

How to renew a club licence

Under section 127(2) of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to renew a club licence to sell and supply alcohol for consumption.

What you need to do

To apply for a renewal, you need to:

- supply the documents listed in the ‘What to include’ section on this page
- calculate and pay an application fee — **pages 2 and 3**.
- answer all the questions in the form that apply to you — **page 5**.

After you apply, you must notify the public of your application following the instructions on **page 10** and the Public notice template on **page 11**.

When to apply

You must lodge your application at least 20 working days before your existing licence expires, not counting the day you submit your application or the day that the licence expires.

How to submit your application

Choose any one of the following ways to submit your application:

- apply online at **aucklandcouncil.govt.nz/club-licence**
- drop off your application at any of our libraries offering council services, visit **aucklandcouncil.govt.nz/report-problem/visit-us**

If you need help with this form, call 09 301 0101 or visit **aucklandcouncil.govt.nz/club-licence**

What to include (please tick)

You must supply all the documents listed below. We will send your application back if any of these documents are missing.

This completed application form.

An up to date copy of the club’s Certificate of Incorporation

A copy of the club’s constitution or rules if changed since the licence was issued or last renewed.

A copy of the menu for food and drinks.

A copy of the floor plans of the club, highlighting the main entrance and outlining the total licensed area and any areas designated as supervised or restricted.

A photo of the main entrance.

A copy of your host responsibility policy.

A copy of your existing club licence.

If you use an alcohol-licensing consultant:

a letter of authorisation for the consultant.

If you are applying for any council-owned land, building, or facility:

the landowners permission in writing.

Requests for permission can be emailed to **CFLeases@aucklandcouncil.govt.nz**

Calculating your fee

You must pay the correct fee to receive your licence and avoid extra charges.

Will you be retaining the same hours and conditions as your current licence and have no enforcement holdings?

Yes (go to step 5)

No

(complete steps 1 to 4 or use the fee calculator at aucklandcouncil.govt.nz/club-licence)

Step 1: Find your premises type and add your points into the box.

Type of off-licensed premises — P	Points
Class 1 club	10
Class 2 club	5
Class 3 club	2
Enter your premises points — P	
Club classes — definitions Class 1 club: A club which, in the opinion of the council, is a large club (1000 or more members aged 18 and over) and which, in the opinion of the council, operates in the nature of a tavern. For example, a large working men's club, a combined club, or a large cosmopolitan (cossie) club. Class 2 club: A club that does not fit the class 1 or class 3 definitions. E.g. a larger sports club, a medium-sized RSA, or a provincial social club. Class 3 club: A club which, in the opinion of the council, is a small club (fewer than 250 members aged 18 and over) and which operates a bar for 40 hours or less per week. For example, a small sports club such as a bowling club, a golf club, a bridge club, or a small RSA.	

Step 2: Find your number of enforcement holdings and add your points into the box.

Number of enforcement holdings in last 18 months — E	Points
None	0
1	10
2 or more	20
Enter your premises points — E	

Step 3: Add your points together to get your total points.

P + E = Total points

Step 4: Tick the risk rating that matches your total points to find your associated fee.

A higher rating means a higher fee.

Total points	Risk rating	Tick	Annual fee (including GST)
0 – 2	Very low		\$368.00
3 – 5	Low		\$609.50
6 – 15	Medium		\$816.50
16 – 25	High		\$1,023.50
26+	Very high		\$1,207.50

Paying your fee

In person

You can pay by eftpos or credit card (MasterCard or Visa) at any of our libraries offering council services, find these at aucklandcouncil.govt.nz/report-problem/visit-us

Online

You can pay online at aucklandcouncil.govt.nz/club-licence

Office use only	Comments
Receipt number	
Receipt amount: \$	
Service centre name	
Cashier name	

Paying your annual fee — information to note

You will have been already notified that your annual fee is due. You must pay the annual fee within 30 days of the expiry date shown on your licence or your licence will be suspended.

The following table shows the amounts for each risk rating.

Total points	Risk rating	Annual fee (including GST)
0 – 2	Very low	\$161.00
3 – 5	Low	\$391.00
6 – 15	Medium	\$632.50
16 – 25	High	\$1,035.00
26+	Very high	\$1,437.50

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Renew your club licence application form



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

To the Secretary of the District Licensing Committee, this application to renew a club licence is made in accordance with the details set out below.

