

Checklist for Club Licence Application

(Sale and Supply of Alcohol Act 2012)

PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION

Use this cover page to assist you to lodge a complete application

The completed application and documentation listed below is required before the application is put into process

Fee (Inclusive of GST)

Fee may be paid by:

- Eftpos – Paid at either Selwyn District Council or Food & Health Standards
- Internet Banking details
Account Name: Food & Health Standards
Account Number: 02-0828-0032109-02
Reference: Licence number (if renewal) and applicant name

Related documents (to be attached for New Licences or Variation of Licences)

- | |
|--|
| <input type="checkbox"/> Certificate of Incorporation (if applicable) |
| <input type="checkbox"/> A photo of the exterior of premises, showing principal entrance |
| <input type="checkbox"/> A portion of the map showing the location of the premises within the Selwyn District |
| <input type="checkbox"/> Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated principal entrance, location of toilets and kitchen & any outdoor licensed areas. |
| <input type="checkbox"/> Premises owner consent form |
| <input type="checkbox"/> Certificate of compliance (for alcohol) |
| <input type="checkbox"/> A Host Responsibility Policy |
| <input type="checkbox"/> Details of each Manager's Certificate |
| <input type="checkbox"/> Staff training plan |
| <input type="checkbox"/> Completed Amenity and Good Order Questionnaire |
| <input type="checkbox"/> Menu including prices – Food and drinks |
| <input type="checkbox"/> Completed Public Notice |
| <input type="checkbox"/> Fire evacuation statement |

Related documents (to be attached for Renewal Licences)

- | |
|--|
| <input type="checkbox"/> Certificate of Incorporation (if applicable) |
| <input type="checkbox"/> A photo of the exterior of premises, showing principal entrance |
| <input type="checkbox"/> A portion of the map showing the location of the premises within the Selwyn District |
| <input type="checkbox"/> Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated, principal entrance, location of toilets, kitchen & any outdoor licensed areas. |
| <input type="checkbox"/> A Host Responsibility Policy |

<input type="checkbox"/> Details of each Manager's Certificate
<input type="checkbox"/> Staff training plan
<input type="checkbox"/> Completed Amenity and Good Order Questionnaire
<input type="checkbox"/> Menu including prices – Food and drinks
<input type="checkbox"/> A copy of the original licence, showing the conditions
<input type="checkbox"/> Completed Public Notice
<input type="checkbox"/> Fire evacuation statement



Application for New, Renew, and/or Variation of a Club Licence

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

To: The Secretary
Selwyn District Licensing Committee
C/- Food and Health Standards (2006) Ltd
PO Box 7469
Sydenham
CHRISTCHURCH 8240

Email: alcohol@selwyn.govt.nz

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

1. Applicant Details	
(a)	Full name of applicant (club):
(b)	Contact Name:
(c)	Postal Address:
(d)	Contact phone number(s): Email address:
(e)	Business website (if applicable):
(f)	Is this licence a: <input type="checkbox"/> New licence application <input type="checkbox"/> Renewal of club licence application <input type="checkbox"/> Renewal of club licence with variation <input type="checkbox"/> Variation of club licence

(g) Licence number (if renewal): Expiry date (if renewal):				
(h) Status of club: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <input type="checkbox"/> Chartered Club <input type="checkbox"/> Sports Club <input type="checkbox"/> Other (provide details) </div>				
(i) Predominant purpose:				
(j) Number of members: Number of members under the age of 18 years:				
2. Further details where the club is an incorporated society				
(a) Date of incorporation:				
(b) Full details of secretary				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Name:</td> <td style="width: 50%; padding: 5px;">Address:</td> </tr> <tr> <td style="padding: 5px;">Occupation:</td> <td style="padding: 5px;">Place and date of birth:</td> </tr> </table>	Name:	Address:	Occupation:	Place and date of birth:
Name:	Address:			
Occupation:	Place and date of birth:			
3. Details of premises				
(a) Proposed trading name for premises (e.g. club name):				
(b) Physical address of proposed licensed premises:				
(c) Is the licence sought conditional upon construction or completion of the premises? <div style="display: flex; justify-content: center; gap: 20px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>				
(d) Does the licensee own the proposed licensed premises <div style="display: flex; justify-content: center; gap: 20px;"> Yes No </div> <p>If no:</p> <p>i. What is the full name and address of the owner?</p> <p>ii. What form of tenure will the applicant have (including term of tenure)?</p>				
(e) Is the sale of alcohol intended to be the principal purpose of the club? <div style="display: flex; justify-content: center; gap: 20px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>If no, what is intended to be the principal purpose of the club?</p>				

