



Explanations in this guide are intended to assist you to complete the application for club licence or renewal of club licence - numbers in the form relate to the explanatory notes in this guide.

Background

A licence under the Sale and Supply of Alcohol Act 2012 is required when you intend to sell or supply alcohol to the public. The Act aims to:

- Promote the safe and responsible sale, supply and consumption of alcohol.
- Minimise the harm caused by excessive or inappropriate consumption of alcohol.

You will need to submit your licence application to the New Plymouth District Licensing Committee (DLC) if your premise is in the New Plymouth district.

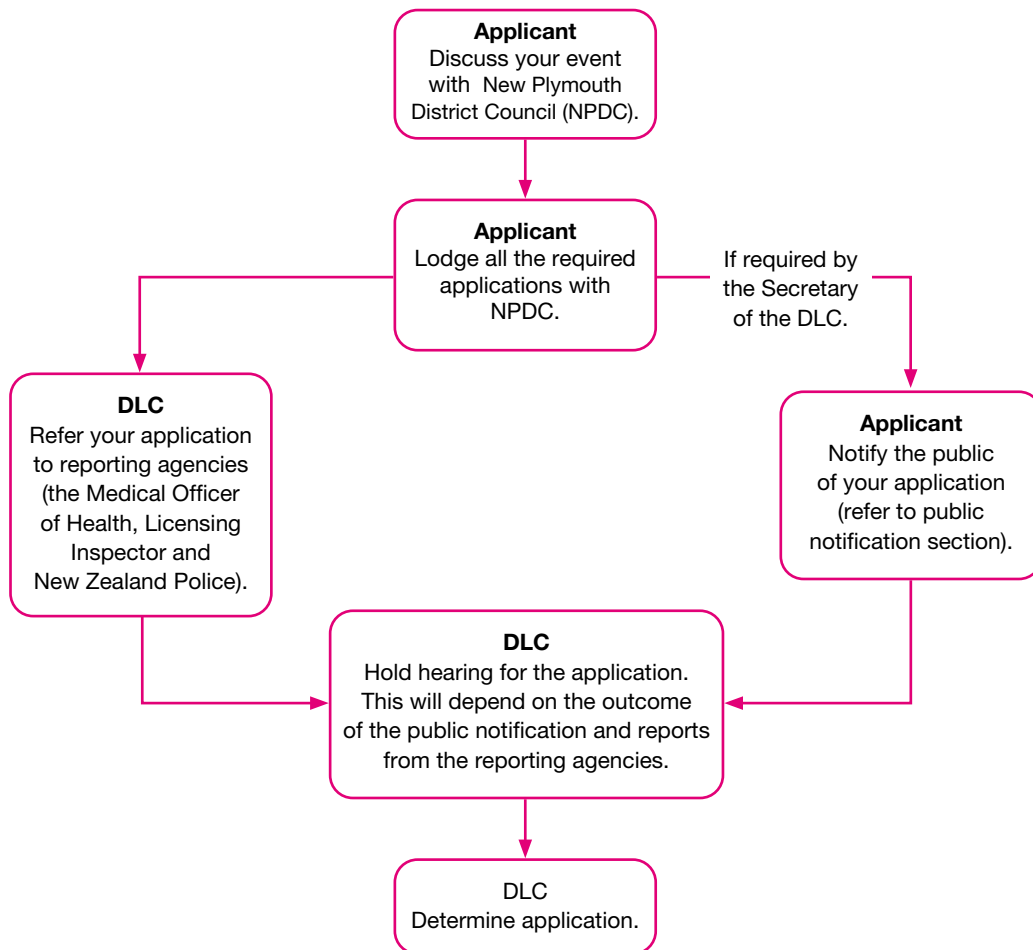
What is a club licence?

A club licence authorises the holder of the licence to sell or supply alcohol to the following:

- Members of the club
- Any person who is a guest of, and is accompanied by a member of the club
- Any member of any other club with which the holder of the licence has an arrangement for reciprocal visiting rights for members of the club

for consumption on the premise, but the alcohol cannot be removed from the site.

Process



Processing times

Depending on when you advertise your application, whether there are any submissions from the public and the time taken to receive reports from the agencies, the process can take up to 12 weeks.

The DLC will notify you, the reporting agencies and the objectors of the decision. After the decision, all parties will have 10 working days to appeal. If there is an appeal, the issue of the licence will depend on its outcome.

Please turn over

Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

## Fees

The amount that you have to pay at the time of application is determined by the risk rating of your premise. This is based on the following criteria:

- The type of your premise.
- The latest trading time allowed for in the licence application.
- The number of holdings your premise has (renewal applications only).

Refer to the table below to get an indication of your fee:

Weighting calculation	
Type of premise	Weighting
Class 1 club: at least 1000 members of purchase age	10
Class 2 club: those that don't fall under class 1 club or class 3 club	5
Class 3 club: <ul style="list-style-type: none"> <li>• has fewer than 250 members of purchase age, and</li> <li>• operates a bar for no more than 40 hours each week</li> </ul>	2
Latest trading time	Weighting
2am or earlier	
Between 2.01am and 3am	0
After 3am	3
Number of holdings	Weighting
Zero	0
One	10
Two or more	20

Note that the amounts indicated in the table below do not include the costs that you may incur in getting the required RMA and building certificates.

Risk rating / Fee category table			
Total weighting	Risk rating / Fee category	Application fee	Annual fee
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1,023.50	\$1,035.00
26 plus	Very high	\$1,207.50	\$1,437.50

## Guidance Notes

### 1. Application type

- 1a. Indicate what type you are applying for.

**New licence** – You need to apply for a new licence if your organisation is newly formed.

A change in organisation name will also require a new licence. A new licence is initially valid for one year and then renewable every three years.

**Renewal with no changes** – Select this option if you are keeping your licensed hours and area the same. Application for renewal must be submitted before your licence expires.

**Renewal with variation (hours)** – Select this option if you wish to change the hours that you are

currently licensed for. If you are extending your hours you must apply for and show us a new RMA certificate.

**Renewal with variation (re-definition of licensed area)** – Select this option if you wish to change the defined floor area of your licence. You may select one or both variation options. If you are extending your hours you must apply for and show us a new RMA certificate.

- 1b. Indicate whether or not a licence is already held for the premise. If yes, state which type of licence is already held.

### 2. Applicant details

Full details are required in order for the New Zealand Police to conduct a check on your suitability as a licensee.

- Write the full name of the licence holder.
- Write the full name of the contact person.
- Write the contact person's residential address details.
- Write the contact person's phone contact details.

- 2e. Write the contact person's email address where correspondence is to be sent.

### 3. Premise details

Club means a body that is a body corporate having as its object/s participating in or promoting a sport or other recreational activity, otherwise than for gain; or is a body corporate whose object/s is not gain; or holds a permanent club charter.

- 3a. Write your current or proposed full name of the club.
- 3b. Write the complete physical address of the premise.
- 3c. Indicate the type of premise.

#### Clubs defined as Class 1, 2 or 3

Class of club	A club that has, or applies for, a club licence and:
Class 1	<ul style="list-style-type: none"> <li>• has at least 1,000 members of purchase age, and</li> <li>• in the opinion of the territorial authority, operates any part of the premise in the nature of a tavern at any time.</li> </ul>
Class 2	<ul style="list-style-type: none"> <li>• is not a class 1 or class 3 club.</li> </ul>
Class 3	<ul style="list-style-type: none"> <li>• has fewer than 250 members of purchase age, and</li> <li>• operates a bar for no more than 40 hours each week.</li> </ul>

- 3d. Describe what areas within the premise have been designated for specific customers. Designations of the following type may be imposed to the entire premise or specified areas:
  - Restricted area – an area within the premise to which minors must not be admitted.
  - Supervised area – an area within the premise to which minors must not be admitted unless accompanied by a parent or guardian.
  - Undesignated area – an area within the premise that is not designated as a restricted or supervised area.

For example: main bar – supervised area.  
Function room – undesignated area.

- 3e. Indicate whether or not the licence application is conditional on the construction or completion of building work on the premise.
- 3f. Indicate whether or not you (the licensee) own the current/proposed licensed premise. If you are not the property owner, please provide the full name and complete address of the property owner. Also provide the form and term of tenure that you have.
- 3g. Provide the complete names of any other club that you share the premise with.

### 4. Alcohol trading hours

- 4a. Provide your current/proposed days and hours that you intend to sell alcohol under the licence. It is important that you adhere to the days and hours approved under the licence. The New Zealand Police will check this once the business is operating. You do not have to open during all of the times approved in your licence. However, if you wish to have the hours extended for a special event, you will need to obtain a special licence from the DLC. The District Plan guides the hours and days of operation. Please ask NPDC staff for guidance.

- 4b. Only complete this sub-section if you are renewing your licence.  
Indicate whether or not you are proposing to change your alcohol trading hours as stated in item 4a. Provide your proposed days and hours if you plan to change your current trading hours.

### 5. Further applicant details

A licence is issued to a person, company or legal entity. A licence cannot be transferred from one person to another, or from one premise to another.

- 5a. Indicate your status as the applicant.
- 5b. Only complete this sub-section if you, as an individual person, are the licensee.
- 5c. Provide your place and date of birth as shown in your proof of identification, maiden name (if applicable) and occupation.
- 5d. Only complete this sub-section if the licensee is a body corporate.  
Provide the date and place of incorporation.

- 5e. The DLC will refer your application to the New Zealand Police. When considering your suitability to have a club licence, any convictions against you including directors, secretaries, shareholders and partners will be assessed.  
You are required to declare all criminal convictions (other than convictions for offences against the Land Transport Act 1998 not contained in Part 6, and offences to which Criminal Records (Clean Slate) Act 2004 applies).

## 6. Club details

- 6a. Indicate whether or not the club is incorporated. Specify the Act under which the club was incorporated. Also provide the date of incorporation.
- 6b. Indicate the status of the club.
- 6c. Provide the number of total members of the club and the number of members under 18 years of age.
- 6d. Provide the full name of the club secretary, occupation and other contact information.
- 6e. Describe the principal business and any other business to be conducted on the premise if the club licence is granted.
- 6f. Indicate whether or not the sale of alcohol is intended to be the principal purpose of the business.
- 6g. Indicate whether or not you are currently engaged in or intending to be engaged in the sale and supply of any goods other than alcohol or food, or providing any other services not directly related to the sale or supply of alcohol and food. Describe the nature of the other goods and services that you provide or intend to provide.

## 7. Certified manager details

A certified manager must be on duty at all times when alcohol is being sold or supplied to the public.

- 7a. Write how many certified managers have been or will be employed.
- 7b. Write full details for each certified manager that has been or will be employed.

