



District Office
 15 Galileo Street
 Private Bag 544
 Ngaruawahia 3742

Telephone (all hours) 07 824 8633
 Call Free 0800 492 452
 Fax 07 824 8091

Huntly Area Office 142 Main Street 0800 492 452
Raglan Area Office 7 Bow Street 07 825 8129
Tuakau Area Office 2 Dominion Road 0800 492 452

Email: publicenquiries@waidc.govt.nz
www.waikatodistrict.govt.nz

Application for Club Licence or Renewal of Club Licence

Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

To: The Secretary
 District Licensing Committee
 Waikato District Council
 Private Bag 544
 NGARUAWAHIA 3742

Application for a Club Licence or renewal of a Club Licence is made in accordance with the details set out below:

Details of Application		
Type of application (tick box that applies):		
<input type="checkbox"/> New Club-Licence	<input type="checkbox"/> Renewal of Club Licence	<input type="checkbox"/> Variation of Club Licence
Is a licence already held for the premises concerned?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, state kind of licence and licence number:		

Details of Applicant	
Name of club:	
Contact person:	Daytime phone:
Email:	
Preferred mode of contact:	
Postal Address for service of documents:	
Town:	Post Code:
Is the club incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes: (i)	authority under which the club incorporated?
(ii)	what is the date of the club's incorporation?
Type of club (tick appropriate box):	
<input type="checkbox"/> Chartered club	<input type="checkbox"/> Sports club <input type="checkbox"/> Other (specify)
Main purpose of the club:	
.....	

Full name of Secretary:

Residential address:

Town:..... Post Code:.....

Occupation: Daytime telephone:.....

Total club membership: Number of members under the age of 18:.....

Details of Premises

Address of premises:

.....

Any name, trading name or name of building:

.....

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

If Yes, what is the name of the other club?

Does the applicant own the proposed licensed premises? Yes No

If No, what is the full name and address of the owner:

Full Name:

Address:

Town:..... Post Code:.....

Tenure: (freehold, unit title, leasehold or under licence, including term)

Is the licence conditional on completion of building work? Yes No

If Yes, please state details:

.....

Details of Managers

If more than four bar managers are employed, give details on a separate sheet of paper

Full name and address:

Manager's certificate number: Expiry date:.....

Full name and address:

Manager's certificate number: Expiry date:.....

Full name and address:

Manager's certificate number: Expiry date:.....

Full name and address:

Manager's certificate number: Expiry date:.....

Club Details

What is the general nature of the activities to be conducted by the club if the licence is granted? (*describe club activities*):

Is the sale of liquor intended to be the principal purpose of the club? Yes No

If NO, what is intended to be the principal purpose of the club?.....

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor 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 are those other goods and services?

On which days and during which hours does the applicant intend to sell liquor under the licence?

What part (if any) of the premises does the applicant intend should be designated as:

(i) A supervised area

(ii) A restricted area

Conditions

What is the experience and training of the applicant?

Describe in detail the availability for purchase of:

Food (*describe type and range*):.....
.....
.....

Non-alcoholic beverages (*describe type and range*):

Low-alcohol beverages? (*describe type and range*):

To what extent and where is drinking water intended to be freely available to members?

.....
If water is not mains supply, what potable water is intended to be available?

What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises?

.....

What steps are proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

.....
.....

Describe any other steps proposed to promote the responsible consumption of alcohol:

.....
.....
.....

What other systems (including training systems) and staff are in place (or are to be in place) for compliance with the Act?

.....
.....

Signature

Dated at: Date:

Signature of applicant

Notes

- 1 This application must be accompanied by the prescribed fee (see information below).
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in form 7. The notice must be given in compliance with regulation 36, 37 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 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 the application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

Office Use Only

Date application received: Application number:
Assigned Fee Category: Fee: Receipt number:

USE THIS PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION.

NOTE: IF NOT COMPLETE, YOUR APPLICATION MAY BE RETURNED TO YOU.

