

3. Details of Club

Please give legal name as appears on Certification of Incorporate or equivalent document

Full Society, Association or Club name to be on licence:

- a. Is the Club incorporated? Yes No

If YES:

Under what Act is the Club incorporated?

What is the date of the Club's incorporation?

- b. Postal address for service of documents:

Suburb:

City:

Post Code:

- c. Is this address used for any other business with Council? e.g. Rates; dog registration. Yes No

If Yes and this address has changed recently please go to the "Contact us" link at www.ccc.govt.nz/contact-us to update your address details for all other Council business.

- d. Daytime Contact Name:

Phone:

Mobile:

Fax:

Email:

Role of Contact person:

- e. Status of Club: Chartered Club Sports Club Other

- f. Predominant purpose of Club:

- g. Membership numbers: Total of of whom about are under the age of 18 years.

Note: Please provide a copy of the Club's Certificate of Incorporation, and of the Club Charter and Rules (or any other equivalent document that 1. details the clubs membership rules, and 2. that names the other clubs with which the club has reciprocal visiting rights for members)

- h. Full name of Secretary:

Address of Secretary:

Occupation of Secretary:

- i. Preferred mode of contact:

4. Details of all Managers appointed for the premises

- a. Full list of all details of all manager(s) to be employed and Certificate Numbers of Manager's Certificate(s):
(Please attach separate sheet if required.)

Note: please remember to complete a separate **Notification of Duty Manager Appointment form** for all appointment or termination of duty managers.

Name:	Known as:	Address:	Certificate number, or if no certificate held confirm if they have applied for one	Expiry date:

6. Conditions

- a. On which days and during which hours does the Club intend to sell alcohol under this licence?
- b. A Club Licence permits you to sell alcohol to authorised customers under s60(1)(a).
Do you also want to be able to sell alcohol to guests of authorised visitors from other clubs? Yes No
- c. Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food? Yes No

If Yes, what is the nature of those other goods or services?

The following questions relate to Host Responsibility. In conjunction with completing the questions, you should provide with this application a copy of your 'Host Responsibility Policy' by using the guidelines on our website at www.ccc.govt.nz/alcohol

- d. What provisions does the applicant intend to make for the sale and supply of alcohol?
- Food (attach menu's, including all day or snack menu):

 - Non-alcoholic refreshments and low-alcoholic beverages:
- e. What steps does the Club propose to take to provide assistance with or information about alternative forms of transport from the club, for staff and patrons?
- f. What other steps does the Club propose to take aimed at promoting the responsible consumption of alcohol?
- g. What steps does the Club propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?
- h. To what extent, and where, is drinking water intended to be freely available to patrons?
- i. What appropriate systems, staff and training does/will the applicant have in place to ensure compliance with the law?

- j. What are the current and possible future noise levels and how does the applicant intend to mitigate them?
- k. What are the current and possible future levels of nuisance and vandalism and how does the applicant intend to mitigate them?
- l. What other licensed premises are there in the vicinity of these proposed premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)
- m. What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?

7. Please attach the following documents:

You must provide the following prescribed documents (*your application will not be accepted without these documents*)

Floor plans annotated to show licenced area (for whole of premises, including any outside area and mark any restricted or supervised designated areas)

Leased outside areas – Footpath, public or private space lease details and plan if held for any outside areas (annotated to show licenced area)

Photo of principle entrance to the premises

Certificate of Incorporation (or equivalent document. Include full registration details of the Society.)

A copy of the Club Charter or Rules (or any other equivalent document that:

1. Details the clubs membership rules, and
2. Names the other clubs with which the club has reciprocal visiting rights for members)

Certificate of Compliance (Alcohol)

You should also provide the following documents to assist with assessment of your application (*if these are not provided this will delay assessment of your application*)

Duty Manager appointment forms for all your duty managers

Menu

Host Responsibility Policy

Any other information you wish to include to support your application

Notes:

- Payment of Fee MUST accompany your application – *Please make cheque payable to the Christchurch City Council*
- The Agencies may request to inspect a copy of your staff training plan/manuals.
- Tenure (Q5d) – Additional information and/or signed documents may be requested in some instances to confirm tenure.
- Please remember to complete a separate **Notification of Management Change form** for any appointment or termination of duty managers and provide a copy to both the Alcohol Licensing Team and the Police (as detailed on the form ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/managers-certificate/notification-of-management-change/)

Important to note – Public notification of application

All alcohol licence application public notices are published on the dedicated webpage located on ccc.govt.nz/alcohol. Applications are no longer required to be published in the local newspaper.

