



Te Kaunihera-a-Rohe o Ngāmotu

New Plymouth
District Council

FORM 5

Application for club licence
or renewal of club licence

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

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.

1. This form must be accompanied by the prescribed fee.
2. 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).
3. 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 premises.

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:

Club Licence

2. Applicant details

- 2a. Full name(s) to be
-
- on the licence

East End Surf Life Saving Club (Inc)

First name(s)

Surname

- 2b. Contact person

Stuart Pratt

- 2c. Contact postal address
-
- (include postcode)

P O Box 3399, New Plymouth 4341

- 2d. Contact details

06 757 5598

Work

Home

0211707117

Mobile

- 2e. Email

eastendslsc@yahoo.com

3. Premise details

- 3a. Full name of club

East End Surf Life Saving Club (Inc)

- 3b. Address of club
-
- premises

2a Nobs Line, New Plymouth

- 3c. Type of premise:

☐ Class 1☐ Class 2☒ Class 3

Please turn over

OFFICE USE ONLY

Date received 07/10/21

Applicant # 52339

Scanned by

Application # L1093/1101.0

Time received 12pm

Property # 30107

Advertised: ☐ Newspaper

Document #

Received by PB

Land # 78206

☐ Internet

Amount paid \$ 529.00

RECEIVED

07 OCT 2021

Lidard Street, Private Bag 2025, New Plymouth 4340, NZ, Telephone 06-759 6060, Fax 06-759 6072, Email enquiries@npdc.govt.nz, Website www.newplymouthnz.com

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)

All of the Lounge, Bar and Hall Area of the main club rooms
and outdoor deck area (separated from patrol tower and gear shed)

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

Monday to Sunday	from 3:00pm	to 9:00pm
	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
licensed 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)

Incorporated Society

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

14/10/1958

Place of incorporation

New Plymouth

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 State) 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?

Incorporate Societies Act 1908

What is the date of the club's incorporation?

14 October 1958

6b. Status of the club

☐ Chartered club

☒ Sports club

☐ Other (specify below)

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6c. State the number of total membership

360

State the number of members under 18 years of age

180

6d. Name of secretary

Anna North

Occupation

Postal address

37 Somerset Street, Brooklands, New Plymouth

Contact details

Work

Home

Mobile

021 0609349

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

Surf Life Saving Service, Beach Education, Surf Sports training and Participation

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?

3

7b. Manager details

Full name

Regina Ball

Address

47a Glenpark Ave, New Plymouth

Certificate number

033 / Cert / 282 / 2021 Expiry date 25 / 06 / 2022

Full name

Peter John Davis

Address

24 Weymouth Street, New Plymouth

Certificate number

033 / Cert / 153 / 2014 Expiry date 11 / 7 / 2023

Full name

Darrell Paterson

Address

39 Paynters Avenue, Strandon, New Plymouth

Certificate number

033 / Cert / 1933 / 2020 Expiry date 26 / 03 / 2024

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?

LCQ courses to be attended, on-going training with updated information, and a briefing by Bar manager before and after functions, Full Staff Support.

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

Ongoing training of staff, checklists to follow on how to identify correct ID's and Intoxication levels. Focusing early detection and prevention. Full Staff support with Bar Manager on Site.

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

Passport, NZ Drivers Licence, an approved 18+ card with Photo identification

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

We continue to supply free chilled water on the bar in clear view of patron, with signage and drinking vessels ready to use.

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

We have glass jugs filled with chilled water in the bar chiller and are in process of installing an in-line water cooler system.

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

East End Surf Live Saving Club has abided by the sale and supply of Alcohol act successfully and has kept up with any necessary changes through ongoing education of willing member through LCQ course at the cost of the club.

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

Make sure all noise is contained in the hall and adhere to noise regulations. Act promptly on any complaints that arise.

8. Conditions - continued

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

Food

Sausages, Pies, Pizza, Lasagna Squares, Hot Chips, Bar Nibbles Platter, Potato Chips, Peanuts and Chocolate Bars

Non-alcoholic refreshments

Sprite, Coke, L&P, Tonic and Soda Water, Juice, Ginger Beer, Tea Coffee and Water

Low alcohol beverages

Amstel Light, Steinlager Light

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

Clear Signage of Taxi Providers and a free of charge landline to use. In addition, on occasion we have a club van for club functions.

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

No alcohol is to be consumed by bar staff while on duty working behind the bar.

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?
If yes, what are the changes sought?

☐ Yes

☒ No

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.

Holy Trinity Church on Henui Street

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

6

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?

No

We have a blind spot in the area of the kitchen and part of the decking. We have security lights installed for night functions and good lighting. We are awaiting the installation of security camera in the next month or so.

9. Amenity and good order details - continued

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

No windows look out onto the street, double access doors do provide so vision. The Seaside portion of the building has clear visibility onto the Coastal walkway area.

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

Yes, we have lighting on all entrances.

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

Outdoors Security Lights, Door Locks, Alarm System. Awaiting the instalation of CCTV cameras

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

No

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

N/A

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).

Live Banks, Juke Box, DJ's and Stereo System

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

Doors and Windows on Southern and Eastern Side of building (facing Houses) will be closed (but not locked) during functions

iii. What sound-proofing has been undertaken?

Double Doors

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?

No

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

None

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.

All updated booklets are on site for referencing, clear signage, mature bar staff.
Any new people are advised to sit the LCQ certificate

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?

100%

iii. What is the target market for the business?

Club Members and Invited Guests

iv. What is your policy regarding pricing and promotions?

No particular promotions. Pricing is based on average prices at similar venues and bars

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:

Clear Signage, Staff Training with current information. LCQ based checklists and booklets to identify age and intoxication. Have Host responsibility clear and accurate and ensure staff abided by this. Focusing on prevention of intoxication and harm.

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

Early Detection, Staff training on how to detect this. resources on hand for quick referencing, Staff Support, provision of non-alcoholic and low-alcoholic alternatives and provision of food. no serving of intoxicated people.

9h. For renewal licences.

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

No

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

No

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

No

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 Licensing 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 1993, 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.

Stuart

First name(s)

Pratt

Surname

Signature of applicant

02 October 2021

Date

New Plymouth

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