Attachments required to accompany applications	
<input type="checkbox"/>	For a chartered club – a copy of the club charter
<input type="checkbox"/>	Copy of the club rules or constitution
<input type="checkbox"/>	Copy of the Certificate of Incorporation
<input type="checkbox"/>	A schedule of the club’s activities including the days and hours during which the premises are used for those activities. Sports clubs should include playing/training schedules
<input type="checkbox"/>	A map showing the location of the premises within Waikato District
<input type="checkbox"/>	Photo or artist’s impression of outside of the premises
<input type="checkbox"/>	Detailed A4 scale floor plan of the interior of the premises showing: <ul style="list-style-type: none"> • those parts of the premises that are to be used for the sale and supply of alcohol • each area to be designated as a supervised or restricted area, and indicating whether supervised or restricted area; • the principal entrance or principal entrances
<input type="checkbox"/>	A written statement from the owner of the building consenting to the applicant selling alcohol from the premises
<input type="checkbox"/>	Certificates from Waikato District Council that the proposed use of the premises meets requirements of the Resource Management Act and of the Building Code (forms attached for NEW licence applications only, fees apply)
<input type="checkbox"/>	Statement from the building owner that the premises provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017, or that because of the building’s current use or nature the owner is not required or is exempt from the requirement to provide and maintain such a scheme (see attached form to complete)
<input type="checkbox"/>	A copy of all menus and a list of all alcoholic, low-alcohol and non-alcoholic drinks to be available (including the details of how free drinking water will be made available)
<input type="checkbox"/>	A copy of each manager’s certificate and details of the manager’s experience
<input type="checkbox"/>	Details of staff training/staff training plan
<input type="checkbox"/>	Security plan (including a copy of your incident log and, where appropriate, details of a security company used – including evidence of approval as ‘crowd controller’ from the Private Security Personnel Licensing Authority
<input type="checkbox"/>	A Host Responsibility Policy and details of how it will be put into practice
<input type="checkbox"/>	A completed CPTED (Crime Prevention Through Environmental Design) site assessment (form attached)
<input type="checkbox"/>	A locality assessment of amenity and good order including identification of potential sensitive sites, issues including vandalism, noise, disorder and the impact of the proposed licensed premises on these with any proposed mitigation measures – use separate sheet
<input type="checkbox"/>	Noise management plan where appropriate – detailing noise sources and how these will be managed. This may include an acoustic report
<input type="checkbox"/>	Public Notice - the template for the public notice (newspaper) must be completed and forwarded to the appropriate newspaper by the applicant. Please contact the Council if unsure of which publication to use. Copies of these advertisement/s from the newspaper (whole page of newspaper) must be forwarded to Council as soon as possible after their publication. New applications require two publications.
<input type="checkbox"/>	Address the section/s of the Local Alcohol Policy that are relevant to your application (NEW AND VARIATIONS ONLY) (https://www.waikatodistrict.govt.nz/your-council/plans-policies-and-bylaws/policies)

And attachments required to accompany RENEWAL applications	
<input type="checkbox"/>	Copies of existing building and planning certificates (if there have been any changes under the Resource Management Act or Building Code new certificate applications may be required)
<input type="checkbox"/>	An assessment of the amenity and good order in the locality, any issues caused from the operation of the licensed premises and mitigation measures taken to address these

CPTED checklist for club premises

Bar Area			
Bar staff have good visibility of entire premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Area behind the bar is raised to improve visibility	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Bar area is open with no obstructions affecting monitoring of premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Cash registers are front facing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If cash registers are not front facing mirrors are installed for monitoring customers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Safe is out of public view	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Internal Layout			
Premises is laid out so staff can monitor patrons at all times	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
There are no obstructions within the bar causing blind spots	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Where there may be blind spots, mirrors or CCTV are installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Bar is easily approached by customers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers can easily move around the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Sufficient seating is provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers cannot climb on structures or fittings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Crowding			
The premises are not overcrowded	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The maximum number of patrons for the premises is displayed and complied with	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Lighting			
Internal lighting is suitable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows door staff to check IDs etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows staff to monitor patrons inside the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
No areas are too dark inside the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Internal lighting can be raised in an emergency or incident and at closing time	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
External lighting is suitable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
External security lighting is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Ventilation			
A ventilation system is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The premises are maintained at a suitable temperature	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

CCTV			
CCTV is installed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
CCTV is positioned to monitor vulnerable areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Patrons are aware of the CCTV system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff understand its operation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Entrances and Exits

