

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 plus one copy.
- *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.

*** These items are required for new applications only, or, where any changes have been made to the original documents.**

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 Napier 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.

	Risk category (risk weighting)	Application/Renewal Fee (inc GST)	Annual Fee (inc GST)
<input type="checkbox"/>	Very low (0-2)	\$368.00	\$161.00
<input type="checkbox"/>	Low (3-5)	\$609.50	\$391.00
<input type="checkbox"/>	Medium (6-15)	\$816.50	\$632.50
<input type="checkbox"/>	High (16-25)	\$1,023.50	\$1,035.00
<input type="checkbox"/>	Very high (26 plus)	\$1,207.50	\$1,437.50

If you require assistance calculating your risk rating, please contact the Licensing Inspector on 06 834 4145.

Lodgment & Payment Options

You can post your completed application form with cheque to: **Napier City Council, Private Bag 6010, Napier 4142.**

You can lodge your application in person with cash, cheque or Eftpos at **Napier City Council, 231 Hastings Street, Napier.**

Fee Calculator – New or renewal of club-licence

Step 1 – Identify your premises type weighting

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

Information – Clubs
Class 1 club means a club that has or applies for a club licence and— (a) Has at least 1 000 members of purchase age; and (b) In the opinion of the territorial authority, operates any part of the premises in the nature of a tavern at any 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— (a) Has fewer than 250 members of purchase age; and (b) 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	2.00 am or earlier	0
		2.01 am to 3.00 am	3
		After 3.00 am	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 Holdings 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

P + **H** + **E** = Risk rating

+ + =

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

Application form – New or renewal of club-licence



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

The application

To the Secretary, Napier District Licensing Committee:

Application for:

- A new club licence is made in accordance with the details below, or
 Renewal of club licence under the same conditions is made in accordance with the details below, or
 Renewal of 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 an on-licence, describe every change sought:

Details of club

Full legal name of the club:

Is the club incorporated?

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

What is the status of the club?

Chartered club Sports club Other - state:

Postal address for service of 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 mode of contact:

Mobile:

Email

Is the sale of alcohol intended to be principal purpose of 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:

Management

Details of Certificated Manager's to be employed

Full legal name:

Certificate number:

Certificate expiry date:

Full legal name:

Certificate number:

Certificate expiry date:

Full legal name:

Certificate number:

Certificate expiry date:

Full legal name:

Certificate 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 a separate attachment.

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 the details of 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*)?

Conditions

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 taken

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:

Attachments

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

Notes:

Signed at (place):..... **On (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 in the Napier Mail or the Hawkes Bay Today. 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) <i>Section 101, Sale and Supply of Alcohol Act 2012</i>
Full name of the licence holder:
Address:
Occupation:
Has made application to the District Licensing Committee at Napier for the <i>(issue or renewal or variation of conditions)</i> of a: <i>(state kind of licence)</i>
In respect of premises situated at: <i>(or the [specify kind of conveyance] known as)</i>
The general nature of the business conducted (or to be conducted) under the licence is: <i>(type of business, e.g. hotel, tavern, restaurant, entertainment/night club)</i>
The days on which and the hours during which alcohol <i>(is or is intended to be)</i> sold under the licence are: <i>(specify days and hours)</i>
The application may be inspected during ordinary office hours at the office of the Napier District Licensing Committee at: 231 Hastings Street, Napier South, Napier. Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 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 6010, Napier 4142. 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 – Newspaper Notice

The correct form of the notice to be displayed within the Hawkes Bay Today or Napier Mail is as follows:

<p>Form 7</p> <p>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) <i>Section 101, Sale and Supply of Alcohol Act 2012</i></p>
Full name of the licence holder:
Address:
Occupation:
Has made application to the District Licensing Committee at Napier for the <i>(issue or renewal or variation of conditions)</i> of a: <i>(state kind of licence)</i>
In respect of premises situated at: <i>(or the [specify kind of conveyance] known as)</i>
The general nature of the business conducted (or to be conducted) under the licence is: <i>(type of business, e.g. hotel, tavern, restaurant, entertainment/night club)</i>
The days on which and the hours during which alcohol <i>(is or is intended to be)</i> sold under the licence are: <i>(specify days and hours)</i>
<p>The application may be inspected during ordinary office hours at the office of the Napier District Licensing Committee at: 231 Hastings Street, Napier South, Napier.</p> <p>Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 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 6010, Napier 4142.</p> <p>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.</p> <p>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.</p>
This is the <i>[state whether first, second, or only]</i> publication of this notice:
This notice was first published on: <i>[state date]</i> .