1. We will take care of the publication of your public notice when you make your application to us.
 - There is a small administration charge for our assistance in loading the content onto the licensing notification webpage. The fee will need to be paid in advance of publication.
 - Your notice will be published within a week of your application being received and the public notice fee being paid.
2. We will send you a copy of the published notice for your records at the same time we send you the front entrance notice for display on your premises. You will need to display the notice on your main entrance for at least 15 working days.
3. Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in form 7 is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

8. Authorisation

Dated at Christchurch this _____ day of _____ 20____

Signed on behalf of _____ Club.

By:

Designation:

9. Lodgement meeting and invoicing

Please make an appointment with an alcohol licensing Inspector for a Lodgement meeting. The inspector will confirm your fees and issue your invoice for payment. Your application will not be accepted without this meeting. Phone (03) 941 8999 for an appointment.

Privacy Statement

Information contained in your application and any supporting information will be held by Christchurch City Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Council's Licensing Inspectors) for the purposes of assessing and reporting on your application, and to the Christchurch District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Christchurch District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publicly available.

The Council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the Committee's decision on it. This information (which includes the application and all attachments) is made available to the Council's Licensing Inspectors, the Medical Officer of Health, and the Police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, Duty Manager Appointments, and the Act.

The Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority.

Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the Council. The Privacy Act 1993 applies to the Council and under that Act, you have the right to see and correct personal information that the Council holds about you.

Lodgement notes – for office use only

NOTICE OF DUTY MANAGER APPOINTMENT OR CHANGE

Section 231, Sale and Supply of Alcohol Act 2012

Full trading name:

Address of premises:

Signature of licensee:

Date:

Licensee name (please print):

Position (Director, Partner, etc):

Email:

Phone No:

Fax No:

It is not necessary to notify the DLC or Police in respect of the appointment of a temporary manager or an acting manager for any period not exceeding 48 consecutive hours.

What are you notifying? (please tick and complete one of the applicable boxes below)

New Permanent Manager (holds a General Managers Certificate)

Effective from: / /20

Full legal name:

Known as:

Date of birth: / /

Certificate number:

Certificate expiry date:

Temporary Manager (see s.229, Sale and Supply of Alcohol Act 2012)

Effective from: / /20 to / /20

Full legal name:

Known as:

Date of birth: / /

Residential address:

Who are they replacing:

Certificate number:

Reason:

Note: A temporary manager must apply for a manager's certificate within two working days of their appointment.

Acting Manager (see s.229, Sale and Supply of Alcohol Act 2012)

Effective from: / /20 to / /20

Full legal name:

Known as:

Date of birth: / /

Residential address:

Who are they replacing:

Certificate number:

Reason:

Termination/Cancellation of Existing Manager Appointment

Effective from: / /20

Full legal name:

Known as:

Certificate number:

Certificate expiry date:

Forward a copy of this completed form, within two working days of the appointment (or termination) to BOTH Agencies:

- **The Secretary**, District Licensing, PO Box 73013, CHRISTCHURCH 8154, Att: Gina Moore
Email: managerchange@ccc.govt.nz, or Fax to: (03) 941 5033
- **The Licensing Sergeant**, NZ Police District, PO Box 2109, CHRISTCHURCH, Att: Nicky Jackson
Email: alcoholcanterbury@police.govt.nz

Please keep a copy of this form as part of your Premises Record (s232) of Duty Managers required to be kept by all licensees, as you may need to produce it to show it was sent and received.

Office use only

Received by District Licensing Committee:

Time:

Date: