

Application for renewal and/or variation of a club licence - checklist

Type of application sought

variation of conditions
renewal of licence

Have you provided the following?

Fee: _____

The amount you must pay depends on the kind of club you run and your opening hours.
Calculate the correct fee at wellington.govt.nz/alcohol-fees

Your fee should include:

- the application fee
- the annual fee
- \$150 public notice fee, if you're choosing to advertise on our website.

I wish to advertise my public notice on the Council website

Supporting documents

You must provide copies of all these documents with your application - if you don't, your application can be delayed or rejected.
Check wellington.govt.nz/alcohol-renew for detailed information about what to provide for each of these documents.

Scale plan of the premises
Manager certificates (*if not issued by Wellington City Council*)
Host responsibility policy
Staff training plan
CPTED site assessment (*template attached*)
Building evacuation scheme declaration (*template attached*)
Public notice (*template attached*)
Security plan
Menus and drinks list
Club rules or constitution
A schedule of your club's activities

Extra documents required for a variation

Check wellington.govt.nz/alcohol-variation for detailed information about what to provide for each of these documents.

Town planning certificate
Building certificate
Written consent from the building owner, and the body corporate if required (*template attached*)

Need help?

Phone Alcohol Licensing on 04 801 3760 or email SecretaryDLC@wcc.govt.nz

Wellington City Council
3 July 2020

Application for renewal and/or variation of a club licence

Section 120 or 127 Sale and Supply of Alcohol Act 2012

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

I would like to receive the results of this application (*including the licence, if applicable*) by: email post

Please PRINT clearly.

Application details

Is a licence already held for the premises concerned?

Yes No

If yes, state the kind of licence and licence number:

Applicant details

Full legal name of club:

Trading name of club (*if different*):

Postal address for service of documents:

Postcode:

Contact details

Name of daytime contact:

Phone number(s):

Email (*this is our preferred way of contacting you*):

Status of club:

a not-for-profit sports/recreation club

another kind of not-for-profit club

a club with a permanent charter

The Act the club is incorporated under (*for example, Incorporated Societies Act*):

Is the main purpose of the club the sale and supply of alcohol?

Yes No, the club's main purpose is:

Total club membership (*number*):

Number of members under the age of 18:

Secretary's name:

Occupation:

Residential address:

Club details

Address of club premises:

Any name, trading name or name of building:

Does the club own the building and grounds?

Yes Club owns building only No

If the club only owns the building, or doesn't own either:

(i) What is the full name, address, email and phone number of the owner?

(ii) What form and term of tenure does the club have?

Is the licence sought conditional upon the premises being constructed or altered??

Yes No

If yes, describe the changes you are making and what consents you have:

Tick the box if the premises will have:

A supervised area (*under-18s must be with a parent or guardian*)

A restricted area (*no under-18s allowed*)

No designated areas

Supervised and restricted areas must be shown clearly on your scale plan of the premises.

Does the club share the premises with any other club?

Yes No

If yes, what is the name of the other club?

When does each club use the premises?

Days and hours

Days and hours when alcohol is to be sold or supplied

Manager's details

Full name and address of managers to be employed their certificate numbers and expiry dates

Name:

Certificate number:

Expiry date:

Name:

Certificate number:

Expiry date:

Name:

Certificate number:

Expiry date:

Conditions

Describe the club's experience and training in the sale and supply of alcohol:

Provide menus or descriptions regarding the available:

- (i) food (*describe type and range*)
- (ii) non-alcoholic refreshments (*describe type and range*)
- (iii) low-alcohol beverages (*describe type and range available containing 1.15% - 2.5% alcohol*)
- (iv) alcoholic beverages (*describe type and range*)
- (v) how drinking water will be made freely available to members (*If there is no access to mains water supply describe how you will make water available*)

What actions does the applicant propose to take to make sure minors (*people under 18 years*) and intoxicated people are not supplied alcohol?

What actions does the applicant propose to take to provide help with and information about transport options from the licensed premises?

What other actions does the applicant propose to take to promote responsible alcohol consumption?

What other systems (*including training*) and staff are, or will be, in place for compliance with the Act?

