



# Application for Club Licence

Application kit contains:

- ☒ Checklist
- ☒ Application Form
- ☒ Fire Evacuation Statement
- ☒ Premises Owner's Consent
- ☒ Public Notice (newspaper and website)
- ☒ Public Notice (site)
- ☒ Amenity and Good Order Questionnaire
- ☒ CPTED Checklist

All forms must be completed and returned to the office.

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

Please ensure to read the **Application Guidelines** to assist you in your application.



# Checklist for Alcohol Licence Applications

(Sale and Supply of Alcohol Act 2012)

## THE FOLLOWING MUST BE PROVIDED WITH YOUR APPLICATION

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

☐ The completed application and all documentation

### FEE (inclusive of GST)

Fee may be paid by

- Cash
- Cheques are payable to Food and Health Standards (2006) Ltd

Internet Banking details: Account Name: Food and Health Standards,

Account Number: 02-0828-0032109-02, Reference: Licence number (if renewal) and Applicant's name

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

- ☐ Certificate of Incorporation (if applicable)
- ☐ Partnership agreement (if applicable)
- ☐ A photo (or artist's impression) of the exterior of premises, showing the principal entrance.
- ☐ A portion of a map showing the location of the premises within the Selwyn District.
- ☐ Detailed A4 scale plan of the interior of the premises showing the areas used for sale of alcohol, areas to be designated as restricted, supervised or undesignated areas and all principal entrances, location of tables and chairs, toilets and kitchen. Include any outdoor licensed area.
- ☐ A written statement from the owner of the building consenting to the applicant selling alcohol from the premises.  
**Note: the consent must be for the same party detailed in the applicant section of this form.**
- ☐ Copy of a Planning/Building Certificate, or application for Planning/Building Certificate.
- ☐ A Host Responsibility Policy and details in an implementation plan of how the Host Responsibility Policy will be put into practice.
- ☐ Details of each manager's certificate and details of manager's experience for those nominated to manage the premises, and work visa if not a New Zealand Resident.
- ☐ Details of staff training / staff training plan.
- ☐ Completed Amenity and Good Order Questionnaire.
- ☐ A completed CPTED site assessment.
- ☐ Menu / food and drinks available.
- ☐ Public notice must be advertised within 20 working days after making this application. Public notice may be advertised on the Selwyn District Council website **OR** in The Selwyn Times or The Central Canterbury News. **If you intend to advertise by newspaper rather than the Council website, you must inform Food and Health Standards (2006) Ltd before you place the advert.** (Premises that are located in Rolleston, West Melton or Darfield may be able to advertise in The Record; **(Check with Food and Health Standards (2006) Ltd before advertising in The Record or your advertisement may not be accepted.)**)

Related documents (to be attached for Renewal Licences)	
<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 as restricted, supervised or undesignated areas and all principal entrances, location of tables and chairs, toilets and kitchen. Include any outdoor licensed areas.
<input type="checkbox"/>	A Host Responsibility Policy and details in an implementation plan of how the Host Responsibility Policy will be put into practice.
<input type="checkbox"/>	Details of each manager's certificate and details of manager's experience for those nominated to manage the premises, and work visa if not a New Zealand Resident.
<input type="checkbox"/>	Details of staff training / staff training plan.
<input type="checkbox"/>	Completed Amenity and Good Order Questionnaire.
<input type="checkbox"/>	A completed CPTED site assessment.
<input type="checkbox"/>	Menu / food and drinks available.
<input type="checkbox"/>	A copy of your original licence, showing the conditions.
<input type="checkbox"/>	A portion of a map, showing the location of the premises.
<input type="checkbox"/>	A photo (or artist's impression) of the exterior of premises, showing the principal entrance.
<input type="checkbox"/>	Certificate of Incorporation (if applicable).
<input type="checkbox"/>	Public notice must be advertised within 20 working days after making this application. Public notice may be advertised on the Selwyn District Council website <b>OR</b> in The Selwyn Times or The Central Canterbury News. <b><u>If you intend to advertise by newspaper rather than the Council website, you must inform Food and Health Standards (2006) Ltd before you place the advert.</u></b> (Premises that are located in Rolleston, West Melton or Darfield may be able to advertise in The Record; <b>Check with Food and Health Standards (2006) Ltd before advertising in The Record or your advertisement may not be accepted.</b> )



# Application or Renewal for 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,  
**CHRISTCHURCH 8240**

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

<b>1. Applicant details</b>
(a) Full Name of applicant (licensee):
(b) Contact Name:
(c) Postal Address:..... .....
(d) Contact Number(s):..... Email:.....
(e) Business Website (if applicable):
(f) Is this a <input type="checkbox"/> New Club Licence Application <input type="checkbox"/> Renewal of Club Licence  <input type="checkbox"/> Renewal of Club Licence with variation
(g) Licence Number (if renewal):..... Expiry Date (if renewal):.....
(h) <b>Building Consent Number:</b> .....
(i) Status of Club: Chartered Club <input type="checkbox"/> Sports Club <input type="checkbox"/> Other (provide details) <input type="checkbox"/>
(j) Predominant purpose:

(k) Membership: \_\_\_\_\_ of whom  
are under the age of 18 years.

