

## Application to renew Club Licence

Section 127(2), Sale and Supply of Alcohol Act 2012

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To: The Secretary  
District Licensing Committee  
Gore District Council  
PO Box 8  
Gore 9710

### Licence Details

Licence number:  Expiry date:

### Application Details

Will you lodge this application at least 20 working days before the licence expires? Yes  No   
If no, please give details:

### Club Details

What is the full legal name to appear on the licence?

Is the club incorporated? Yes  No  (you must be incorporated to continue with your application)

Which Act is the club incorporated under?

Postal address:   
Post Code

Club email address:

Office Use Only Area Office Stamp	<input type="checkbox"/> Police	Response received <input type="checkbox"/> Y <input type="checkbox"/> N	Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Chq <input type="checkbox"/> Eftpos <input type="checkbox"/> DD <input type="checkbox"/> Credit  Date Paid:  Receipt Number:
	<input type="checkbox"/> MOH	Response received <input type="checkbox"/> Y <input type="checkbox"/> N	
	<input type="checkbox"/> Inspector	Response received <input type="checkbox"/> Y <input type="checkbox"/> N	
	<input type="checkbox"/> Fire	Response received <input type="checkbox"/> Y <input type="checkbox"/> N	

Daytime contact person (name):

Contact number:  Mobile number:

Contact persons email address:

How would you like us to contact you? Email  Phone

Do you have at least one manager who has a manager's certificate?

Yes  (supply details below)

No  (you need to have a manager with a manager's certificate before you can apply)

Full name of manager	Certificate number	Expiry date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the sale of alcohol the main purpose of the club? Yes  No

If no, what is the main purpose of the club?

Does your club sell or supply any goods other than alcohol or food? Yes  No

If yes, supply details of those goods:

Does your club provide any services other than those directly related to the sale and supply of alcohol or food? Yes  No

If yes, supply details of those services:

How many members of the club are aged 18 years and over?

Full name of the club's secretary:

Club secretary's postal address:   
Post Code

Has the club been convicted of any offences?  Yes  No

If yes, please give details:

## Premises details

Physical address of club:

Post Code
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What is the club's name?

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Does your club share the premises with any other club?       Yes     No

If yes, what is the name of the club that shares your premises?

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

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Do you want to change any conditions of your current licence?     Yes     No

If yes, what changes do you wish to make?

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On which days and during which hours do you sell alcohol under the licence?

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## Fire Evacuation Statement

If you are not sure which option applies to you, check with Fire and Emergency, New Zealand.

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 21B of the Fire Service Act 1975.
- Because of the building's current use, the owner is not required to provide and maintain an evacuation scheme.
- Because of the nature of the building, the owner is exempt from the requirement to provide and maintain an evacuation scheme.

## Steps you will take to minimise harm from alcohol

The Sale and Supply of Alcohol Act 2012 (the Act) aims to minimise harm from alcohol by managing the way it's sold, supplied and consumed.

**Please answer each question thoroughly.**

Where and how will you make drinking water available to patrons free of charge?

What steps will you take to ensure that you observe the requirements of the Act relating to the sale of alcohol to prohibited persons, such as minors and intoxicated people?

What steps will you take to provide assistance with, or information about, alternative forms of transport from the licenced premises or conveyance?

What other systems (including training) and staff are in place (or will be in place) to make sure you comply with the Act?

What relevant experience and training do you have?

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

You must supply all the documents listed below. Your application will be returned if any of these are missing.

- The completed application form
- A copy of the club's Certificate of Incorporation, or other documented evidence of its incorporation with details of the club's charter
- A copy of the club's constitution or rules
- A copy of the menu
- A copy of the floor plans of the club, highlighting the main entrance and restricted or supervised areas
- A list of current manager's certificates for the premises
- A photo of the main entrance
- A copy of your host responsibility policy and alcohol management plan that says how you will implement the points of the policy
- A copy of your existing club licence
- Renewal fee