- Ensure each certified manager has a valid manager's certificate.
- Write the full name as shown in the manager's certificate.

## 8. Conditions

- 8a. Describe what systems (including staff training) you propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act 2012.
- 8b. Describe what steps you propose to take to prevent the sale of alcohol to prohibited people.
- 8c. If you require proof of age, write what proof of identification you will accept.
- 8d. Describe to what extent and where free drinking water will be available to patrons.  
If there is no access to mains water supply, describe what drinking water you intend to make available.
- 8e. Write details of your experience and training.
- 8f. Describe how you intend to mitigate any adverse effects, such as amplified music, on neighbouring land.
- 8g. Describe the type and range of food and beverages that you intend to sell or supply.
- 8h. Describe the steps you intend to take to provide assistance with or information about alternative forms of transport.
- 8i. Describe your policy on staff and their consumption of alcohol.
- 8j. Indicate whether you have formally accepted the host responsibility policy you have submitted.
- 8k. Only complete this sub-section if you are renewing your licence.  
Indicate whether or not you are seeking changes to the present conditions of your licence. Describe and provide full reasons for the changes that you require.

## 9. Amenity and good order details

We require you to provide the following information to support your application.

- 9a. Provide a scale floor plan showing the design and layout of the premise. Include the seating and table locations, a list of facilities, CCTV placement, designated smoking areas and security lighting.
- 9b. The reporting agencies (consisting of the Medical Officer of Health, the New Zealand Police, the New Zealand Fire Service and the licensing inspector) must consider the effect the issue of the licence will have on the amenity and good order of the community.
- Identify proximity of all childcare centres, schools and places of worship within 500m from the premise. It is recommended you provide a site plan showing the locations and distances.
  - Identify how many residential neighbours you have within 50m of the premise.
  - Describe the internal layout of the premise by providing details such as visibility of the entire premises by the cashier, mirrors or CCTV installation of blind spot areas, and suitability of internal lighting.
- Describe if there are windows that provide good visibility into and from the premise and the street.
  - Describe if there is sufficient lighting outside the premise to allow your staff to check identification at the door and discourage the public from loitering.
  - Describe and provide the location of the security systems (outdoor lighting, indoor/outdoor CCTV, etc.) that you have.
  - Tell us if you are employing security staff and when they are going to be on duty.
  - Tell us if the security staff you currently or will be employing hold a certificate of approval and are formally registered/qualified.

## 9. Amenity and good order details – continued

- 9c. We are interested to know how you will manage the effect of noise within and outside the premise.
- Provide a clear description of all types of entertainment you will be providing and the estimated time it will be happening. Types of entertainment includes amplified music or entertainment that attracts large crowds.
  - Tell us if you have a noise management plan in place or have sought an acoustic report. Providing a copy of the noise management plan and/or the acoustic report will support your application.
  - Tell us if sound-proofing has been undertaken within your premise. Provide a description of the work that has been done.
- 9d. Indicate the types of advertising you will be doing. Provide examples of the advertising.
- 9e. We are interested to know about your systems and training of your staff.
- Tell us if you participate in any mystery shopper/pseudo controlled purchase operation (CPO) programmes.
  - Describe the till prompt systems that you have in place to do an age check.
  - Provide details (content, duration and frequency) of training that you provide to staff with regard to sale of alcohol compliance and host responsibility practices.
  - Include in your supporting documents a copy of any written training material that you provide to your staff.
- 9f. We are interested to know more about your business and premise.
- Tell us whether or not this is your first licensed premise and if yes, please attach a financial plan.
  - Tell us what percentage of the front windows in your premise will be clear and transparent.
  - Tell us what is your target market for the business.
  - Provide a brief description of your policy regarding pricing and promotions.
- 9g. We are interested to know how your licence will contribute to the Object of the Act.
- Describe the steps that you will take to ensure the sale, supply and consumption of alcohol will be done safely and responsibly.
  - Describe the steps that you will take to minimise the harm caused by the excessive or inappropriate consumption of alcohol.
- 9h. Only complete this sub-section if you are renewing your licence.
- Tell us whether or not you are aware of any complaints (including noise complaints) from the neighbours around your premise.
  - Tell us whether or not your business has been subject to a Police controlled purchase operation (CPO). Tell us about the results.
  - Tell us whether or not you or your business has appeared before the Alcohol Regulatory and Licensing Authority (ARLA) and what was the reason for it.

## 10. Public notification

It is a requirement that:

- You place a copy of:  
*Form 7 – NOTICE ON BUILDING*  
*Public notice of application for on, off or club licence or variation of conditions*  
on the premise to which it relates, in a place (whether inside or outside the premise) where it can conveniently be read by a person outside the premise.
- You either place a notice in a DLC nominated newspaper or on NPDC's website.  
Use:  
*Form 7 - NEWSPAPER OR INTERNET*  
*Public notice of application for on, off or club licence or variation of conditions.*

NPDC's nominated newspapers are Taranaki Daily News, North Taranaki Midweek and Opunake & Coastal News.

The public has 25 working days from the first advertisement date to submit their view to the DLC.

**For new applications:** you must place the first advertisement within 20 working days from the date the DLC accepts your application.

**For renewal applications:** you must place the first advertisement within 10 working days from the date the DLC accepts your application.

**How many times do you need to advertise?**

This will depend on the risk rating of the premise.

