licence**

This notice is to be displayed in a conspicuous place on or adjacent to the site to which the application relates within 10 working days **AFTER** filing your application. Please ensure the applicant name matches that stated on the application form

**You DO NOT need to publish this notice in the newspaper.**

This notice will be published on the Hamilton City Council website: [www.hamilton.govt.nz/publicnotices](http://www.hamilton.govt.nz/publicnotices)  
There is a \$122.00 administration fee for this service, payable at the time of application.

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

[Full name, address, and occupation of applicant]

has made application to the District Licensing Committee at Hamilton City Council for the issue of a club licence

in respect of the premises situated at

[address]

known as

[trade name]

The general nature to be conducted under the licence is

[type of business - for example, hotel, tavern, restaurant, entertainment/night club].

The days on which and the hours during which alcohol 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 Hamilton District Licensing Committee at Hamilton City Council Municipal Building, Garden Place, Hamilton.

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 Hamilton City Council, Private Bag 3010, Hamilton.

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.

# Alcohol Licensing Fees club licence

The Sale and Supply of Alcohol Act 2012 introduced national risk based fees for all alcohol licences. The fee system, set by the Ministry of Justice, more fairly reflects the cost of alcohol licensing.

The licence fee category is determined using the below criteria. You can use the tables below to estimate the fee you need to pay when lodging your application

Type of Premises	Weighting
Class 1 club	10
Class 2 club	5
Class 3 club	2

+

Latest trading hour allowed by licence	Weighting
2:00am or earlier	0
Between 2:01am and 3:00am	3
Any time after 3:00am	5

+

Number of enforcement holdings in last 18 months	Weighting
None	0
1	10
2 or more	20

=

Your weighting:

## Definitions

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

**Class 2 clubs** – 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 clubs** - clubs which, in the opinion of Hamilton City Council, 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).

**Enforcement** – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.

## Application Fee

The licensing system has five fee categories, which reflect the range of cost/risk ratings. A premises' fee category determines the application fee that the licensee has to pay.

Total weighting	Fee category
0-2	Very Low
3-5	Low
6-15	Medium
16-25	High
26+	Very High

In addition to the application fee, applicants are required to pay an \$122.00 administration fee to cover public notification of the application.

All fees below are GST inclusive.

Fee category	Total application fee
Very Low	\$615.35
Low	\$938.50
Medium	\$1215.65
High	\$1493.95
Very High	\$1740.05

## Annual Fee

The Act also introduces an annual fee for all licences. The annual fee is due before the licence is issued (for new licences) and then every year on the licence anniversary date. The amount of the annual fee you pay will be determined on the fee category and risk rating at the day the annual fee is due. You will receive a reminder that your annual fee is due in the mail prior to the due date. All fees below are GST inclusive.

Fee Category	Annual Fee
Very Low	\$216.20
Low	\$524.40
Medium	\$847.55
High	\$1,386.90
Very High	\$1,926.25

Please note that it is Hamilton City Council that determines the final application and annual fees so you may be charged further fees before your licence is granted.

If you need assistance calculating your fees, please contact us.

### Contact us:

**Phone:** (07) 838 6633

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**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Hamilton City Council - Ground Floor, Garden Place, Hamilton