

## How to apply for a new club licence

Follow the instructions below to apply for a new club licence to sell and supply alcohol to authorized customers for consumption at a club. **Your application will not be lodged unless the application is completed correctly, and all documentation is supplied. Incomplete applications will not be accepted.**

## What you need to do

- Supply a completed application form
- Supply all required supporting documents (see 'what to include')
- Calculate and pay fee (see page 2) – Please note payment is to be made upon application

## What to include

- Completed application form
- Application fee and public notice fee (see page 3)
- A building and planning certificate issued by the local authority that the proposed use of the premises meets the requirements of the resource Management Act 1991 and the building code. Please visit [our website here](#) for more information and application form.
- Detailed A4 scale map of the interior of the premises showing:
  - The areas used for the consumption of alcohol (include outdoor areas)
  - The areas that are to be designated (restricted, supervised, or undesignated)
  - The principal entrance
  - Layout of the interior of the premises – where tables, chairs, toilets, and kitchen are located
- Host responsibility policy – this is to outline the strategies that your premises will implement to provide a safe drinking environment. Please refer to [www.alcohol.org.nz](http://www.alcohol.org.nz) for tips on how to create a host responsibility plan. The policy should cover (but not be limited to):
  - What food will be provided
  - What low-alcohol and non-alcohol drinks will be provided
  - Managing prohibited persons, minors, and intoxicated people
  - Information relating to alcohol promotions and alternative transport options
  - What security systems will be in place
- Copies of each current manager's certificate for those nominated to manage the premises
- Certificate of incorporation
- Copy of club rules and constitution
- Street map showing the location of the premises
- A photo or artists impression of outside the premises including the main entrance
- Building owner consent supporting the sale of alcohol and confirmation term of tenure
- A copy of the menu and food registration number
- A copy of the most recent water test (if applicable)

### IMPORTANT NOTE:

Applications may take up to 8 weeks to process. To ensure the application is processed quicker, please include all requested documents upon application, otherwise there may be delays with your application.

# How to calculate your fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). They are a risk-based fee for all alcohol licenses. Use the tables below to calculate the fee to be paid when lodging your application.

Select one box from both tables below, then add it together to get your total weighting for your application fee.

Weight	Type of Premises	Definition
<input type="checkbox"/> 10	Class 1 Club	Large clubs with 1,000 or more members of purchase age, and which in the opinion of the Territorial Authority, the premises operate in the nature of a tavern e.g., large working men's club, combined clubs, or large 'cossie' clubs.
<input type="checkbox"/> 5	Class 2 Club	Clubs that don't fit class 1 or class 3 definitions e.g. larger sports club, medium sized RSAs, many provincial social clubs.
<input type="checkbox"/> 2	Class 3 Club	Small clubs with fewer than 250 members of purchase age that operate a bar for 40 hours or less per week e.g. small sports clubs like bowling clubs, golf clubs, bridge clubs and small RSAs.

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1 Total Points

Weight	Trading hours allowed by licence
<input type="checkbox"/> 0	2:00am or earlier
<input type="checkbox"/> 3	Between 2:01am and 3:00am
<input type="checkbox"/> 5	Any time after 3:00am

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2 Total Points

**Add your points together from the above sections to get your weighting**

1 Total Points +  2 Total Points =  Total Weight

**Tick the risk rating that matches the total points**

Total Points	Risk Rating	Application fee (incl GST)
<input type="checkbox"/> 0 – 2	Very low	\$368.00
<input type="checkbox"/> 3 – 5	Low	\$609.50
<input type="checkbox"/> 6 – 15	Medium	\$816.50
<input type="checkbox"/> 16 – 25	High	\$1,023.50
<input type="checkbox"/> 26 +	Very High	\$1,207.50

## Public Notice

In order to satisfy the notification requirements of section 101 of the Act please ensure you:

- Within 10 working days after filing the application you must fix a notice of the application in the prescribed form in a conspicuous place on or adjacent to the site which the application relates to
- Within 20 working days after filing the application, give public notice of the application
- Council will place a copy of the application on the Council website at a cost of \$47.50

### Total amount to pay (application fee + public notice fee)

Application fee	\$
Public notice fee	\$
<b>Total to pay</b>	<b>\$</b>

**FULL PAYMENT IS TO BE MADE UPON APPLICATION**

## Annual Fee Information

You will be charged an annual fee if your application is approved, an invoice will be sent upon application approval. Please see the annual fee table below for your reference.