(f)	On which days and during which hours does the applicant intend to sell alcohol under the licence? (For renewals, unless you are varying your hours, please ensure these hours match the current hours on your current club licence).
(g)	On which days and hours are your club activities?
(h)	<p>Which part (if any) of the premises does the club intend should be designated as: <i>(All sports clubs are generally speaking 'undesigned'. Please discuss this with Licensing Inspector if you wish to designate any of your club as restricted or supervised).</i></p> <p>i. A restricted area (no persons under 18 years allowed) ii. A supervised area (persons under 18 years must be accompanied by their parent) iii. A undesigned area (persons of any age may be present)</p>
(i)	<p>Does the club share facilities with any other club/s?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>i. What is the name of the other club?</p> <p>ii. Is this arrangement incorporated to your club constitution?</p> <p>iii. What months of the year do the respective clubs use the premises?</p>
4. Conditions	
(a)	<p>Are there any changes sought to the present licence?</p> <p>If yes, what changes are sought?</p>
(b)	<p>What provision does the club intend to make for the sale and supply of alcohol? (be specific)</p> <p>i. Food? How does the club proactively promote food? What food options are available & when?</p> <p>ii. Non-alcoholic refreshments and low alcohol beverages?</p>

iii. Free water? Where is it freely available? Signage?	
(c) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?	
(d) What steps does the applicant propose to take to ensure minors are not served or provided with alcohol?	
(e) What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?	
(f) Has the licensee considered the neighbouring land use in the immediate area? Activities (such as amplified music) are likely to create adverse effects on neighbouring land use. What actions does the licensee intend to take to mitigate any adverse effects?	
(g) State the experience and training of the bar staff:	
(h) Provide details of your staff training plan for compliance with the Act?	
5. Management of premises	
(a) How many managers have been/will be appointed? Attach list if required.	
Name:	Address:
Certificate Number:	Expiry Date:

Name:	Address:
Certificate Number:	Expiry Date:
10. Signature and date	
Dated at _____ this _____ day of _____ 20_____ Signature of applicant: _____ Name of applicant: _____ <i>Note: The form must be accompanied by the prescribed fee, and the items in the checklist</i>	



Amenity and Good Order Questionnaire

All applications filed after 18 June 2013 require the Committee to take into account the criteria of the Sale and Supply of Alcohol Act 2012 (section 105).

To support your application please supply the information required and answer the questions listed in this form.

Scale Floor Plan

Provide a scale floor plan which also shows the design and layout of the premises.

This should include:

- Seating and tables
- A list of facilities
- CCTV placement
- Security lighting

Also, for Off-licence

- A description of your product types, where they are displayed and stored.

1. The reporting agencies must consider the effects the issue of the licence will have on amenity and good order – please answer the following.

For all licences:

(a) Advise proximity of all childcare centre, schools and churches within 500m – a site plan would assist.

.....

.....

.....

(b) How many residential neighbours would you have within 50 metres?

.....

(c) Security – what security systems do you have and state location (outdoor lighting, indoor/outdoor CCTV, other?).

.....

.....

<p>(d) Internal layout – can the entire premises be seen by the cashier? Is there good visibility in the cool store areas (Off-licence)? Where there are blind spots, are mirrors or CCTV installed? Is the internal lighting inside the premises suitable?</p> <p>.....</p> <p>.....</p>
<p>(e) Windows – is there good visibility into and from the premises and the street?</p> <p>.....</p>
<p>(f) Lighting – does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc?</p> <p>.....</p>
<p>(g) Security – will you employ security staff and when will they be used?</p> <p>.....</p>
<p>(h) Security staff – how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?</p> <p>.....</p> <p>.....</p>
<p>Additional information required for On-Licence and Club licences.</p>
<p>(i) Explain clearly all types* of entertainment you will be providing and at what times. (*amplified music or large crowd noise related).</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>(j) Noise management – do you have a noise management plan or acoustic report?</p> <p>.....</p> <p>.....</p>
<p>(k) Soundproofing – what soundproofing has been undertaken?</p> <p>.....</p> <p>.....</p>