(refer to the table, over page)

## 10. Public notification – continued

Risk rating	Newspaper Number of advertisements required	Internet Number of advertisements required
Very low	One advertisement	One advertisement to be accessible for at least 10 days after publication.
Low	One advertisement	One advertisement to be accessible for at least 10 days after publication.
Medium	Two advertisements Second advertisement: must be published again in the same newspaper(s) at least five and no more than 10 days after its first publication.	One advertisement to be accessible for at least 10 days after publication.
High	Two advertisements Second advertisement: must be published again in the same newspaper(s) at least five and no more than 10 days after its first publication.	One advertisement to be accessible for at least 10 days after publication.
Very high	Two advertisements Second advertisement: must be published again in the same newspaper(s) at least five and no more than 10 days after its first publication.	One advertisement to be accessible for at least 10 days after publication.

For **website** notifications, complete:

*Form 7 – NEWSPAPER OR INTERNET*

*Public notice of application for on, off or club licence or variation of conditions*

and submit to NPDC with your application form.

For **newspaper** notifications, complete:

*Form 7 – NEWSPAPER OR INTERNET*

*Public notice of application for on, off or club licence or variation of conditions*

and submit to one of NPDC's nominated newspapers.

## 11. Applicant's declaration

Please sign and date the form to confirm that you have read and understood the privacy statement and that the details provided in your application are true and correct. It must be signed by the applicant, not their agent.



Complete this form with the assistance of the application for club licence or renewal of club licence guide - numbers in this form relate to explanatory notes in the guide.

- This form must be accompanied by the prescribed fee.
- Within 20 working days after filing this application with the District Licensing Committee (DLC) (or 10 working days if it is an application for renewal), the applicant must give public notice of it in *Form 7 – NEWSPAPER OR INTERNET*  
*Public notice of application for on, off or club licence or variation of conditions*  
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).
- Except in the case of a conveyance, within 10 working days after filing this application with the DLC, the applicant must ensure that notice of this application in *Form 7 – NOTICE ON BUILDING*  
*Public notice of application for on, off or club licence or variation of conditions* is displayed on the premises to which it relates, in a place (whether inside or outside the premises) where it can conveniently be read by a person outside the premise.

1. Application type

1a. Are you applying for a new licence or a licence renewal?

New

Renewal  
(no changes)

Renewal with  
variations (hours)

Renewal with variation  
(re-definition of licensed area)

1b. Is a licence already held for the premise or conveyance concerned?

Yes

No

If yes, state which type of licence:

[Empty text box for licence type]

2. Applicant details

2a. Licence holder

[Empty text box for licence holder]

2b. Contact person

[Empty text box for first name(s)]

[Empty text box for surname]

First name(s)

Surname

2c. Residential address  
(include postcode)

[Empty text box for residential address]

2d. Contact details

[Empty text box for work contact]

[Empty text box for home contact]

[Empty text box for mobile contact]

Work

Home

Mobile

2e. Email  
(where correspondence is to be sent)

[Empty text box for email]

3. Premise details

3a. Full name of club

[Empty text box for full name of club]

3b. Address of club premises

[Empty text box for address of club premises]

3c. Type of premise:

Class 1

Class 2

Class 3

Please turn over

OFFICE USE ONLY

Date received	[Empty box]	Applicant #	[Empty box]	Scanned by	[Empty box]	Application #	[Empty box]
Time received	[Empty box]	Property #	[Empty box]	Advertised:	<input type="radio"/> Newspaper	Document #	[Empty box]
Received by	[Empty box]	Land #	[Empty box]		<input type="radio"/> Internet	Amount paid	\$ [Empty box]

### 3. Premise details – continued

3d. What part of the premise (if any) does the applicant intend should be designated as:

A restricted area?

A supervised area?

Undesignated area?  
(specify reason)

3e. Is the licence sought conditional on construction or completion of building work?

Yes

No

3f. Does the licensee own the proposed licensed premise?

Yes

No

If no, what is the full name and address of the owner? Please supply a letter from the owner permitting the sale of alcohol from the premise.

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

Name of any other club with which the applicant shares the premise.

### 4. Alcohol trading hours

4a. On which days and during which hours does the applicant propose to sell or supply alcohol under the licence?

Day of the week

Hours

	from	to
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

4b. For renewal applications.

Do you propose to change your current licensed hours?

Yes (specify your current licenced hours below)

No

Day of the week

Hours

	from	to
	from	to
	from	to
	from	to
	from	to
	from	to
	from	to

### 5. Further applicant details

5a. Status of applicant

Individual person

Body corporate

Other (specify below)

## 5. Further applicant details - continued

5b. Further details where the applicant is an individual person:

Place and date of birth

Birthplace

DOB

Maiden name (if applicable)

Occupation

5c. Further details where the applicant is a body corporate. Incorporation details:

Date of incorporation

Place of incorporation

5d. State all criminal convictions (other than convictions for offences against the Land Transport Act 1998 not contained in Part 6, and offences to which Criminal Records (Clean Slate) Act 2004 applies). Include directors, secretaries, shareholders and partners.

## 6. Club details

6a. Is the club incorporated?

Yes (specify below)

No

If yes, under what Act is the club incorporated?

What is the date of the club's incorporation?

6b. Status of the club

Chartered club

Sports club

Other (specify below)

6c. State the number of total membership

State the number of members under 18 years of age

6d. Name of secretary

Occupation

Postal address

Contact details

<input type="text"/>		
<input type="text"/>		
<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>

Work

Home

Mobile

6e. Describe the principal business to be conducted on the premise if the club licence is granted and any other business.

