



Application Form

Sale of Liquor Act 1989 Section 55

The following must be attached before the application will be accepted for processing

(✓ tick when done)

- 3 copies of completed application form.
- Fee of \$793.24.
- A photograph of the exterior of the premises and principal entrance (or an artist's impression of the exterior of the proposed premises as they will look when they are finished).
- A map showing the location of the premises.
- A scale plan of the proposed premises with a broad black line showing –
 - Those parts of the premises that are to be used for the sale or supply of liquor.
 - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
- A written statement from the owner to the effect that the owner has no objection to the grant of the licence (where the applicant is not the owner of the premises).
- A copy of the Certificate of Incorporation or other documentary evidence of its incorporation (where the Club is incorporated).
- Where the Club held a Charter under the Sale of Liquor Act 1962, identifying particulars of the Club's Charter.
- A copy of the Club's constitution or rules.
- A schedule of the Club's activities that includes the days and hours during which the premises are used for those activities.
- A copy of the menu.
- Host Responsibility Policy.
- Completed public notice forms -1 and 1A (to be checked and signed by GDLA).
- Liquor Premises Compliance Certificate.
- Covering Letter detailing -
 - Justification for seeking licence, hours sought and concept details.
 - Details of food, what food is available when the kitchen is closed and how it is or will be promoted.
 - Proposed certificated Manager's and ongoing staff training.
 - Host Responsibility programme undertaken, how applicant will deal with minors and intoxicated people etc.

For further information see **Guide to Applying for a Club Licence**

Office use:

EH - n-118655 Updated September2010

Checked by: _____

Date: _____

Amount: \$793.24 GST inclusive

Code: LIQL

Notes

1. Application fees are not refundable. Please make cheques payable to the Gisborne District Council. If paid by cash, the fee will be rounded down to the nearest 10 cents.
2. For the matters that are to accompany this application, see regulation 11(2) of the Sale of Liquor Regulations 1990.
3. Within 20 working days after filing this application with the District Licensing Agency, the applicant must give public notice of the application in Form 1. The notice must be published twice in the Gisborne Herald, with not less than 5 days and not more than 10 days between the two dates of publication.
4. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that notice of the application in Form 1A 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).
5. The issue of a licence will take approximately 40 working days if no objections, oppositions or other issues arise.

NB. A *working day* as defined in the Act, does not include a Saturday, a Sunday, Good Friday, Easter Monday, Anzac Day, Labour day, the Sovereign's Birthday and Waitangi Day, and any day in the period from 20 December to 15 January inclusive.



Application Form

Sale of Liquor Act 1989 Section 55

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

1. Details of Club

(a) Name: _____

(b) Is the club Incorporated? Yes/No

If yes:

(i) under what 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 and telephone number: _____

Contact email: _____

(e) Full name and address of all manager(s) to be employed, and certificate numbers of manager's certificate(s):

(f) Status of club (tick appropriate box)

Chartered Club Sports Club Other (provide details)

(g) Predominant purpose: _____

(h) Membership number _____ of whom about _____ are under the age of 18 years.

(i) Full name, address and 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 premise? Yes/No

If no:

(i) What is the full name and address of the owner? _____

(ii) What form of tenure of the premises will the club have (including term of tenure)? _____

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

(i) a restricted area? _____

(ii) a supervised area? _____

(e) Proposed opening date for the sale of liquor: _____

(f) 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 does the club intend to sell liquor under this licence?

(b) What provision does the club intend to make for the sale and supply of?

(i) Food: _____

(ii) Non-alcoholic refreshments: _____

(iii) Low-alcohol beverages: _____

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

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

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

Dated at (place) _____ this _____ day of _____ 20 _____

Applicant's signature and designation: _____

signed on behalf of the _____ Club