## 2. Further details where the club is an incorporated society

(a) Date of incorporation: \_\_\_\_\_

(b) Place of incorporation: \_\_\_\_\_

### (c) Full details of the secretary

Name:.....

Address:.....

.....

Occupation:.....

Place and date of birth:.....

State any criminal convictions:.....

.....

## 3. Details of premises

(a) Proposed trading name for premises (if any): \_\_\_\_\_

(b) Address of proposed licensed premises:.....

.....

(c) Is a licence sought conditional upon construction or completion of the premises? Yes ☐ No ☐

(d) Does the licensee 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 will the applicant have (including term of tenure)?

(e) Is the sale of alcohol intended to be the principal purpose of the club? Yes ☐ No ☐

If **no**, what is intended to be the principal purpose of the club?

(f) On which days and during which hours does the applicant intend to sell alcohol under the licence?

(g) On which days and hours are your club activities?

(h) Which part (if any) of the premises does the club intend should be designated as:

- i. A restricted area
- ii. A supervised area
- iii. An undesignated area

(i) Does the club share facilities with any other club? Yes ☐ No ☐

If **yes**:

- i. What is the name of the other club?
- ii. What months of the year do the respective clubs use the premises?

#### 4. Conditions

(a) Are any changes sought to the present conditions of the licence?

Yes ☐ No ☐

If **yes**, what changes are sought?

(b) What provision does the club intend to make for the sale and supply of: (be specific)

- i. Food?
- ii. Non-alcoholic refreshments and low alcohol beverages?
- iii. Water? Where is it freely available?

(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 that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

(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?

Yes ☐ No ☐

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 staff training for compliance with the Act:

## 5. Management of premises

(a) How many managers have been/will be appointed?

(b) Bar Manager Contact:

**Manager details** (Please attach an additional sheet for others not listed here)

Name:.....

Address:.....

.....

Certificate Number:.....

Name:.....

Address:.....

.....

Certificate Number:.....

## 6. Signature and Date

Dated at ..... this ..... day of ..... 20.....

Signature of applicant: .....

### Notes:

1. This form must be accompanied by the prescribed fee, and the items in the checklist.
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 via newspaper advert. 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 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).



# 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:
<b>Building Warrant of Fitness</b>
When does the premises building WOF expire? (Please enclose copy)
<b>Fire Evacuation Scheme</b>
<p>The building requires an evacuation scheme because the building is used for the following purposes:</p> <ul style="list-style-type: none"> <li>The gathering together, for any purpose, of 100 or more persons:</li> <li>Providing employment facilities for 10 or more persons:</li> <li>Providing accommodation for more than 5 persons (other than in 3 or fewer household units):</li> <li>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:</li> </ul> <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: <a href="mailto:evacmanagecanterbury@fire.org.nz">evacmanagecanterbury@fire.org.nz</a> or visit their website <a href="http://www.fire.org.nz/business-and-landlords/evacuation-schemes/">www.fire.org.nz/business-and-landlords/evacuation-schemes/</a></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><b>I STATE THAT – (Please circle)</b>  <b>(delete if not applicable)</b></p> <ol style="list-style-type: none"> <li>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><b>OR</b></u></li> <li>2. Because of the building's current use, its owner is not required to provide and maintain such a scheme;  <u><b>OR</b></u></li> <li>3. Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.</li> </ol> <p>Signed by the applicant: ..... Date: .....</p>



# Premises Owner Consent

## Sale and Supply of Alcohol Act 2012

### Application Form

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

#### Owner Details

Name:

Address:

Contact Number:

#### Premises Information

Premises:

Premises Location:

Property Owner:

Licences Sought:

#### Signature and Date

**As owner/agent for owner of the above premises, I advise I have no objection to the grant of this licence(s).**

Name: .....

Signed: ..... Date: .....