6f. Is the sale of alcohol intended to be the principal purpose of the business?

Yes

No

6g. Is the applicant engaged in or intending to be engaged in the sale or supply of any goods other than alcohol or 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, what is the nature of those other goods or services?

Please turn over

## 7. Certified manager details

When alcohol is being sold or supplied to the public a certified manager (appointed under Section 217 of the Sale and Supply of Alcohol Act 2012) must be on duty at all times.

7a. How many certified managers have been or will be employed?

7b. Manager details

Full name

Address

Certificate number  Expiry date

Full name

Address

Certificate number  Expiry date

Full name

Address

Certificate number  Expiry date

Full name

Address

Certificate number  Expiry date

## 8. Conditions

8a. What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act 2012?

8b. What steps does the applicant propose to take to prevent the sale of alcohol to prohibited people?

8c. In the event that evidence of age documents are required, what documents will the applicant request?

8d. To what extent, and where, is free drinking water intended to be available to patrons?

If there is no access to mains water supply, what potability of water is intended to be available?

8e. State the experience and training of the applicant.

8f. What action does the applicant intend to take to mitigate any adverse effects on neighbouring land use from activities, such as amplified music?

## 8. Conditions - continued

8g. Provide details of type and range of the following to be available:

Food

_____
_____

Non-alcoholic refreshments

_____
_____

Low alcohol beverages

_____
_____

8h. What steps does the applicant propose to take with regard to provision of assistance with or information about alternative forms of transport?

_____
_____

8i. What is your policy on staff and their consumption of alcohol?

_____
_____

8j. Has the licensee formally adopted the attached host responsibility policy? Yes      No

8k. For renewal licences.

Are there any other changes sought to the present conditions of the licence? Yes      No  
If yes, what are the changes sought?

_____
_____

What are the full reasons for the changes sought?

_____
_____

## 9. Amenity and good order details

To support your application please supply the information required and answer the questions listed below.

9a. Provide a scale floor plan which also shows the design and layout of the premise. Include seating and tables, a list of facilities, CCTV placement, designated smoking areas and security lighting.

9b. The reporting agencies must consider the effects the issue of the licence will have on amenity and good order.

i. Advise proximity of all childcare centres, schools and places of worship within 500m – a site plan would assist.

_____
_____

ii. How many residential neighbours would you have within 50m?

_____
-------

iii. Internal layout. Can the entire premises be seen by the cashier? Where there are blind spots, are there mirrors or CCTV installed? Is the internal lighting inside the premise suitable?

_____
_____

**9. Amenity and good order details - continued**

iv. Are there windows providing good visibility into and from the premise, and the street?

v. Does the lighting outside the premise discourage loitering? Does the lighting allow staff to check IDs, etc?

vi. What security systems do you have (outdoor lighting, indoor/outdoor CCTV, other)? State the location of each:

vii. Will you employ security staff and when will they be used?

viii. How many security staff hold a certificate of approval and formal registration or qualification? If so what?

9c. Noise.

i. Explain clearly the types of all the entertainment you will be providing and when (e.g. amplified music or large crowd noise related).

ii. Do you have a noise management plan or acoustic report?

iii. What sound-proofing has been undertaken?

9d. What outside advertising involving alcohol will you be doing? Design drawings of your advertising would be of assistance.

Newspaper/magazine      Shop windows      On your premises – roof/other      Street/footpath signs

9e. Systems and staff training.

i. Are you involved in any mystery shopper/pseudo CPO programmes?

ii. What till-prompt systems do you have regarding age checks?

iii. 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.

iv. Please provide copies of any written material you supply to staff regarding staff training (attach to this form).

9f. Business and premise.

i. Is this your first licensed premise? Yes      No

If yes, please submit a copy of your financial plan.

ii. What percentage of the front windows will be clear and transparent?

iii. What is the target market for the business?

iv. What is your policy regarding pricing and promotions?

## 9. Amenity and good order details - continued

- 9g. The granting, or renewal of this application will contribute to the Object of the Act by (specify below).
- i. Steps taken to ensure the sale, supply and consumption of alcohol will be undertaken safely and responsibly:

- ii. Steps taken to minimise the harm caused by the excessive or inappropriate consumption of alcohol:

- 9h. For renewal licences.

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

- ii. Has your business been subject to a Police controlled purchase operation (CPO)? If so, what were the results?

- iii. Have you or your business ever appeared before the Alcohol Regulatory and Licensing Authority? If so, for what reason?

## 10. Public notification

Where will you advertise your application?

Newspaper

NPDC website

You will need to complete the following two forms:

1. *Form 7 – NEWSPAPER OR INTERNET*  
*Public notice of application for on, off or club licence or variation of conditions.*
2. *Form 7 – NOTICE ON BUILDING*  
*Public notice of application for on, off or club licence or variation of conditions.*

## 11. Applicant's declaration

### PRIVACY STATEMENT:

Information you provide in this application and any supporting documents will be used by New Plymouth District Council (NPDC) to process your application under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public upon request, and will be shared with the District Licensing Committee, the Police, the Medical Officer of Health and NPDC licencing inspectors. This information may form part of a public hearing or other consideration of your application before the District Licencing Committee, and may be used in the Committee's decision on your application. The decision will be made publicly available.

NPDC is required to keep a record of all alcohol licence applications and the District Licensing Committee's decisions on them. NPDC is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to see and correct personal information that NPDC holds about you.

