

# Application for a Club Licence

(Section 55, Sale of Liquor Act 1989)

**Note: Your application can not be processed unless you have included all the required information.**

**Use the checklist below and the attached notes to assist you in completing your application:**

- Three copies of the application form
- Copy of Certificate of Incorporation (if applicable)
- Particulars of Club Charter (if applicable)
- Photograph of exterior or artist's impression
- Map showing location of premises
- Scale plans
- Written statement from owner (if applicable)
- Menu (if applicable)
- Building and Resource Management certificate (fee \$345)
- Application fee of \$776

**Send the completed application form and attachments to:**

Liquor Licencing Department  
Matamata-Piako District Council  
PO Box 266  
Te Aroha, 3342

<b>Office Use Only</b>	
File No.: _____	Doc. No.: _____
Receipt No.: _____	Date Received

**1. Club Details**

a. Full name of the club: \_\_\_\_\_

b. Is the club incorporated? \_\_\_\_\_ Yes / No

**If yes,**

i. Under what Act is the club incorporated? \_\_\_\_\_  
\_\_\_\_\_

ii. What is the date of incorporation? \_\_\_\_\_

c. Postal address for correspondence: \_\_\_\_\_  
\_\_\_\_\_

d. Name of daytime contact: \_\_\_\_\_  
\_\_\_\_\_

Contact's phone No.: \_\_\_\_\_

e. Name of Manager 1: \_\_\_\_\_ Manager's cert. No.: \_\_\_\_\_

Manager's address: \_\_\_\_\_  
\_\_\_\_\_

f. Name of Manager 2: \_\_\_\_\_ Manager's cert. No.: \_\_\_\_\_

Manager's address: \_\_\_\_\_  
\_\_\_\_\_

g. Status of the club *(Please tick the appropriate box)*

Chartered Club

Sports Club

Other (provide details) \_\_\_\_\_  
\_\_\_\_\_

h. Primary purpose of the club: \_\_\_\_\_

i. Number of members: \_\_\_\_\_

Number of members under the age of 18: \_\_\_\_\_

j. Full name of secretary: \_\_\_\_\_

Address of secretary: \_\_\_\_\_

Occupation of secretary: \_\_\_\_\_

**2. Premises Details**

a. Address of club premises: \_\_\_\_\_  
\_\_\_\_\_

b. Is a licence sought conditional upon construction or completion of the premises  
Yes / No

c. Does the club own the proposed licensed premises? Yes / No

**If no:**

i. What is the full name and address of the owner? \_\_\_\_\_  
\_\_\_\_\_

ii. What form of tenure/lease of the premises will the club have (including the term of  
tenure/lease)? \_\_\_\_\_  
\_\_\_\_\_

d. What part (if any) of the premises does the club intend to be designated as:

i. A restricted area (Persons under the age of 18 years are not permitted in the area):  
\_\_\_\_\_

ii. A supervised area (Persons under the age of 18 years are permitted only if they are  
accompanied by a parent or guardian who is over the age of 18 years): \_\_\_\_\_  
\_\_\_\_\_

e. Does the Club share the premises with any other club? Yes / No

**If yes:**

i. What is the name of the other club? \_\_\_\_\_  
\_\_\_\_\_

ii. What months of the year do the respective clubs use the premises? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Conditions**

a. On which days and during which hours do you intend to sell liquor under the licence?

\_\_\_\_\_  
\_\_\_\_\_

b. What provision do you intend to make for the sale and supply of:

i. Food (please attach a menu): \_\_\_\_\_

\_\_\_\_\_

ii. Non-alcoholic refreshments: \_\_\_\_\_

\_\_\_\_\_

iii. Low alcohol beverages: \_\_\_\_\_

\_\_\_\_\_

c. What steps do you propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? (For example, supplying a phone, courtesy bus etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. What other steps do you propose to take to promote the responsible consumption of liquor?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. What steps do you propose to take to ensure that the requirements of the Act, in relation to the sale of liquor to prohibited persons, are observed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Declaration**

*This application for a club licence is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.*

Signed on behalf of the \_\_\_\_\_ club by  
(Club name)

\_\_\_\_\_, \_\_\_\_\_  
(Full name) (Designation e.g. President, Secretary)

on \_\_\_\_\_  
a. (date)

**Notes to Assist you in Completing this Application.**

2. For information on the documents/matters that are to accompany this application, see regulation 11(2) of the Sale of Liquor Regulations 1990.
3. You must give public notice of the application in Form 1 **within 20 working days** after filing this application with the District Licensing Agency. The notice must be published twice in a district newspaper or newspapers that have been nominated by the District Licensing Agency Secretary. The notices are to be published within 10 days of each other but not less than 5 days between each other.
4. **Within 10 working days** after filing this application with the District Licensing Agency, you must ensure that the notice of application in Form 1A is displayed in a noticeable place on, or adjacent to, the site to which the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

Every application must be accompanied by the following:

- a. Three copies of the application (including accompanying documents).
- b. Where the applicant is incorporated – a copy of the Certificate of Incorporation or other evidence of Incorporation.
- c. Where the club holds a charter under the Sale of Liquor Act 1962 – Identifying particulars of the club's charters.
- d. A copy of the club's constitution and rules.
- e. A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as it will look when it's finished.
- f. A map, copy of a map or a portion of a map, showing the location of the premises.
- g. A plan showing;
  - i. Those parts of the premises that are to be used for the sale or supply of liquor;  
And
  - ii. Those parts of the premises (if any) that the club intends to designate as restricted areas or supervised areas.
- h. Where the club is not the owner of the premises – a written statement from the owner to the effect that the owner has no objection to the licence being granted.
- i. A certificate from the local authority as evidence that the proposed premises meets the requirements of the Resource Management Act 1991 and the building code.
- j. The prescribed application fee is \$776 (including GST).  
The fee in respect of the certificate required in Section 9(1)(e) of the Act is \$345.