

New Club Licence Application Checklist

Information:

The following information must accompany your application. Your application may be rejected for processing if all information is not provided.

Required items	Yes	N/A
<i>Where the applicant is incorporated</i> - A copy of the certificate of incorporation or other evidence.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Where the club held a Charter under the Sale of Liquor Act 1962</i> – Identifying particulars of the club's charter licence.	<input type="checkbox"/>	<input type="checkbox"/>
A schedule of the club's activities that includes the days and hours during which the premises are used for those activities	<input type="checkbox"/>	<input type="checkbox"/>
A photograph of the exterior of the premises (or an artist's impression of proposed completed building).	<input type="checkbox"/>	<input type="checkbox"/>
A map showing the location of the premises.	<input type="checkbox"/>	<input type="checkbox"/>
A scale plan showing: <ul style="list-style-type: none"> a) those parts of the premises that are to be used for the sale or supply of liquor; and b) those parts of the premises (if any) that the applicant intends should be designated as 'restricted' or 'supervised' areas. 	<input type="checkbox"/>	<input type="checkbox"/>
Each entrance to the premises that the applicant intends should be designated as a principal entrance.	<input type="checkbox"/>	<input type="checkbox"/>
<i>Where the applicant is not the owner of the premises</i> – Written confirmation from the owner to show that they have no objections to the granting of a liquor licence on their premises.	<input type="checkbox"/>	<input type="checkbox"/>
A certificate by the local authority that the proposed use of the premises meets requirements of the Resource Management Act 1991.	<input type="checkbox"/>	<input type="checkbox"/>
A certificate stating the proposed building meets the requirements of the Building Code.	<input type="checkbox"/>	<input type="checkbox"/>
A letter stating how the applicant intends to operate i.e. conditions of licence.	<input type="checkbox"/>	<input type="checkbox"/>
A menu/sample menu	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate application fee – please refer to our website for this fee. (This is an application fee and is therefore non-refundable after the application is received by the DLC) N.B. Cheques to be payable to the Taupo District Council	<input type="checkbox"/>	<input type="checkbox"/>