### DECLARATION:

I confirm that I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

First name(s)

Surname

Signature of applicant

Date

Place where dated and signed, e.g. New Plymouth



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council



CHECKLIST

# Club licence or renewal of a club licence

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

## How to use this checklist

Use this checklist when finalising your club licence to assist you to lodge a complete application and avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

All items on this checklist must be ticked to show that they are either provided (P) or are not applicable (N/A) to your project.

Fees associated with the RMA and Building certificates must also be paid at the time of submitting your application.

Additional information may be requested during the processing of your club licence application to confirm compliance.

### OFFICE USE

Applicant use

P-Information provided

N/A - Not applicable to this project

P N/A

#### New club licence

#### Renewal of club licence

### 1. For new and renewal licences

Prescribed fee.

NZ Fire Service evacuation statement - completed and returned with the application.

Copy of floor plan (re-definition renewals only).

Form 7 - NEWSPAPER OR INTERNET

Public notification of application for on, off or club licence or variation of conditions.

Form 7 - NOTICE ON BUILDING

Public notification of application for on, off or club licence or variation of conditions.

Copy of host responsibility policy.

A menu or other indication of the standard and style of food being provided.

Copies of training material supplied to staff.

NZ Police questionnaire (required to be completed by the secretary and duty managers and returned with your application).

### 2. For a new licence only

**Where the club is incorporated.** A copy of the certificate of incorporation or other documentary evidence of its incorporation.

**Where the club held a charter under the Sale of Liquor Act 1962.** Identify particulars of the club's charter, including names of other clubs with which the club has reciprocal visiting rights for members.

Financial plan.

A copy of the club's constitution or rules.

A photograph of the exterior of the premise or an artist's impression of the exterior of the proposed premise as it will look when finished.

A map or a copy of a map or a portion of a map, showing the location of the premise and its principal entrance.

**Three** copies of a scale plan showing:

- Those parts of the premise that are to be used for the sale or supply of alcohol, and
- Those part of the premise (if any) that the applicant intends to have designated as restricted, supervised or undesignated areas, and
- Each entrance to the premise that the applicant intends to have designated as a principal entrance.
- Designated smoking areas.

**Where the applicant is not the owner of the premise.** A written statement from the owner to the effect that the owner has no objection to the grant of the licence.

Certificates issued by the local authority that the proposed use of the premise meets the requirements of the Resource Management Act 1991 (RMA) and the Building Code.

### 3. The following associated fees are to be paid at the time of submitting your application:

- Club licence application fee.
- RMA certificate, together with the required fee payment.
- Building certificate, together with the required fee payment.

Date received

Received and checked by



1. Applicant details

Full legal name

Proposed trading name

Premise address

Application type

New

Renewal

Variation of conditions

Licence type

On-licence

Off-licence

Club licence

2. Statement details

The owner of the building in which the premise is situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.

Because of the building's current use, its owner is not required to provide and maintain such a scheme.

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

3. Applicant's declaration

PRIVACY STATEMENT:

Information you provide on this form is required to process your application. This information must be made available to members of the public upon request and may also be made available to other units of New Plymouth District Council (NPDC), NPDC's approved contractors and other government agencies. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct any personal information it holds about you.

DECLARATION:

I confirm that I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct.

First name(s)

Surname

Signature of applicant

Date

Place where dated and signed, e.g. New Plymouth

OFFICE USE ONLY

Date received

Applicant #

Scanned by

Application #

Time received

Property #

Document #

Received by

Land #

Amount paid

\$



## **TO: THE APPLICANT**

The Police are just one of the agencies tasked with promoting the principals of the Sale and Supply of Alcohol Act. It is well known that alcohol is a key aggravator in crime and in particular family violence, street disorder, anti-social behaviour and the road toll. Strategies have been put in place by the Police to reduce the numbers of such incidents and crimes occurring.

Police enquiries will be made to establish whether you are a fit and proper person to be granted the licence or certificate applied for, and whether you are considered capable of exercising proper control over the premises or the sale and supply of alcohol to patrons.

The Police may object to the granting of the licence or certificate if you have previous court convictions or if enquiries reveal that you have not operated the licence or certificate in such a way so as to contribute to the reduction of alcohol abuse in accordance with the objects of the Act. Previous convictions need not stop you getting an 'On' or 'Off' Licence or a Manager's Certificate, but they may be a factor in any decision made to object to the granting of your application.

Please complete the attached questionnaire to enable the Police to prepare a report to the District Licensing Committee in accordance with the provisions of the Act. Police Officers may visit your premises or check with you on the validity of answers given in the questionnaire.

If you have any queries please contact New Plymouth Police on 06-759 5500.