Entrances and exits are visible from behind the bar area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
CCTV is installed to monitor blind entrances and exits	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Door staff monitor entrances and exits	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Where queuing occurs outside the premises, there is sufficient space	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Outdoor Drinking Areas

Outdoor drinking areas are monitored by bar and/or security staff	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Lighting allows staff to monitor patrons	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Customers can move easily around the outdoor drinking areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Outdoor drinking areas are well defined from surrounding external environment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Pavement creep is not evident	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Outdoor drinking areas are not overcrowded	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
A street trading licence or equivalent is held and is current	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Toilets

Toilet facility entrances are visible from the bar area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Toilets are inspected regularly	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Staff

There are sufficient numbers of staff to ensure control of the premises	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff are visible to patrons	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Staff monitor the premises for conflict and crime	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Security staff are properly trained and certified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Fees

Fees are based on a “cost/risk rating” of each premises and take into account the type of premises, hours of operation and any enforcement actions in the previous 18 months. A weighting for each of these will produce the rating for the premises as shown below.

Type of premises (club licences)	Weighting
“Class 1” clubs	10
“Class 2” clubs	5
“Class 3” clubs	2

Note:

“Class 1” clubs are defined as clubs which in the opinion of the council are large clubs with over 1000 members over the age of 18 (eg large workingmen’s clubs)

“Class 2” clubs are defined as clubs which do not fit the definition of a class 1 or class 3 club (eg large sports clubs, medium size RSAs)

“Class 3” clubs are defined as clubs which in the opinion of the council are small clubs with up to 250 members over the age of 18 and which operate a bar for 40 hours or less a week (eg small sports clubs, small RSAs).

Latest trading time allowed by club licence	Weighting
2am or earlier	0
Between 2.01am and 3.00am	3
All other closing times	5

Number of enforcements in last 18 months	Weighting
None	0
1	10
2 or more	20

The “cost/risk rating” is the combined total of the weightings for each of the three parameters.

There are 5 fee categories depending on the total rating:

Cost/Risk rating	Fee Category	Application fee		Annual fee	
		GST Excl	GST Incl	GST Excl	GST Incl
0-2	Very low	\$320	\$368	\$140	\$161
3-5	Low	\$530	\$609.50	\$340	\$391
6-15	Medium	\$710	\$816.50	\$550	\$632.50
16-25	High	\$890	\$1023.50	\$900	\$1035.00
26+	Very high	\$1050	\$1207.50	\$1250	\$1437.50

Note: The application fee must be paid at the time of application. For a new licence application, if the application is granted, the annual fee must be paid before the licence will be issued. An invoice will be issued once the decision is made. For a renewal application the annual fee is invoiced at the same time as the application and is payable by the anniversary date of the licence. The final determination of the fee category for the premises is made by the Council.

PUBLIC NOTICE

of application for club licence

Section 101, Sale and Supply of Alcohol Act 2012

.....
.....
(Print clearly the full name, address and occupation of applicant)

has made application to the District Licensing Committee at Ngaruawahia for the issue of a club licence in respect of the premises situated at

.....
and known as

The general nature of the business to be conducted under the licence is:

.....
(eg chartered club, golf club, rugby club, bowling club, social club)

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

.....
.....
The application may be inspected during ordinary office hours at the office of the Waikato District Council, District Licensing Committee, 15 Galileo Street, Ngaruawahia.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 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 Committee at Waikato District Council, Private Bag 544, Ngaruawahia 3742.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

This is the first publication of this notice.

OR

This is the second publication of this notice. This notice was first published on

Notes (Not for publication):

Shaded text – select appropriate text for the first or second advertisement

DO NOT use this notice for an application for renewal of a licence. The appropriate notice is forwarded to the applicant with the application for renewal.

PUBLIC NOTICE

of application for club licence

Section 101, Sale and Supply of Alcohol Act 2012

.....
(Print clearly the full name, address and occupation of applicant)

has made application to the District Licensing Committee at Ngaruawahia for a club licence in respect of the premises situated at

.....
and known as

The general nature of the business conducted under the licence is

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(eg chartered club, golf club, rugby club, bowling club, social club)

The days on which and the hours during which alcohol is sold under the licence are:

.....
The application may be inspected during ordinary office hours at the office of the Waikato District Council, District Licensing Committee, 15 Galileo Street, Ngaruawahia.

