

## Club licence

### You are required to provide the following:

Use this cover page to assist you to lodge a complete application.

- THREE COPIES of application and all documentation**
- FEE: \$793.24 [inclusive of GST]**  
**(cheques to be made payable to Wellington City Council)**

#### Related documents:

- copy of the Club Charter, if a chartered club
- copy of the club rules or constitution
- copy of Certificate of Incorporation
- photo or artist's impression of outside of premises
- a street map showing the location of the premises within Wellington
- detailed A4 scale plan of the whole interior of the premises showing the areas of the premises used for the sale of liquor, areas that are to be restricted/supervised, all principal entrances, toilets and kitchen
- a written statement from the owner of the building consenting to the applicant selling liquor on the premises. *Note: the consent must be for the same party as detailed in the applicant section of this form*
- a town planning certificate for the purposes of the Sale of Liquor Act
- a building certificate for the purposes of the Sale of Liquor Act  
An application form for these certificates is available from the District Licensing Agency of Wellington City Council, phone 499 4444
- a schedule of the club's activities, including the days and hours during which the premises are used for those activities
- a current copy of the relevant certificate of title must be included with the application. Copies of certificates can be obtained from the Land Information New Zealand website [linz.govt.nz](http://linz.govt.nz)
- a Host Responsibility Policy, and details in an implementation plan of how the Host Responsibility Policy will be put into practice
- public notice – the notice must be completed and attached for checking before being placed in the newspaper
- copies of each manager's certificate for those nominated to manage the club

**Please note that the applicant must be the party that will be taking the money from the business eg the name on the bank account.  
The application can be signed only by a member of the club's executive or management committee  
or the club's solicitor – NOT an agent.  
The above information must be included with your application for it to be accepted.**

For further information, please phone 499 4444, or contact  
the Secretary, District Licensing Agency, PO Box 2199, Wellington 6140.

# Application for a club licence

## Section 55, Sale of Liquor Act 1989

To: The Secretary  
District Licensing Agency  
PO Box 2199  
Wellington 6140

Application for a club licence is made in accordance with the details set out below.  
Please PRINT clearly.

### 1. Details of club

(a) Name of club:

(b) Is the club incorporated?

Yes  No

If yes,

(i) Under which Act is the club incorporated?

(ii) What is the date of the club's incorporation?

(c) Postal address for service of documents:

(d) Daytime contact name:

Fax number:

Phone number:

Email address:

(e) Full name and address of manager or managers to be employed, and certificate numbers of managers, expiry date of each certificate, and date of birth for each manager:

(f) Status of club *[tick appropriate box]*:

Chartered club

sports club

other [provide details]

(g) Main purpose of the club:

(h) Total club membership is:

Number of members under the age of 18 years:

(i) Secretary's surname:

First names:

Occupation:

Residential address:

## 2. Premises details

(a) Address of club premises:

(b) Is the 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 and term of tenure will the applicant have?

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

(i) A supervised area:

(ii) A restricted area:

(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 does the respective club use the premises?

### 3. Conditions

(a) On which days and during what hours does the club intend to sell liquor under the licence?

(b) Detail what provision does the applicant intend to make for the sale and supply of:

(i) Food?

(ii) Non-alcoholic refreshments and low-alcohol beverages?

(c) What steps does the applicant propose to provide assistance with, or information about, alternative forms of transport from the club?

(d) What other steps does the applicant propose to take aimed at promoting the reasonable consumption of liquor?

(e) What steps does the applicant propose to ensure that the requirements of the Act regarding the sale of liquor to prohibited persons are observed?

**Please note:**

The New Zealand Police are required by the Sale of Liquor Act to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Agency and the Liquor Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

Dated at Wellington this  day of  20

Applicant's signature

Notes:

1. Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application in public notice – newspaper form (attached at back). The notice must be published twice in either The Dominion Post or The Wellingtonian, with not less than five days and not more than 10 days between the two dates of publication.
2. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure the notice – display on premises is attached in a conspicuous 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).

**Public notice**

Sections 55 (4), Sale of Liquor Act 1989

1.

has made application to the District Licensing Agency at Wellington for the grant of a club licence for the premises situated at

2.

and known as

3.

The general nature of the business to be conducted under the licence is

4.

The days on which and the hours during which liquor is intended to be sold under the licence are

5.

The application may be inspected during ordinary office hours at the Wellington District Licensing Agency, Level 1, Council offices, 101 Wakefield Street, Wellington.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Agency at PO Box 2199, Wellington 6140.

6. This is the first/second publication of this notice. The first publication was made on

**Newspapers DO NOT print this.**

Key for filling in the public notice:

- 1. full name, address of club
- 2. full address of premises (eg first floor Majestic Centre, Willis Street, Wellington)
- 3. state name of club
- 4. eg sports club, RSA etc
- 5. days and hours the business intends to operate (eg Monday to Sunday 10am to 12midnight)
- 6. delete whatever does not apply.

## Declaration

[Print name]

declare that the notice – display on premises has been completed and displayed following the requirements of the Act as stated below:

Within 10 working days after filing the application with the District Licensing Agency, the applicant must attach the notice of the application in a conspicuous place on or adjacent to the site the application relates (unless the Secretary of the District Licensing Agency agrees that it is impracticable or unreasonable to do so).

Applicant's signature

# Notice

[display on premises]

## Sections 55(5), Sale of Liquor Act 1989

1.

has made application to the District Licensing Agency at Wellington for the grant of a club licence for premises situated at

2.

and known as

3.

The general nature of the business to be conducted under the licence is

4.

The days on which and the hours during which liquor is intended to be sold under the licence are

5.

The application may be inspected during ordinary office hours at the Wellington District Licensing Agency, Level 1, Council offices, 101 Wakefield Street, Wellington.

Any person who is entitled to object and who wishes to object to the grant of the application may, not later than 10 working days after the date of the first publication of notice of the application in a newspaper or newspapers in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Agency at PO Box 2199, Wellington 6140.

### Key:

1. full name of club
2. address of club
3. trading name of club
4. eg sports club, social club
5. eg Monday to Sunday 10am to 12midnight.