## QUESTIONNAIRE FOR ALL APPLICANTS

Manager's Certificate     On-Licence     Off-Licence     Club Licence  
(Please tick appropriate box or boxes)

1. Applicant's full name: \_\_\_\_\_

Male     Female

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Driver's licence number: \_\_\_\_\_

3. Applicant's maiden or former name: \_\_\_\_\_

4. Applicant's address (physical location): \_\_\_\_\_  
\_\_\_\_\_

5. Applicant's postal address: \_\_\_\_\_  
\_\_\_\_\_

6. Telephone number(s): Home: \_\_\_\_\_ Business: \_\_\_\_\_ Mobile: \_\_\_\_\_

7. Applicant's previous address: \_\_\_\_\_  
\_\_\_\_\_

8. Previous licensed premises - Managed or Employed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Previous alcohol licenses or certificates held (date held and location):  
\_\_\_\_\_  
\_\_\_\_\_

10. Details of previous applicable courses attended:  
\_\_\_\_\_  
\_\_\_\_\_

11. Previous Court convictions (if in doubt, list):

OFFENCE	DATE	COURT LOCATION

New Zealand Police Questionnaire for all new applicants - continued

12. Are you a New Zealand citizen?:  Yes  No  
(If you answered no, please answer questions 13-18.)

13. Passport number : \_\_\_\_\_

14. What country are you from? \_\_\_\_\_

15. How long have you been in New Zealand? \_\_\_\_\_

16. What type of Visa do you hold? (i.e. Visitors Visa/Working Visa) \_\_\_\_\_

17. When does your Visa expire? \_\_\_\_\_

18. List of previous convictions from your own country:

OFFENCE	DATE	COURT LOCATION

Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Note: If the applicant is a company, details of principals and proposed duty managers will also be required.**



Te Kaunihera ā-Rohe o Ngāmotu

New Plymouth District Council



FORM

# Application for certificate by the local authority under the Resource Management Act

Pursuant to the Sale and Supply of Alcohol Act 2012

This form must be submitted with a completed application cover page form.

## 1. Licence type

- 1a. On-licence
- Off-licence
- Club licence
- Other - please specify

- 1b. Proposed use (e.g. hotel, tavern, restaurant, club, etc.)

- 1c. Is the sale of alcohol the principal purpose of the business? Yes No

## 2. Premise details

- 2a. Location of site

- 2b. Legal description

- 2c. Owner's name

- 2d. Name of premise

- 2e. Alcohol licence hours

- 2f. Licensee

- 2g. Licensee postal address

## 3. Applicant details

- 3a. Name

- 3b. Postal address (include postcode)

- 3c. Contact details

Work

Home

Mobile

- 3d. Email

Please turn over

### OFFICE USE ONLY

Date received

Property #

Application #

Time received

Land #

Document #

Received by

Owner #

Amount paid \$

Applicant #

#### 4. Attachments

##### Resource Management Act 1991

All applications must be accompanied with the following information.

Complete the checklist, attach the necessary plans and submit with this application.

##### Existing premise and minor changes to existing premise, or where resource consents have recently been granted for the proposed activity:

A plan showing the areas of the site (including buildings) where alcohol is to be sold, supplied, or consumed.

Application fee.

OR

##### New premise and any significant changes to an existing operation/premise:

A plan showing the areas of the site (including buildings) where alcohol is to be sold, supplied, or consumed.

A plan drawn to a recognised metric scale, of A3 or A4 size, reproduced in dark permanent lines, showing:

Number of car parks on the site (including on-site manoeuvring and loading space).

Screening and/or landscaping.

Elevations for new buildings or alterations to existing buildings.

Assurance of compliance with noise standards.

Details of signage, position of sign, sign size, and type of sign (freestanding sign, footpath sign, sign attached to building or fence).

Application fee.

#### 5. Applicant's declaration

##### PRIVACY STATEMENT

Information you provide in this application is required to process your application. This information must be made available to members of the public upon request and may also be made available to other units of NPDC, NPDC's approved contractors and other government agencies.

This information will also be held in accordance with the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC correct any personal information it holds about you.

##### DECLARATION

I confirm that I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

This application for a certificate under the Resource Management Act 1991, pursuant to the Sale and Supply of Alcohol Act 2012, is made by me as the licensee of the licensed premise.

First name(s)

Surname

Signature of applicant

Date

OR

I am **authorised by the licensee** to make this application for a certificate under the Resource Management Act 1991, pursuant to the Sale and Supply of Alcohol Act 2012.

First name(s)

Surname

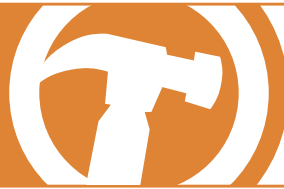
Signature of applicant

Date



Te Kaunihera ā-Rohe o Ngāmotu

New Plymouth District Council



FORM Application for a building certificate by the local authority

Pursuant to the Sale and Supply of Alcohol Act 2012

1. Licence type

1a. Licence type (On-licence, Off-licence, Club licence, Other - please specify)
1b. Proposed use (e.g. hotel, tavern, restaurant, club, etc.)
1c. Is the sale of alcohol the principal purpose of the business? (Yes/No)

2. Site/owner details

2a. Location of site
2b. Legal description
2c. Owner's full name

3. Applicant details

3a. Name of business
3b. Hours of operation
3c. Licensee
3d. Licensee postal address
3e. Contact details (Work, Home, Mobile)
3f. Email

4. Agent details (if applying on behalf of applicant)

4a. Full name
4b. Postal address
4c. Contact details (Work, Home, Mobile)
4d. Email

5. Correspondence

5a. Preferred means for formal correspondence (Mail, Email)
5b. Invoice to (Applicant, Agent, Owner)

Please turn over

OFFICE USE ONLY

Office use only fields: Date received, Time received, Received by, Property #, Land #, Owner #, Applicant #, Application #, Document #, Amount paid \$

Liardet Street, Private Bag 2025, New Plymouth 4340, NZ, Telephone 06-759 6060, Email enquiries@npdc.govt.nz, Website www.npdc.govt.nz

## 6. Attachments

### Building Act 2004

All applications must be accompanied with the following information. Complete the checklist, attach the necessary plans and submit them with this application.

