



## You are required to provide the following:

Use this cover page to assist you in lodging a complete Club Licence application.

- 3 COPIES of application and all documentation**

**FEE: \$776.00 [inclusive of GST] (N.B: Cheques to be made payable to the Chathams Islands 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 the Chatham Islands Territory
- 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 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 Chatham Islands Council ph (03) 305 0033*
- a current copy of the relevant certificate of title must be included with the application. Copies of certificates can be obtained from Land Information NZ Office, Mayfair House, 44-52 The Terrace, Wellington
- a Host Responsibility Policy, and details in an Implementation Plan of how the Host Responsibility Policy will be put into practice
- public notice – is to be completed and attached for checking prior to being placed on Chatham Islands TV and/or Public Noticeboards
- 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 e.g. the name on the bank account. The application can be signed only by a member of the clubs' Executive or Management Committee or the clubs' Solicitor – NOT an Agent.***

***The above information must be included with your application for it to be accepted.***

For further information please contact (03) 305 0033, or  
Secretary of the District Licensing Agency at the Council Office, Tuku Road, Chatham Islands or PO Box 24, Chatham Islands 8942

# Application for a Club Licence



chatham islands council

Section 55, Sale of Liquor Act 1989

To: The Secretary  
District Licensing Agency  
PO Box 24  
Chatham Islands

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 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:

Phone Number:

Fax 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) Predominant 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

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) Does the applicant 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?

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

(i) A supervised area:

(ii) A restricted area:

## 5. Business Details

(a) What is the general nature of the business to be conducted on the premises if the licence is granted?  
(For example: hotel, tavern, restaurant, nightclub)

(b) Is the sale of liquor intended to be the principal purpose of the business?

Yes

No

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

(c) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or the provision of any services other than those directly related to the sale and supply of liquor and food?

Yes

No

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

(d) On which days and during which hours does the applicant intend to sell or supply liquor under the licence? (BYO applicants – fill in days and hours of trading here too).

(e) Is the application for a BYO restaurant?

Yes

No

## 6. Conditions

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

(i) Food?

(ii) Non-alcoholic refreshments?

(iii) Low-alcohol beverages?

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

(c) What steps does the applicant propose 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 alcohol?

**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 Chatham Island this	<input type="text"/>	day of	<input type="text"/>	20	<input type="text"/>
Printed Name	<input type="text"/>	Applicant Signature	<input type="text"/>		
Printed Name	<input type="text"/>	Applicant Signature	<input type="text"/>		
Printed Name	<input type="text"/>	Applicant Signature	<input type="text"/>		

**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 format (attached at back). The notice must be published twice on Chatham Islands TV and Public Notice Boards, with not less than 5 days and not more than 10 days between the 2 dates of publication.
2. Within 10 working days after filing this application with the District Licensing Agency, the applicant must ensure that 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 9(3), Sale of Liquor Act 1989

1.

has made application to the District Licensing Agency at Chatham Islands for the granting of an Club Licence in respect of 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 offices of the Chatham Islands District Council Office, Tuku Road, Chatham Islands 8942.

Any person who is entitled to object and who wishes to object to the granting 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 24, Chatham Island.

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

Key for filling in the public notice.

- 1 Full name, address and occupation of applicant
- 2 Full address of premises (e.g., Wharf Road, Chatham Islands)
- 3 State name of business (e.g., Bruce's Bar)
- 4 (e.g., Restaurant, Hotel, Tavern)
- 5 Days and hours the business intends to operate (e.g., Monday to Sunday 8am to 3am)
- 6 Delete whichever does not apply

# Declaration

[Print Name]

declare that the Notice – Display on Premises has been completed and displayed as per the requirements of the Act as stated below:

Within 10 working days after filing the application with the District Licensing Agency, the applicant must ensure that notice of the application 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).

Applicant signature (s)

### Section 9(4), Sale of Liquor Act 1989

has made application to the District Licensing Agency at Chatham Island for the granting of an On-Licence in respect of premises situated at

and known as

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

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

The application may be inspected during ordinary office hours at the office of the Chatham Islands District Licensing Agency, Council Office, Tuku Road, Chatham Islands 8942.

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 on Chatham Islands TV and/or on Public Noticeboards in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Agency at PO Box 24, Chatham Islands.

**Key:**

- Full name, address and occupation of applicant;
- Full address of premises;
- Trading name of premises;
- E.g. hotel, tavern, supermarket;
- E.g. Monday to Sunday 7.00am to 3.00am the following day.