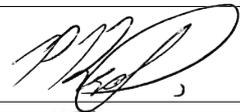
Please note: The New Zealand Police and the Medical Officer of Health are required by the Sale and Supply Act 2012 to make enquiries into the application which includes the suitability of the applicant. The Police inform the District Licensing Committee of any convictions or concerns involving the applicant. Should there be concerns the applicant will also be advised.

Dated at (place):

on (date):

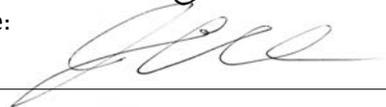
Print name:

Applicant's signature:



Print name:

Applicant's signature:



Privacy statement

Information you provide in this application and any supporting documents will be used by Wellington City Council (WCC) to process your application under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public upon request, and will be shared with the Wellington District Licensing Committee, the Police and WCC's Licensing Inspectors.

This information may form part of a public hearing or other consideration of your application before the Wellington District Licensing Committee, and may be used in the Committee's decision on your application. The decision will be made publicly available.

WCC is required to keep a statutory register of all alcohol licence applications. Anyone can request a copy of information held on the register from SecretaryDLC@wcc.govt.nz. The District Licensing Committee's decision on applications can be found at www.nzlii.org. WCC is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 1993. You have the right to see and correct personal information that WCC holds about you, and you can do so by contacting info@wcc.govt.nz.

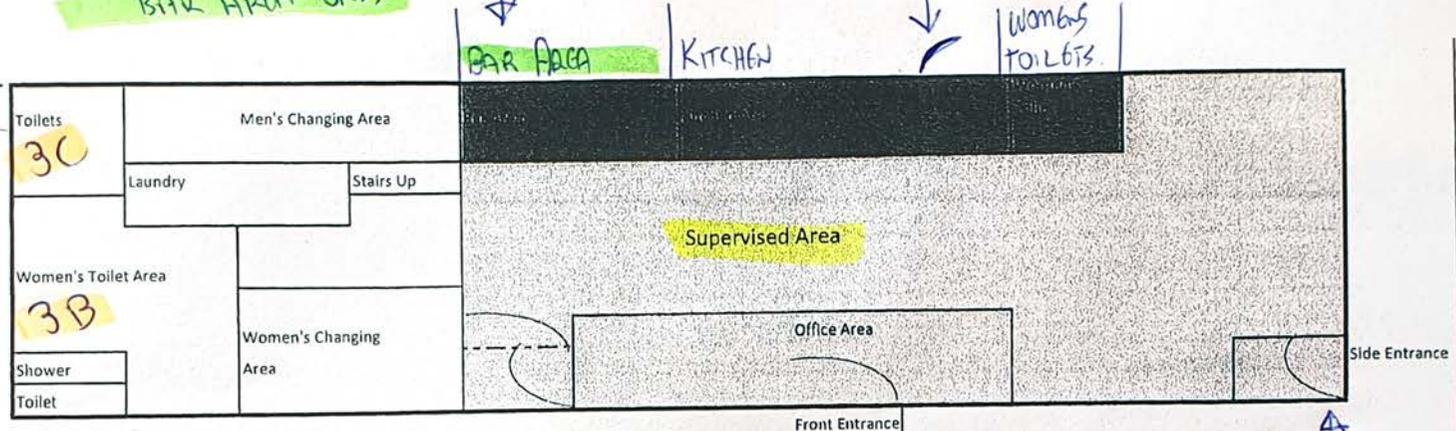
ALCOHOL WILL BE SOLD AND SUPPLIED IN THIS BAR AREA ONLY

FIRE EXIT

FIRE EXIT

3A

3x BATHROOMS 3A, B, C



Ground Floor, 572 Adelaide Road, Berhampore, Wellington

ENTRANCE - ONLY USED FOR TRAINING AND GAMB DAY

MAIN ENTRANCE

Adelaide Road



2nd Floor, 572 Adelaide Road, Berhampore, Wellington

Adelaide Road

SCALE PLAN OF 572 ADELAIDE ROAD, BERHAMPORE

Wellington City Council
3 July 2020