A plan showing:

- The areas of the site (including buildings) where alcohol is to be sold, supplied, or consumed.
- The position of any proposed buildings in relation to boundaries and any existing structures.
- Existing and proposed floor plans showing designated areas, bar areas, toilets, kitchen etc.
- Elevations for new buildings or alterations to an existing building.

Plans drawn to a recognised metric scale, of A3 size or smaller.

Plans reproduced in dark, permanent lines.

Please do not use plans stamped for previous approval.

## 7. Applicant's declaration

### PRIVACY STATEMENT

Information you provide in this application is required to process your application. This information must be made available to members of the public upon request and may also be made available to other units of NPDC, NPDC's approved contractors and other government agencies.

This information will also be held in accordance with the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC correct any personal information it holds about you.

### DECLARATION

I confirm that I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct. I also understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

This application for a building certificate, pursuant to the Sale and Supply of Alcohol Act 2012, is made by me as owner of the licensed premise

First name(s)

Surname

Signature of applicant

Date

OR

I am the licensee agent authorised by the owner to make this application for a building certificate, pursuant to the Sale and Supply of Alcohol Act 2012

First name(s)

Surname

Signature of applicant

Date



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council



FORM 7

# Public notice of application for on, off, or club licence or variation of conditions

Section 101, Sale and Supply of Alcohol Act 2012

Date posted on building

**NOTICE ON BUILDING**

## 1. Applicant details

Full legal name

Residential address

Postal address

(if different from above)

Occupation

Has made application to the District Licensing Committee at New Plymouth for (tick one):

- |                     |                                     |                                      |  |
|---------------------|-------------------------------------|--------------------------------------|--|
| a. Application type | <input type="checkbox"/> New        | <input type="checkbox"/> Renewal     | <input type="checkbox"/> Variation of conditions |
| b. Licence type     | <input type="checkbox"/> On-licence | <input type="checkbox"/> Off-licence | <input type="checkbox"/> Club licence            |

In respect of:

i) Premise - state the address of the premise

ii) Conveyance - specify kind of conveyance, e.g. bus, boat, train

Known as (trading name):

The general nature of the business conducted (or to be conducted) under the licence is (type of business, e.g. BYO restaurant, hotel, tavern, restaurant, remote sales):

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):

Day of the week

Hours

Day of the week	Hours
	from to
	from to
	from to
	from to
	from to

The application may be inspected during ordinary office hours at the office of the New Plymouth District Licensing Committee at New Plymouth District Council, Liardet Street, New Plymouth.

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 Private Bag 2025, New Plymouth 4340.

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.

## 2. Applicant's declaration

### PRIVACY STATEMENT

Information you provide in this application is required to process your application. This information must be made available to members of the public upon request and may also be made available to other units of NPDC, NPDC's approved contractors and other government agencies.

Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct any personal information it holds about you.

### DECLARATION

I confirm that I have read and understood the above privacy statement. I confirm that the information provided on the form is true and correct.

First name(s)

Surname

Signature of applicant

Date

Place where dated and signed, e.g. New Plymouth



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council



FORM 7

Public notice of application for on, off, or club licence or variation of conditions

Section 101, Sale and Supply of Alcohol Act 2012

Fee - effective 1 July 2026: \$50.00

NEWSPAPER OR INTERNET

1. Manner of advertising

- 1a. NPDC Website Taranaki Daily News North Taranaki Midweek Opunake & Coastal News
1b. Date of advertisement

2. Applicant details

Full legal name
Residential address
Postal address (if different from above)
Occupation

- Has made application to the District Licensing Committee at New Plymouth for (tick one):
a. Application type New Renewal Variation of conditions
b. Licence type On-licence Off-licence Club licence

In respect of:
i) Premise - state the address of the premise

ii) Conveyance - specify kind of conveyance, e.g. bus, boat, train

Known as (trading name):

The general nature of the business conducted (or to be conducted) under the licence is (type of business, e.g. BYO restaurant, hotel, tavern, restaurant, remote sales):

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):

Table with 3 columns: Day of the week, Hours, and a blank space for 'to'.

Please turn over

OFFICE USE ONLY

Date received, Time received, Received by, Applicant #, Property #, Land #, Application #, Amount paid \$

Liardet Street, Private Bag 2025, New Plymouth 4340, NZ, Telephone 06-759 6060, Email enquiries@npdc.govt.nz, Website www.npdc.govt.nz

## 2. Applicant details - continued

The application may be inspected during ordinary office hours at the office of the New Plymouth District Licensing Committee at New Plymouth District Council, Liardet Street, New Plymouth.

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 Private Bag 2025, New Plymouth 4340.

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.

## 3. Notification

*(In the case of publication in newspaper(s))* This is the:

first                      second                      only                      publication of this notice.

*(In the case of second publication in newspaper(s))* This notice was first published on (date):

## 4. Applicant's declaration

### PRIVACY STATEMENT

Information you provide in this application is required to process your application. This information must be made available to members of the public upon request and may also be made available to other units of NPDC, NPDC's approved contractors and other government agencies.

Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct any personal information it holds about you.

### DECLARATION

I confirm that I have read and understood the above privacy statement. I confirm that the information provided on the form is true and correct.

First name(s)

Surname

Signature

Date

Place where dated and signed, e.g. New Plymouth