Total Points	Risk Rating	Application fee (incl GST)
0 – 2	Very low	\$161.00
3 – 5	Low	\$391.00
6 – 15	Medium	\$632.50
16 – 25	High	\$1,035.00
26 +	Very High	\$1,437.50

## Payment options

You can pay by cash, eftpos or credit card in person at any of our Council service centres. Alternatively, you can pay online at <https://www.fndc.govt.nz/Our-services/Pay-a-council-invoice>.

## Office Use Only

### Payment

Application Fee (incl GST)	Receipt Number	Receipt Amount \$	Cashier Name
\$		Payment Received Y / N	

### Administration

Date Application Received	Date Application Vetted	Date Application Completed	Admin
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To the Secretary of the Far North District Licensing Committee this application for a club licence is made in accordance with the particulars set out below.

## Applicant details

1

2 Is the club incorporated?  Yes  No

## Secretary details

3

4 Has the applicant (or any committee member) had any criminal convictions?  Yes  No  
*If yes, what was the nature of the offence, date of conviction and penalty suffered?*

Nature of the offence	Date of conviction	Penalty suffered

## Premises details

5

6

7 Does the club share the premises with any other club?  Yes  No  
*go to question 10*

8

9

10 What form of tenure and term of tenure will the applicant have?

Type of tenure:

Tenure expiry date:

Full legal name of owner:

11 What part (if any) of the premises is intended to be designated?

*Leave blank if the entire premises are undesignated*

Restricted area:  
*(no one under 18 allowed on-site)*

Supervised area:  
*(minors only permitted with  
parents/legal guardians)*

## Business details

12 Has the club held a licence previously?

Yes

No

Licence number:

Licence expiry:

13 Is the sale of alcohol intended to be the principal purpose of the business?

Yes

No

*If no, what is intended to be the principal purpose of the business?*

14 Will there be the intention to sell any other goods other than alcohol and food,  
or providing services other than those related to alcohol and food?

Yes

No

*If yes, what is the nature of those other goods or services?*

15 What are the other facilities the club will offer to members, other than alcohol and food?  
*(e.g. gaming, TAB, entertainment)*

Type of facility	Frequency offered

16 Total club members:

Members under 18 years of age:

17 The days and hours where the club intends to sell alcohol under the licence:

Monday

hours from \_\_\_\_\_ to \_\_\_\_\_

Friday

hours from \_\_\_\_\_ to \_\_\_\_\_

Tuesday

hours from \_\_\_\_\_ to \_\_\_\_\_

Saturday

hours from \_\_\_\_\_ to \_\_\_\_\_

Wednesday

hours from \_\_\_\_\_ to \_\_\_\_\_

Sunday

hours from \_\_\_\_\_ to \_\_\_\_\_

Thursday

hours from \_\_\_\_\_ to \_\_\_\_\_

18 Manager details – list of all certified managers of the club:

Name	Date of birth	Certificate number	Certificate expiry

19 What experience does the club have with operating a licensed premises? Please provide examples.

20 What staff training will be provided to ensure compliance with the Act and your host responsibility policy? Please provide a plan of what the training is, who it's provided by and when its planned for or when completed.

Training	Provider	Planned / Completed

21 Is the club premises on town water supply?  Yes  No  
***If you select no, please provide the most recent water test.***

22 Has the applicant or any related businesses appeared before the Alcohol Regulatory and Licensing Authority for any reason?  Yes  No

### IMPORTANT NOTE

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The NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Far North District Council in accordance with our privacy statement, available [here](#).

Applicant's full name: \_\_\_\_\_

\_\_\_\_\_  
*Applicants signature* \_\_\_\_\_  
*Date (DD / MM / YYYY)*

# Evacuation Scheme Declaration Form

This declaration is to be completed, signed, and returned with your application, even if an evacuation scheme is not required.

I \_\_\_\_\_ licence holder of the premises known as \_\_\_\_\_  
*Full name* *Trade name*

situated at \_\_\_\_\_  
*Premises address*

state:

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017
- Because of the building's current use, its owners are not required to provide and maintain such a scheme;
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

Please contact the Fire and Emergency NZ for more information about evacuation schemes and fire safety requirements.

Applicant's full name: \_\_\_\_\_

\_\_\_\_\_  
*Applicants signature*

\_\_\_\_\_  
*Date (DD / MM / YYYY)*

Owners full name: \_\_\_\_\_

\_\_\_\_\_  
*Owners signature*

\_\_\_\_\_  
*Date (DD / MM / YYYY)*