Any person who is entitled to object and who wishes to object to the issue of the licence may, not later than 15 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 Committee at Waikato District Council, Private Bag 544, Ngaruawahia 3742.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

This notice was first published in the

(name of newspaper)

on

**APPLICATION FOR LICENCE ISSUED
UNDER THE PROVISIONS OF
THE SALE AND SUPPLY OF ALCOHOL ACT 2012**

IMPORTANT

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR LICENCE
APPLICATION**

To enable the District Licensing Committee to process your licence application it must be accompanied by a statement that either:

- 1 The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of the Fire and Emergency New Zealand Act 2017; or
- 2 The building, by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme.

STATEMENT TO BE COMPLETED BY APPLICANT

Premises:

Applicant:

Statement (either):

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of the Fire and Emergency New Zealand Act 2017; or

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.

(Cross out option that does not apply)

Signed:

Date:

Position:

Alternatively the applicant may attach a statement or letter from the New Zealand Fire Service.



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Email: publicenquiries@waidc.govt.nz
www.waikatodistrict.govt.nz

Application for Building Certificate

Sections 100 and 143 Sale and Supply of Alcohol Act 2012

Applicant Details

Name:

Postal address:

Town:..... Post Code:.....

Contact Person: Daytime Phone:

Email: : Mobile:

Premises

Owner:

Street address:

Legal description:..... Valuation Number:.....

Application Details

Is an alcohol licence currently in force for the premises? Yes No

If Yes: (i) What type of licence? Licence number:

(ii) Are any changes proposed to the business operation - eg hours of operation, style of licence?

Yes No

Give full details of the proposed business including:

Description of business operation:

.....

Maximum number of patrons:

Is the building required to have a Building Warrant of Fitness? Yes No

If Yes, please attach a copy of the current Building Warrant of Fitness

Is building work (including plumbing and drainage work) being undertaken on the premises? Yes No

If Yes, give details:
.....
.....

Is this application being made for a new building to be constructed or for a building where building work is being or will be carried out under a building consent? Yes No

If Yes, building consent number:

Other details or comments:
.....
.....
.....

Signature

Signature of applicant: Date:

Notes

This application must be accompanied by:

- (i) the applicable fee (please check the fee payable from the schedule of fees and charges)
- (ii) if a building Warrant of Fitness is required, a copy of the Warrant of Fitness
- (iii) if a resource consent has been issued authorising the activity, a copy of the consent
- (iv) details of any building work being undertaken and of any building consent in force.

Office Use Only

Date Received: Due Date:

Application number: Property ID:

Application Fee: Receipt Number:

Application for Planning Certificate

Sections 100 and 143 Sale and Supply of Alcohol Act 2012

If you are unsure of how to complete this form it is recommended that you engage the services of a suitably qualified person to help you with your application. It is important that you answer all questions in full otherwise your application may be requested to provide further information. Please note that all the information provided in this application is available to the public and for statistical purposes.

A.1 APPLICANT DETAILS <small>(the name of the consent holder who will be responsible for the consent and any associated costs, unless otherwise stated in Section A.1.1)</small>	
Full Name (please write all names in full) OR Name of Company Trust/Organisation (Please note that if a Trust, all Trustee Names must be included) Postal Address Email Phone How do you wish to receive correspondence? (Please tick)	
	Post Code
	Mobile phone
	Post <input type="checkbox"/> E-mail <input type="checkbox"/>
If you have an agent / spokesperson acting on your behalf, tick here <input type="checkbox"/> and enter their details below in A.2 <i>Please note: if you appoint an agent, the Council will contact <u>only</u> the agent regarding this application unless you specifically request otherwise. To request copies of all correspondence sent to the agent, please tick</i> <input type="checkbox"/>	

A.2 APPLICATION SITE DETAILS	
Site/Street Address	Town/Location
Legal Description (from your Rates Notice or Certificate of Title)	
Owner	

A.3 APPLICATION DETAILS			
Is an alcohol licence currently in force for the premises?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If Yes to above, What type of licence is in force?			
Will there be a change to the type of licence?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If Yes to above, What type of licence is proposed?			

Will the area of the building to be licensed changed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes to above, is it increasing or decreasing and by how much (GFA)?				
Will the ownership change?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

A.4 PREVIOUS ADVICE

Have you had any previous advice and/or correspondence from Council in regards to your proposal?