What outside advertising involving alcohol will you be doing?
(l) Newspaper/magazine?
(m) Shop windows?
(n) On your premises – roof/other?
(o) Street/footpath signs?
Design drawings of your advertising would be of assistance.
Systems and staff training
<p>(p) Are you involved in any mystery shopper/pseudo CPO programmes?</p> <p>.....</p> <p>.....</p>
<p>(q) What till prompt systems do you have regarding age checks?</p> <p>.....</p> <p>.....</p>
<p>(r) What staff training is provided with regard to Sale of Alcohol compliance and Host Responsibility practices – explain content, duration and how often this training is provided.</p> <p>.....</p> <p>.....</p>
<p>(s) Please provide copies of any written material you supply to staff regarding staff training (submit with application form).</p> <p>.....</p> <p>.....</p>
2. Is this your first licensed premises?
If so, have you prepared a financial plan?
<p>(a) What percentage of the front windows will be clear and transparent?</p> <p>.....</p> <p>.....</p>
<p>(b) What is the target market for the business?</p> <p>.....</p>
<p>(c) What is your policy regarding alcohol pricing and promotions?</p> <p>.....</p> <p>.....</p>

(d) Will there be single sales (Off-Licence)?

.....

.....

Renewals Only

(e) Have you had any complaints from the neighbours (including confirmed noise complaints) that you are aware of?

.....

.....

(f) Has your business been subject to a Police Controlled Purchase Operation (CPO)? If so, what were the results?

.....

.....

(g) Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If, so for what reason?

.....

.....

3. The granting, or renewal, of this application will contribute to the Object of the Act by:

- Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

.....

.....

.....

- The harm caused by the excessive or inappropriate consumption of alcohol will be minimised by:

.....

.....

.....



Public Notice

Section 101, Sale and Supply of Alcohol Act 2012

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)

.....

(Full name (company), address and occupation of applicant)

Has made application to the District Licensing Committee at Selwyn for the issue (or renewal or variation of conditions)

Of a.....licence in respect of the premises situated at
 (Specify type of licence)

.....
 (Address)

Known as

The general nature of the business conducted (or 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 (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 Selwyn District Licensing Committee C/- Food and Health Standards (2006) Ltd at Level 1, 110 Mandeville Street, Riccarton, Christchurch.

Any person who is entitled to object and who wished to object to the grant of the application may, not later than 25 working days after the date of the first publication of this notice, file a notice in writing of the objection with:

The Secretary, Selwyn District Licensing Committee, C/- Food and Health Standards (2006) Ltd, PO Box 7469, Christchurch 8240

THIS NOTICE MUST BE KEPT CURRENT ON SITE DURING THE ENTIRE PERIOD FOR OBJECTIONS AND MAY BE REQUIRED TO BE REPLACED IF REMOVED, DESTROYED OR DEFACED

Fire Evacuation Statement

Sale and Supply of Alcohol Act 2012

Information required to accompany your application for renewal of on, off, club and special licences:

Premises:
Address:
Applicants Name:
Licence Type: On <input type="checkbox"/> Off <input type="checkbox"/> Club <input type="checkbox"/> Special <input type="checkbox"/>
Contact Name & Phone Number:
Building Warrant of Fitness
When does the premises building WOF expire? (Please enclose copy)
Fire Evacuation Scheme
<p>The building requires an evacuation scheme because the building is used for the following purposes:</p> <ul style="list-style-type: none"> The gathering together, for any purpose, of 100 or more persons: Providing employment facilities for 10 or more persons: Providing accommodation for more than 5 persons (other than in 3 or fewer household units): Storing or processing hazardous substances in quantities exceeding the minimum amounts prescribed in Schedule 2 of the Fire Safety and Evacuation of Buildings Regulations 2006: <p><i>If you would like to apply for a fire evacuation scheme or are unsure whether your building requires a scheme please contact Fire and Emergency New Zealand, Ph: 03 347 2096, Email: evacmanagecanterbury@fire.org.nz or visit their website www.fire.org.nz/business-and-landlords/evacuation-schemes/</i></p> <p>Section 100(d) and 127(e) of the Sale and Supply of Alcohol Act 2012 requires the applicant to complete the following:</p> <p>I STATE THAT – (Please circle) (delete if not applicable)</p> <ol style="list-style-type: none"> 1. 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; <u>OR</u> 2. Because of the building's current use, its owner is not required to provide and maintain such a scheme; <u>OR</u> 3. Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme. <p>Signed by the applicant: Date:</p>