

Application for a Club Licence

Incomplete applications will not be processed

- The application must be accompanied by the correct fee (*see page 2*)
- When a licence has been granted it will not be issued until the Annual Fee has been paid
- Administration will notify the public of this application via the Dunedin City Council website and the Otago Daily Times (*advertising is included in the application fee*). The contact person will be emailed a copy of the public notice to be displayed on the premises
- If you have any queries while completing this form please contact Administration on 03 474 3481 or email dla@dcc.govt.nz

Please read and complete the following checklist before submitting the application



- Planning & Building Certificates
- Certificate of Incorporation (*or equivalent document*)
- Written statement from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises
An email is acceptable, this can be sent to dla@dcc.govt.nz with the name of the Club included as a reference
- A copy of both the proposed food and drinks menus
- **Scale floor plan** of the premises showing the principal entrance, and the areas where alcohol is to be sold, supplied and consumed with an indication of whether the area is to be:
 - Undesignated - anyone of any age allowed
 - Supervised - minors must be with their parent/guardian
 - Restricted - R18
- Location map showing location of 'sensitive' locations (*e.g., school, early childhood facilities, hospitals, churches, etc.*) together with a Risk Mitigation report detailing how you will ensure impact upon the community will be minimised (*e.g. control of noise and litter; parking; dispersal of patrons*)
- Copy of Host Responsibility
- A copy of the Clubs constitution or rules
- Detail of other Clubs with which the Club has reciprocal visiting rights for members

Calculate your fee

Select your premise type:

- **Class 1 Clubs** – Clubs which, in the opinion of the Council, are large (with 1,000 or more members of drinking age) and which, in the opinion of the Council, operate in the nature of a tavern (for example a large working men's club, combined club, or large cosmopolitan 'cossie' club)
- **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 the Council, are small clubs (with up to 250 members of drinking 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)

Type of premises	Points
Class 1 Club – on licence	10
Class 2 Club – on licence	5
Class 3 Club - on licence	2
Class 1, 2, or 3 Club – off-licence	5
Premises points	

Select the latest time you intend to sell alcohol:

Latest alcohol sales time	Points
2am or earlier	0
Between 2:01am - 3:00 am	3
3:00 am onward	5
Trading hours points	

Add the premises points to the trading hours points to get your total points =

Use the table below to work out the fee payable:

Total points	Risk rating	Application fee (GST Inc)	Annual Fee (GST Inc)	Total fee required
0-2	Very low	\$368.00	\$161.00	\$529.00
3-5	Low	\$609.50	\$391.00	\$1000.50
6-15	Medium	\$816.50	\$632.50	\$1449.00
16-25	High	\$1,023.50	\$1,035.00	\$2058.50
26 plus	Very high	\$1,207.50	\$1,437.50	\$2645.00

Application for Club Licence

Section 100, Sale and Supply of Alcohol Act 2012

TO The Secretary

Dunedin District Licensing Committee

Application for a Club Licence is made in accordance with the particulars set out below:

Contact Person

Full Name:

Phone No.:

Mobile No.:

Email address:

Postal address for documents:

.....

Preferred mode of contact:

Applicant Details

Full legal name or names to be on the licence: (e.g.: Club/organisation name)

.....

Postal address:

.....

Is the Club incorporated?

Yes No

If yes - under which Act is the Club incorporated? (e.g.: Incorporated Societies Act 1908)

.....

Date of incorporation:

.....

Status of Club (please tick appropriate box)

Chartered club sports club other (please provide details)

.....

Total Club membership: Number of Members under 18 years old:

Has the Club previously held a licence or held events using Special licences? Yes No

If yes, provide details:

.....

Name of Club secretary:

.....

Residential address:

.....

..... Post Code:

Occupation:

.....

Business Details

Which designation(s) are required for the premises?

- Undesignated (*people of any age are permitted*)
- Supervised (*people under 18 years must be accompanied by **parent or legal guardian***)
- Restricted (*people under 18 years not permitted*)

If different designations are required for different areas, please describe:

.....
.....

Please select which days and during which hours you intend to sell alcohol:

Day	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Weds	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Start time							
End time							

Is the sale of alcohol intended to be the main purpose of the Club? Yes No

If no, what is the main purpose of the Club:

Does the Club supply or sell, or intend to supply or sell, any goods other than alcohol and food?

Yes No

If yes, provide details:

Does the Club provide, or intend to provide, any services other than those related to the sale or supply of alcohol or food?

Yes No

If yes, provide details:

Manager Details			
Provide the below details for each manager or proposed manager			
Full Name	Date of Birth	Managers Certificate Number	Expiry Date
<i>(Use a separate sheet if necessary)</i>			

Premises Details

Address of Club:

.....

Any name, trading name or name of building:

Is a licence already held for the premises? Yes No

If yes, state the kind of licence and the licence number

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Does the Club own the premises? Yes No

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

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A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to dla@dcc.govt.nz with the name of the Club included as a reference

What type of lease does the Club have and when does it expire?

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Is the licence conditional on completion of building work? Yes No

If yes detail:

Does the Club share the premises with any other Club? Yes No

If yes, what is the name of the other Club?

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When does the other Club use the premises?

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Does the building have a current Building Warrant of Fitness (BWOFF)? Yes No

What is the maximum occupancy of your entire premises including outside areas?

Please describe in detail the number and nature of the toilet arrangements e.g.: number of toilets male and female, number of urinals, unisex facilities and accessible facilities:

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Fire Evacuation Declaration - Fire and Emergency Act 2017

Which of the following fire evacuation statements applies to you?

If unsure, check with Fire and Emergency New Zealand

- The owner of the building in which the premises is situated provides and maintains an evacuation scheme as required by section 76 Fire and Emergency Act 2017
- Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme
- Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation

Signed **Date**

Conditions

1) What provision does the applicant intend to make for the sale and/or supply of:

i. food (*describe type and range and when it will be served, attach menu*)

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ii. non-alcoholic drinks (*describe type and range*)

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iii. low-alcohol drinks (*2.5% abv or less, describe type and range*)

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.....

2) To what extent, and where, will drinking water be **freely** available to patrons?

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3) If no access to mains water supply is available, how will potable (*clean drinking*) water be made available?

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4) What steps will be taken to provide help with and information about transport options from the premises?

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5) What steps will be taken to prevent the sale and supply of alcohol to prohibited people?
(e.g.: minors and intoxicated people, non-Club members that are neither guests nor from Clubs with reciprocal visiting rights)

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6) How does the applicant intend to staff (number and experience) the premises to ensure compliance with the Act?

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7) How does the applicant intend to train staff to ensure compliance with the Act?

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8) What other steps does the applicant propose to promote the responsible consumption of alcohol?

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Signed **Date** **Place**