



WAIROA DISTRICT COUNCIL

REGULATORY DEPARTMENT

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PO Box 54, Wairoa 4160, Hawke's Bay
Coronation Square, Queen Street, Wairoa

INFORMATION SHEET - NEW OR RENEWAL OF CLUB LICENCE

To complete the application you will need to answer all questions, supply all requested documentation and attach the prescribed fee(s). Please ensure you attach this information sheet when lodging your application.

What to include *(Please tick)*

- The application fee.
- The original application form.
- A copy of all menus, food and drinks.
- A copy of the club's constitution or rules.
- Building & Planning certificates for the purpose of s.100 (f) of the Act.
- A photo of the exterior of the premises showing the principal entrance.
- A full list of other clubs with which club has reciprocal visiting rights for members.
- Good quality scale plans of the premises or conveyance that clearly show the following:
 - The principle entrance
 - Any proposed designated areas
 - The design and layout of the premises.
- If you are using an alcohol licensing consultant, a letter authorising your consultant to act on your behalf.
- If the applicant is not the owner of the premises, written consent from the owner to the effect that the owner has no objection to a licence being granted.
- A copy of your host responsibility policy and alcohol management plan. Details of how the matters described in the policy will be implemented must be included.

When you have all the required documentation, you can lodge your application. Failure to supply all required documents will result in the application being returned.

Your application must be accompanied by the correct application fee. This is not refundable.

Use the fee calculator overleaf to calculate your risk rating and then tick the appropriate box from the table below. All applications must be accompanied by the correct application fee. New applications must also be accompanied by the correct annual fee. Renewal applications do not require an annual fee, this will be invoiced on a date determined by the Wairoa District Licensing Committee.

Please ensure you have accurately assessed your fee. Any errors will incur a further application payment and your licence will not be issued until all outstanding monies are received.

If you are wishing to publish your public notice on the Wairoa District Council website, a \$100.00 fee will apply.

%	Risk category (risk weighting)	Application/Renewal fee (incl. GST)	Annual Fee (incl. GST)
	Very low (0-2)	\$368.00	\$161.00
	Low (3-5)	\$609.50	\$391.00
	Medium (6-15)	\$816.50	\$632.50
	High (16-25)	\$1,023.50	\$1,035.00
	Very high (26+)	\$1,207.50	\$1,437.50
	Public Notice Fee	\$100	<i>(Public notice will be published on our website)</i>

If you require assistance calculating your risk rating, contact the Wairoa District Council on 06 838 7309.

Lodgment & Payment Options

Post your completed application form to: Wairoa District Council, PO Box 54, Wairoa 4160.

Lodge your application in person with cash or Eftpos at Wairoa District Council, 97-103 Queen Street, Wairoa.

FEE CALCULATOR - NEW OR RENEWAL OF CLUB LICENCE

Step 1 - Identify your premises type weighting

<input type="checkbox"/> P	Premises type	Type of	Weighting
<input type="checkbox"/>	Your weighting	Class 1*	10
		Class 2*	5
		Class 3*	2

Information - Clubs

Class 1 club means a club that has or applies for a club licence and:

- Has at least 1,000 members or purchase age; and
- In the opinion of the Territorial Authority, operates any part of the premises in the nature of a tavern at any given time.

Class 2 club means a club that has or applies for a club licence and is not a class 1 or class 3 club.

Class 3 club means 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.

Step 2 - Identify your trading hours weighting

<input type="checkbox"/> H	Trading hours	Latest trading time authorised by licence	Weighting
<input type="checkbox"/>	Your weighting	2am or earlier	0
		2.01am to 3am	3
		After 3am	5

Information - Trading hours

- For new applications, select the weighting that corresponds with the trading hours you are applying for.
- For renewals with no variation, select the weighting that corresponds with the hours currently described on your licence.
- For renewals with a variation sought, select the weighting that corresponds with the proposed trading hours that you are seeking through the variation.

Step 3 - Identify your enforcement/holdings weighting

<input type="checkbox"/> E	Enforcement	Number of holding in last 18 months	Weighting
<input type="checkbox"/>	Your weighting	None	0
		1	10
		2 or more	20

Information - Holdings

A holding is a conviction for any offence prescribed within Section 288 of the Sale and Supply of Alcohol Act 2012, or a conviction for any equivalent offence under the Sale of Liquor Act 1989.

Step 4 - Calculate your risk rating

$$\boxed{P} + \boxed{H} + \boxed{E} = \text{Risk rating}$$

$$\boxed{} + \boxed{} + \boxed{} =$$

Return to the fees table on page 1 and tick the box that corresponds with your risk rating.

Section One | The Application

To the secretary, Wairoa District Licensing Committee: Application for:

- A new club licence is made in accordance with the details below, or
 - Renewal of a club licence under the same conditions is made in accordance with the details below, or
 - Renewal of a club licence with changes sought to the existing conditions is made in accordance with the details below.
- If any changes are sought to the existing conditions of a club licence, describe every change sought:

Section Two | Details of Club

Full legal name of Club:

Is the club incorporated? Yes No *If "Yes", under what Act and on what date was the club incorporated?*

The Applicant

Chartered Club Sports Club Other - state: _____

Postal Address for service documents

Building name: *(if any)* _____

Street number: _____ Street name: _____

Suburb: _____ City & Postcode: _____

Membership of the Club

Total membership: _____ Membership under 18 years old: _____

Club Secretary

Full name: *(of secretary)* _____

Full Address: *(of secretary)* _____

Occupation: *(of secretary)* _____

Preferred contact mode: _____

Mobile: _____ Email: _____

Is the sale of alcohol intended to be principal purpose of the club?

