

*r 11(1)*  
*Sections 55 Sale of Liquor Act 1989*  
*Form 8*  
**Fee: \$776.00**

**To:** The Secretary  
Kaipara District Licensing Agency  
Kaipara District Council  
Private Bag 1001  
**Dargaville**

Application for a Club Licence is made in accordance with the details set out below.

**Details of Club**

Name: .....

Is the club incorporated? ..... Yes / No

If yes:

Under what Act is the club incorporated? .....

What is the date of the club's incorporation? .....

Postal Address for Service of Documents: .....

.....

Daytime Contact Name: ..... Daytime Phone Number: .....

Full name and address of Manager (s) to be employed and certificate number(s) of Manager's certificates: .....

.....

.....

**Status of club** *(tick appropriate box)*

Chartered Club                      Sports Club                      Other (provide details) .....

Predominant purpose: .....

Membership: ..... of whom about ..... are under the age of 18 years.

Full name, address and occupation of the Secretary: .....

.....

**Premises Details**

Address of club premises: .....

Is the licence sought conditional upon construction or completion of the premises? ..... Yes / No

Does the club own the proposed licensed premises? ..... Yes / No

If No:

What is the full name and address of the owner? .....

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

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

A restricted area: .....

A supervised area: .....

Does the Club share the premises with any other club? ..... Yes/ No

If yes:

What is the name of the other club? .....

What months of the year do the respective clubs use the premises? .....

**Conditions**

On which days and during which hours does the club intend to sell liquor under this licence? .....

What provision does the club intend to make for the sale and supply of:

Food?.....

Non-alcoholic refreshments? .....

Low alcohol beverages?.....

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

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

What steps does the club 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 ..... this ..... day of ..... 20.....

Signed on behalf of the..... Club.

Signature: .....

Designation:.....

## Notes

- 1 For the matters that are to accompany this application, see regulation 11 (2) of the Sale of Liquor Regulations 1990.
- 2 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 a newspaper or newspapers circulating in the district and nominated by the Secretary of the District Licensing Agency, with not less than 5 days and not more than 10 days between the two dates of publication.
- 3 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.)

## Application for Club Licence

- (1) An application for a club licence shall be in form 8.
- (2) Every application for a club licence shall be accompanied by the following:
  - (a) Three copies of the application
  - (b) (Where the club is incorporated) A copy of the certificate of incorporation or other documentary evidence of its incorporation;
  - (c) (Where the club held a charter under the Sale of Liquor Act 1962) Identifying particulars of the club's charter;
  - (d) A copy of the club's constitution or rules;
  - (e) A photograph of the exterior of the premises or an artist's impression of the exterior of the proposed premises as they will look when they are finished.
  - (f) A map, or a copy of a map or of a portion of a map, showing the location of the premises;
  - (g) A plan showing -
    - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
    - (ii) Those parts of the premises (if any) that the club intends should be designated as restricted areas or as supervised areas;
  - (h) (Where the club is not the owner of the premises) A written statement from the owner to the effect that the owner has no objection to the grant of the licence;
  - (i) A certificate by the local authority that the proposed use of the premises meets town planning requirements;
  - (j) The prescribed fee (\$776.00).

## Public Notification Of Application For Licence

### On, Off, Club, Special, Variation, Renewal

The Secretary of the Kaipara District Licensing Agency requires that your application for your Licence be publicly notified.

This means that you must advertise the application as set out in Form 1 below in a newspaper circulating in the locality within a period of 20 days after filing the application with the Kaipara District Licensing Agency. The District Licensing Secretary nominates the following newspapers, which fall into this category:

- The Northern Advocate
- The Northland Times
- The Rodney Times
- The New Zealand Herald
- The Dargaville and District News
- Coast to Coast Courier

**You should choose the newspaper that you feel circulates the most in the locality of your application.** The interval between the two advertisements must be not less than 5 days and not more than 10 days between each notification and it is recommended that they are placed in the newspaper a week apart.

It is important that your advertisements are correctly worded and placed within the required time frame so that you do not have to repeat the process, which obviously will hold up the processing of your application. Please do not hesitate to contact the Dargaville or Kaiwaka Office, if you have any questions about public notification. **You are required to deliver copies of the newspaper pages showing both advertisements, including publication dates, to either the Dargaville Office or the Kaiwaka Service Centre.**

**PLEASE NOTE:** If your premises has both an on **and** an off licence, you only need to place **one** advertisement in the newspaper. You will need to include all the Sections which applies to your application (Please refer to list of sections enclosed).

**Public Notice**

**Sale Of Liquor Act 1989 - Section**

**Note: See over page for relevant section.**

**Application For**

.....  
*(Full name, address and occupation of applicant)*

has made application to the Kaipara District Licensing Agency at Dargaville for the grant/  
renewal/variation *(delete one)* of a .....  
Licence in respect of the premises situated at .....  
and known as .....

The general nature of the business conducted/to be conducted *(delete one)* under the  
licence is.....  
The days on which and the hours during which liquor is/is intended to be *(delete one)* sold  
under the licence are .....

The application may be inspected during ordinary office hours at the Kaipara District Licensing  
Agency at Kaipara District Council offices at 42 Hokianga Road, Dargaville or the Kaiwaka  
Service Centre, State Highway One, Kaiwaka.

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 this notice, file a notice in  
writing of the objection with the Secretary of the District Licensing Agency at the Kaipara District  
Council, Private Bag 1001, Dargaville.

This is the first (second) publication of this notice.

## **Sections to Which your Application Applies**

### **On Licences**

- 9 (4) Application for On Licence
- 16 (2) Application for Variation of Conditions to On Licence
- 18 (3) Application for Renewal of On Licence

### **Off Licences**

- 31 (3) Application for Off Licence
- 39 (2) Application for Variation of Conditions to Off Licence
- 41 (3) Application for Renewal of Off Licence

### **Club Licences**

- 55 (3) Application for Club Licence
- 62 (2) Application for Variation of Conditions to Club Licence
- 64 (3) Application for Renewal of Club Licence

### **Special Licences**

- 76 (4) Application for Special Licence

**PUBLIC NOTICE**

(to be attached in a conspicuous place on or adjacent to the site which the application relates)

Sections 9(5), 16(2A), 18(4), 31(4), 39(2A), 41(4), 55(4), 62(2A), 64(4) and 76(4), Sale of Liquor Act 1989

Full name, address and occupation of applicant .....

.....

has made application to the District Licensing Agency at .....

for the grant (or renewal) of a .....

licence in respect of the premises situated at .....

and known as .....

The general nature of the business conducted (or to be conducted) under the licence is .....

.....

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

are: .....

.....

The application may be inspected during ordinary office hours at the office of the Kaipara District Licensing Agency at 42 Hokianga Road, Dargaville or State Highway One, Kaiwaka.

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 in a newspaper or newspapers in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Agency at Private Bag 1001, Dargaville.

Date

The Secretary  
Kaipara District Licensing Agency  
Kaipara District Council  
Private Bag 1001  
Dargaville

Dear Sir

Premises: .....

I hereby state that either (delete one of the following):

- (i) The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975.

Or

- (ii) The building, by reason of its current use, does not require such a scheme, or the building is exempt from having to meet the requirements for such a scheme.

\_\_\_\_\_  
Licensee