**For website advertising, please complete and return to the office for publishing on the council website. Please note: only one advertisement is required for the website and this is free of charge.**



## Public Notice

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

Public notice of an application for a New, Renewal of, or Variation of an on licence, off licence or club licence

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

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

Of an .....licence in request of the premises situated at  
(Specify a 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 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, no later than 15 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

No objection to the issue of a new licence may be made in relation to a matter other than the matter specified in section 105 (1) of the Sale and Supply of Alcohol Act 2012. If the licence remains the same type with the same conditions, then objections can only relate to the Suitability of the Applicant – section 105 (1) (b).

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

**Date notice displayed on website -**

**Start date:**

**End date:**

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

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

**(Address)**

(Type of business, for example hotel, tavern, restaurant, entertainment/night club)

**(Specify days and hours)**

**End date:**

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



# 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?).

.....

.....

(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?

.....

.....

(e) Windows – is there good visibility into and from the premises and the street?

.....

(f) Lighting – does the lighting outside the premises discourage loitering? Does the lighting allow staff to check ID's etc?

.....

(g) Security – will you employ security staff and when will they be used?

.....

(h) Security staff – how many security staff hold a Certificate of Approval and formal registration or qualification? If so what?

.....

.....

**Additional information required for On-Licence and Club licences.**

(i) Explain clearly all types\* of entertainment you will be providing and at what times. (\*amplified music or large crowd noise related).

.....

.....

.....

.....

(j) Noise management – do you have a noise management plan or acoustic report?

.....

.....

(k) Soundproofing – what soundproofing has been undertaken?

.....

.....

**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) Are you involved in any mystery shopper/pseudo CPO programmes?

.....  
.....

(q) What till prompt systems do you have regarding age checks?

.....  
.....

(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.

.....  
.....

(s) Please provide copies of any written material you supply to staff regarding staff training (submit with application form).

.....  
.....

**2. Is this your first licensed premises?**

**If so, have you prepared a financial plan?**

(a) What percentage of the front windows will be clear and transparent?

.....  
.....

(b) What is the target market for the business?

.....

(c) What is your policy regarding alcohol pricing and promotions?

.....  
.....

(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:

.....

.....

.....



# Appendix 3:

## CPTED Checklist

CPTED checklist for on- and club-licensed premises	Yes	No	N/A
<b>Bar area</b>			
Bar staff have good visibility of entire premises			
Area behind the bar is raised to improve visibility			
Bar area is open with no obstructions affecting monitoring of premises			
Cash registers are front facing			
If cash registers are not front facing, mirrors are installed for monitoring customers			
Safe is out of public view			
<b>Internal layout</b>			
Premises is laid out so staff can monitor all patrons at all times			
There are no obstructions within the bar causing blind spots			
Where there may be blind spots, mirrors or CCTV are installed			
Bar is easily approached by customers			
Customers can easily move around the premises			
Sufficient seating is provided			
Customers cannot climb on structures or fittings			
<b>Crowding</b>			
The premises are not overcrowded			
The maximum number of patrons for the premises is displayed and complied with			
<b>Lighting</b>			
Internal lighting is suitable			
Lighting allows door staff to check IDs etc.			
Lighting allows staff to monitor patrons inside the premises			
No areas are too dark inside the premises			
Internal lighting can be raised in an emergency or incident and at closing time			
External lighting is suitable			
External security lighting is installed			
<b>Ventilation</b>			
A ventilation system is installed			
The premises are maintained at a suitable temperature			

CPTED checklist for on- and club-licensed premises (continued)	Yes	No	N/A
<b>Outdoor drinking areas</b>			
Outdoor drinking areas are monitored by bar and/or security staff			
Lighting allows staff to monitor patrons			
Customers can move easily around the outdoor drinking areas			
Outdoor drinking areas are well defined from surrounding external environment			
Pavement creep is not evident			
Outdoor drinking areas are not overcrowded			
A street trading licence or equivalent is held and is current			
<b>CCTV</b>			
CCTV is installed			
CCTV is positioned to monitor vulnerable areas			
Patrons are aware of the CCTV system			
Staff understand its operation			
<b>Entrances and exits</b>			
Entrances and exits are visible from behind the bar area			
CCTV is installed to monitor blind entrances and exits			
Door staff monitor entrances and exits			
Where queuing occurs outside the premises, there is sufficient space			
<b>Toilets</b>			
Toilet facility entrances are visible from the bar area			
Toilets are inspected regularly			
<b>Staff</b>			
There are sufficient numbers of staff to ensure control of the premises			
Staff are visible to patrons			
Staff monitor the premises for conflict and crime			
Security staff are properly trained and certified			