	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Duty Planner		<input type="checkbox"/>	Environmental Health Officer/Licensing Inspector	<input type="checkbox"/>
Pre application PRE /		<input type="checkbox"/>	Name of person you received advice from	
Copy of advice and/or correspondence attached				<input type="checkbox"/>

A.5 NUMBER OF COPIES

Please provide ONE (1) complete electronic version of the application on CD or memory stick or by emailing it to applications@waidc.govt.nz and/or ONE (1) complete hard copies.

It is recommended that you separate your resource consent application/s from any other type of application you may be submitting to Council (e.g. liquor license applications).

A.6 SIGNATURE

By signing this form, I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and correct.

Signed by Applicant/s Dated

Note to Agent
By signing this form, I hereby certify that:

- To the best of my knowledge and belief, the information given in this application is true and correct;
- I am authorised to submit this application on behalf of the applicant/s; and

Signed by Agent Dated

Name and Role (Please print)

A.7 HOW TO LODGE THIS APPLICATION *This is a set fee applicable application. Please refer to Council's current [schedule of fees](#) for the current fee. Council's preferred method of payment is internet banking. Your application will not be processed until the required application fee is received*

7.1 If lodging electronically with an Alcohol Licence application: Please provide a complete electronic version of the application, in a separate folder or attachment to your Alcohol Licence application. This may mean providing the same information twice. Please email your applications to applications@waidc.govt.nz

7.2 If lodging a hard copy with an Alcohol Licence application: Please lodge over the front counter at any service centre. You are required to separate all of the documents required with this application from any other applications you may be making at the time, this may mean you have to provide the same information for two separate applications. Alternatively please use the postal address on the front of this form to send by courier or standard mail.

A.8 MONEY MATTERS

Payment Options – please tick

Internet Banking

Payment made via Internet Banking – Use the Bill Payment option for your bank, select **Waikato DC Resource Consents**, quote your name/client(s) name as the reference

Date of Payment

Payment Advice Information attached

Cheque

Council Offices

Payment made at Council Office Receipt Number

Date of Payment

Invoice Payment (if applicable) NB your application will not be processed until payment is received

Important Privacy Information

The information you provided in your application (including personal information) is official information. Your application documents, the details of this consent and any ongoing communications between you and Council will be held at Council's offices and maybe accessed upon request by a third party. Access to information held by Council is administered in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. Your information may be disclosed in accordance with the terms of these Acts. If you have any concerns about this, please discuss with a Council Planner prior to lodging your application.

B: Information needed for lodging your application

For your application to be processed, your application must meet the requirements of the Resource Management Act. To assist you with this we have developed a checklist below.

B1: General Requirements		Applicant <input checked="" type="checkbox"/>	Council Check <input checked="" type="checkbox"/>
B1.1	A description of the activity including the existing (if applicable) and proposed hours of operation.	<input type="checkbox"/>	<input type="checkbox"/>
B1.2	A description of the site at which the activity is to occur	<input type="checkbox"/>	<input type="checkbox"/>

B2: Plans Checklist		Applicant <input checked="" type="checkbox"/>	Council Check <input checked="" type="checkbox"/>
B2.1	Current copy of Certificate(s) of Title (less than 2 months old) including diagram page, copies of any encumbrances, easements etc, and copies of all legal instruments (e.g consent notices and covenants)	<input type="checkbox"/>	<input type="checkbox"/>
B2.2	A floor plan showing the layout and uses of the building / tenancy including any outdoor areas. The area(s) of the premises and/or the site where alcohol is to be sold, supplied or consumed must be clearly shown.	<input type="checkbox"/>	<input type="checkbox"/>
B2.3	A site plan (to an appropriate metric scale of either 1:100 or 1:200) showing (where relevant) <ul style="list-style-type: none"> (a) A north arrow and the scale (b) Legal and physical roads. (c) The location of the building / tenancy in relation to legal site boundaries. (d) Existing and proposed access points (entrances). (e) Existing and proposed access-ways/right of ways. (f) On-site manoeuvring, and existing and proposed vehicle parking spaces. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
B2.4	If relevant, a copy of the most recent resource consent and / or any previous planning certificates for the premise.	<input type="checkbox"/>	<input type="checkbox"/>