



# Clutha District Council

Form 5

## Application for New Club Licence or Renewal of Club Licence

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

To: The Secretary  
Clutha District Licensing Committee  
PO Box 25  
Balclutha 9240

Application for Club Licence or renewal of Club Licence (*please circle one*) is made in accordance with the particulars set out below.

Application for a  New Club Licence  Renewal Club Licence

Is a licence already held for this premises or conveyance: (*please circle one*) Yes / No

If yes, please provide details of licence: .....

### Details of Applicant

1. Applicant's full name to be on licence: .....

2. Postal address for service of documents: .....

Daytime Phone No: ..... Email: .....

3. Applicant Status (tick appropriate box)

Body Corporate (sports club)	<input type="checkbox"/>	Body Corporate (other)	<input type="checkbox"/>
Permanent Club Charter	<input type="checkbox"/>		<input type="checkbox"/>

Note: A Body Corporate, for the purposes of a club licence, either participates in, or promotes sport or other recreational activity or has some other purpose but in either case, the object of the Body is for something other than monetary gain.

4. Contact details:

Name: .....

Phone Number: ..... Mobile Number: .....

Fax Number: ..... Email Address: .....

Website: .....

Details of Business (*describe principal business and any other businesses*)

.....

.....

**5. Details of Premises**

Address of proposed licensed premises: .....

Proposed trading name for premises: *(if any)* ..... Does the applicant own the proposed licensed premises? *(please circle one)* Yes / No

**If no please provide the following details:**

Full name and address of owner: .....  
.....

Tenure of the premises that the applicant will have: .....  
.....

Is the licence sought conditional on the completion of building work? Yes / No  
If yes please provide details: .....

**FIRE EVACUATION SCHEME STATEMENT**

- The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 75 of the Fire and Emergency New Zealand Act 2017;
- The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

**6. Details of Managers**

Full legal name	Certificate No.	Expiry Date

**Criminal Convictions**

*State any and all criminal convictions against any manager or proposed manager (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies.*

Full legal name	Certificate No.	Expiry Date

**7. Club Details**

Authority under which Club incorporated: .....  
.....

Membership details: .....

Club Secretary contact details:

Name: ..... Address:

.....

Phone Number: ..... Email Address: .....

Is the sale of alcohol the principal purpose of business? Yes / No

If no state intended principal purpose of business: .....

.....

**8. Conditions**

Which days and which hours are proposed for the sale of alcohol? .....

.....

.....

What experience and training does the applicant have? .....

.....

What provision does the applicant intend to make for the sale and supply of -

Describe Food Options: .....

Describe Non-Alcoholic beverages available: .....

Describe Low-alcohol beverages: .....

To what extent and where will drinking-water be freely available to patrons: .....

.....

If no access to mains water supply, potability of water intended to be available: (describe)

.....

What steps does the applicant propose to take to provide help with and information about alternative forms of transport from the premises? .....

.....

What steps does the applicant propose to take to prevent the sale of alcohol to prohibited persons?.....

.....

What other steps does the applicant propose to take to promote the responsible consumption of

alcohol? .....

.....

Are any changes sought to the present conditions of the licence? Yes / No

If yes what changes are being sought? .....

.....

**9. Attachments**

Copy of planning consent.

Copies of all relevant building certificates consents.

Floor plan showing each area to be designated as a supervised area or restricted area; and indicating whether supervised or restricted area; and the principal entrance.

Copy of any Certificate of Incorporation (or equivalent document).

Names of other clubs with which the Club has reciprocal visiting rights for members.

**10. Additional questions**

The granting or renewal of this application will not decrease the amenity or good order of the area by more than a minor extent because we: .....

.....

.....

The design and layout of our premises complies with the Act because: .....

.....

.....

The granting or renewal of this application will contribute to the Object of the Act by: .....

.....

.....

Dated at: ..... on the ..... day of ..... 20.....

*Place*

Signature of Applicant: .....

**NOTES**

1. This form must be accompanied by the prescribed fee.
2. Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in Form 7. The notice must be given in compliance with regulation 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in Form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).