Yes No *If "No", intended principal purpose or object of club:*

Is the club engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

Yes

No

If "Yes", state the nature of those other goods or services:

Proposed trading hours

Describe the trading hours proposed for the sale of alcohol:

Section Three | Management

Provide the following details in respect of each manager or proposed manager:

Full legal name:

Certification number:

Certificate expiry date:

Full legal name:

Certification number:

Certificate expiry date:

Full legal name:

Certification number:

Certificate expiry date:

Full legal name:

Certification number:

Certificate expiry date:

Full legal name:

Certification number:

Certificate expiry date:

Full legal name:

Certification number:

Certificate expiry date:

If any additional managers are to be employed, provide their details as a separate attachment.

Tick this box if further manager's details have been supplied as separate attachment.

Section Four | Details of premises

Is a licence of any type of already held for the premises concerned?

Yes

No

If "Yes", provide the details of the licence or licences:

Full legal address of premises

Building name: *(if any)*

Street number:

Street name:

Suburb:

City & Postcode:

Does the applicant share the premises with any other club?

Yes

No

If "Yes", provide details of the other club(s):

Is a licence conditional upon construction or completion of building work?

Yes

No

If "Yes", provide details:

Does the applicant own the premises?

Yes

No

If "No", what is the full legal name and address of the owner:

What form of tenure will the applicant have (including term of tenure)?

Section Five | Condition

What provision does the applicant intend to make for the sale of:

- **Food:**

- **Non-alcoholic refreshments:**

- **Low-alcohol beverages:**

Drinking Water

To what extent, and where, is drinking water intended to be freely available:

If no access to mains water, is potable water intended to be available?

Alternative transport

What steps does the club propose to take to provide assistance with, or information about, alternative forms of transport?

Prohibited persons

What steps does the club propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

Other steps to be take

What other steps does the club propose to take aimed at promoting the responsible consumption of alcohol?

Other systems in place

What systems (including staff training) and staff are in place (or to be in place) for compliance with the Act?

Applicants experience

Describe any relevant experience or training of the applicant:

Section Six | Attachments

Tick this box to confirm that you have read page 1 and have provided all of the items listed.

Notes:

Section Seven | Signature

Signed at: (place) _____

Date: _____

Applicant name: _____

Applicant signature: _____

PUBLIC NOTICES - NEW OR RENEWAL OF CLUB-LICENCE

Within 10 working days of lodging a renewal application or 20 working days for new applications, a notice of the application (Form 7) must be placed on the **Wairoa District Council Website**. The renewal of very-low and low risk premises requires the placement of only one notice. For all other applications, notices must be placed twice in the same paper, not more than 10 working days apart. This is known as the “news-paper notice”.

Except in the case of a conveyance, within 20 working days of lodging any application, a notice of the application (form 7) must be attached in a conspicuous place on or adjacent to the site to which this application relates for a period of not less than 10 days. This is known as the “site notice”.

Public Notice - Site Notice

The correct form of the notice to be displayed on or adjacent to the premises is as follows:

Form 7 - 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*

Full name of the licence holder: _____

Address: _____

Occupation: _____

Has made application to the District Licensing Committee at Wairoa for the *(issue or renewal or variation of conditions)* of a:

_____ *(state kind of licence)*

In respect of premises situated at: *(or the [specify kind of conveyance] known as)*

The general nature of the business conducted (or to be conducted) under the licence is: *(type of business, e.g. 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 Wairoa District Licensing Committee at: 97-103 Queen Street, Wairoa

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 54, Wairoa, 4160

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.

Public Notice - Wairoa District Council Website

The correct form of the notice to be displayed within the Wairoa Star is as follows:

Form 7 - 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*

Full name of the licence holder: _____

Address: _____

Occupation: _____

Has made application to the District Licensing Committee at Wairoa for the *(issue or renewal or variation of conditions)* of a:

_____ *(state kind of licence)*

In respect of premises situated at: *(or the [specify kind of conveyance] known as)*

The general nature of the business conducted (or to be conducted) under the licence is: *(type of business, e.g. 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 Wairoa District Licensing Committee at: 97-103 Queen Street, Wairoa

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 54, Wairoa, 4160

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.

Fire Evacuation Statement

This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, special and club licences in accordance with Section 100 and 127 of the Sale and Supply of Alcohol Act 2012

Premises Name	
Premises Address	
Applicants Name	Phone Number
Email	

Fire Evacuation Scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- 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 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site. www.fireandemergency.nz or Contact Fire and Emergency New Zealand at EvacHawkesBayDistrict@fireandemergency.nz.

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;
- 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.

NOTE: If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 –

this does not require approval by Fire and Emergency New Zealand

Dated
Applicants Signature