Tick the location of the premises

<input type="checkbox"/> Auckland Central	<input type="checkbox"/> Franklin	<input type="checkbox"/> Manukau	<input type="checkbox"/> North Shore
<input type="checkbox"/> Papakura	<input type="checkbox"/> Rodney	<input type="checkbox"/> Waitākere	

Your licence details

1. What is your existing club licence number?

2. When does your club licence expire?

Your application details

3. Will you lodge this application at least 20 working days before the licence expires?

Yes (go to question 5)

No (go to question 4)

4. Why weren't you able to lodge this application on time?

Your club details

5. What is the full legal name to appear on the licence (e.g. organisation name)?

6. Is the club incorporated?

Yes (go to question 7)

No (you must be incorporated to continue with your application)

7. Which act is the club incorporated under?

8. What is your mailing address?

Postcode:

9. What is your email address? Note: we will send your licence to you by email.

10. What are your contact details?Name:

Phone number:

11. How would you like us to contact you?

Email Phone

12. Please list all of the people that have been appointed as duty managers.

Full name of manager	Certificate number	Expiry date

13. Is the sale of alcohol the main purpose of the club?

Yes (go to question 15) No (go to question 14)

14. What is the main purpose of the club?

15. Does your club sell or supply (or intend to sell or supply) any goods other than alcohol or food?Yes (supply details of those goods below) No (go to question 16)

16. Does your club provide (or intend to provide) any services other than those directly related to the sale or supply of alcohol and food?Yes (supply details of those services below) No (go to question 17)

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

18. What are the full name, address, and occupation of the club's secretary?Name:

Address:

Postcode:

Occupation:

19. Has the club been convicted of any offences?

Yes (supply details below) No (go to question 20)

Nature of offence	Conviction date	Sentence

Premises details

20. What is the club’s address?

Postcode:

21. What is the club’s name (or trading name or name of the building)?

22. Does your club share the premises with any other club?

Yes (answer questions 23 and 24) No (go to question 25)

23. What is the name of the club that your club shares premises with?

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

25. Do you want to change any of the conditions of your current licence including your hours of sale?

Yes (go to question 26) No (go to question 28)

26. What changes do you wish to make? Any changes to hours can be entered at question 27.

27. What new days and hours do you want to be able to sell alcohol?

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Fire evacuation statement

28. Which of the following statements apply to your club?

If you're not sure which option applies to you, check with Fire and Emergency New Zealand at onlineservices.fire.org.nz/Home/EvacuationSchemes

The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by sections 75 – 78 of the Fire and Emergency New Zealand Act 2017.

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.

29. What food do you sell or supply at the club?

30. What non-alcoholic refreshments do you sell and supply at the club?

31. What low-alcohol beverages do you sell and supply at the club?

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

At the table on request.

At the bar on request.

At the bar or a side table for self service.

Other by way of self service.

Please specify

33. 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?

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

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

36. What relevant experience and training do your committee and staff have? Have all of your staff completed Servewise training?

37. What parts of the premises are designated as restricted, supervised or undesignated areas? Restricted or supervised designations must be imposed.

Restricted area(s) - for those 18 years or older:

Supervised area(s) - where minors must be accompanied by a parent or guardian appointed under the Care of Children Act 2004:

Undesignated areas - no restriction on minors being present:

Important privacy information

Information contained in your application and any supporting information will be held by Auckland 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 Auckland 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 Auckland District Licensing Committee and may appear in the hearing agenda and 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 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 2020 applies to the council and under that Act, you have the right to see and correct personal information that the council holds about you.

Signed on behalf of (club name):

On (date):

Applicant's signature:

How to place your public notice

After you lodge your application, you need to notify the public. To do this, you must place your public notice in the following three places:

- on the premises or conveyance
- in a local newspaper
- on the alcohol notices website **alcoholnotices.co.nz**

Placing your public notice on the premises

Within 10 working days of lodging your application, you must place a notice where a person outside the premises can easily read it. The notice must be at least A3 paper size.

Use the Public notice template on **page 11** of this application form.

Placing your public notice in a newspaper and on a website

Within 10 working days of lodging your application, you must also publish your public notice in a local newspaper and online at **alcoholnotices.co.nz**

For a list of local newspapers and instructions to help you place your notice, go to

How to place public notices at **aucklandcouncil.govt.nz/club-licence**

alcoholnotices.co.nz will arrange your newspaper and online notice(s).

Your notice must:

- be published with the correct name of the applicant (e.g. the correct name for the individual or organisation)
- use the same wording as in the template on **page 11** of this application form.

Public notice template — to be placed on site

You must place this notice in A3 size where a person outside the premises can easily read it.

You must display this notice for at least 10 days after a copy is first published online.

Public notice of application for a club licence

Under Section 127(3), Sale and Supply of Alcohol Act 2012

Full name of the licence holder (e.g. name of organisation):

Address:

Postcode:

has made an application to the District Licensing Committee at Auckland for the renewal of a club licence in respect of the premises situated at:

The general nature of the club to be conducted under the licence (type of club, e.g. darts club, cricket club, RSA), and its trading name is:

The days on which and the hours during which alcohol is intended to be sold under the licence are (specify days and hours):

A copy of the application can be requested by emailing **alcohollicensing@aucklandcouncil.govt.nz**

Any person who is entitled to object, and wishes to object to the renewal of the licence, may file a notice in writing of their objection. The objection notice must be filed no later than 25 working days after this notice has first been published online.

Any objections must be in relation to matters specified in section 131(1) of the Sale and Supply of Alcohol Act 2012.

Address your objection to: The Secretary of the District Licensing Committee.

Mail to: Private Bag 92300, Victoria Street West, Auckland 1142.

Email to: **alcoholobjections@aucklandcouncil.govt.nz**

This application has been/will be published online on the following date _____