



## FORM 8 - APPLICATION FOR CLUB LICENCE

### Section 55, Sale of Liquor Act 1989

Please note that the Sale of Liquor Act requires that every application for a club-licence shall be accompanied by the following:

- 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:
- A copy of the club's constitution or rules:
- A map, or a copy of a map or of a portion of a map, showing the location of the premises:
- A plan showing—
  - Those parts of the premises that are to be used for the sale or supply of liquor; and
  - Those parts of the premises (if any) that the club intends should be designated as restricted areas or as supervised areas:
- A certificate by the local authority that the proposed use of the premises meets town planning requirements. The Resource Management Section of the ICC will be pleased to assist you with this.
- A schedule of the club's activities that includes the days and hours during which the premises are used for those activities:
- If applicant 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:
  - *incorporated*:- A copy of the certificate of incorporation or other documentary evidence of its incorporation:
  - *a chartered club*:- identifying particulars of the club's charter.
- The Invercargill District Licensing Agency Liquor policy also requires that a **Host Responsibility Policy** be submitted with the application. For assistance with this please refer to the attached guide.

**The fee, as set by regulation, for this application is \$793.24 incl GST. The fee must accompany the application.**



## Other information for the applicant on the requirements of the Sale of Liquor Act

### ***Newspaper Advertisement***

Within 20 working days after filing this application with the District Licensing Agency, the applicant is required to give public notice of the application. The wording of the notices is contained in the Sale of Liquor Regulations. The notice must be published twice in the public notices section of either the Southland Times or Southland Express, with not less than 5 days and not more than 10 days between the two dates of publication.

**The applicant must deliver a copy of each public notice and details of the dates and newspapers in which the notices were published to the Secretary of the District Licensing Agency.**

**Please note:-** to assist you with this process Invercargill District Licensing Agency will draft an appropriate notice for you when your application is submitted.

### ***Site Notice***

Within 10 working days after filing the application, the applicant must ensure that a notice is displayed in a conspicuous place on or adjacent to the site to which the applicant relates. The wording of the notice is specified in the Sale of Liquor Regulations. The Notice must be at least A4 size with the print being legible and prominent.

**Please note:-** to assist you with this process Invercargill District Licensing Agency will draft an appropriate notice for you when your application is submitted.

### ***Processing of the application***

- The completed application form and supporting documents should be submitted to the Invercargill District Council along with payment.
- The District Licensing Agency will send a copy of the application to the statutory reporting agencies ie Police, Medical Officer of Health, and the Liquor Inspector with a request for a report on the application. The applicant will receive a copy of these reports and any objections received.
- When report(s) and objections, if any, have been received the application will be processed for a decision by the Invercargill District Licensing Agency in accordance with its liquor policy and delegations or by the Liquor Licensing Authority.

**Please note** - It will take a minimum of 30 working days, from when it is submitted, before the licence can be issued. However it may take longer. If you have an intended opening date please let the Invercargill District Licensing Agency know and we will do our best to help.

### ***Criteria for Club Licence***

In considering this application for a club-licence, the Liquor Licensing Authority or the Invercargill District Licensing Agency is required to consider:

- (a) The suitability of the applicant;
- (b) The days on which and the hours during which the applicant proposes to sell liquor;
- (c) The days on which and the hours during which the premises are used for the club's activities;
- (d) The areas of the premises, if any, that the applicant proposes should be designated as restricted areas or supervised areas;
- (e) The proportion of the membership of the club who are prohibited persons;
- (f) The steps proposed to be taken by the applicant to ensure that the requirements of this Act in relation to the sale of liquor to prohibited persons are observed;
- (g) The applicant's proposals relating to—
  - (i) The sale and supply of non-alcoholic refreshments and food; and
  - (ii) The sale and supply of low-alcohol beverages; and
  - (iii) The provision of assistance with or information about alternative forms of transport from the licensed premises.
- (h) Any matters dealt with in any report made under section 57 of this Act.

**Please note:-** The Invercargill District Licensing Agency places considerable importance on the steps taken to avoid intoxication, avoid the sale of liquor to minors, and on host responsibility.