


APPLICATION FOR LANDLORD CONSENT FOR A CLUB LICENCE

Community Leases

What you need to apply for an alcohol club licence

- Original application form.
- A copy of your host responsibility policy and an alcohol management plan - see [Write a host responsibility policy](#).
- A photo of the main entrance.
- A copy of the floor plans highlighting restricted or supervised areas and the main entrance.
- A copy of your Certificate of Incorporation and Public Liability Insurance.

1.Site Details	
Park or property:	
Site address:	
2.Applicant Details	
Club or Group name:	
Contact person: (include designation)	
Daytime phone number:	
Email:	
Postal address:	

Is this application for a New club licence or Renewal of a club licence?	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>
 <i>For a renewal please attach a copy of your previous club licence</i>	
Hours and days of licence	
Days	Hours

Please indicate what actions, plans and processes will be implemented for the following:

Catering arrangements

What else is to be sold e.g. food, non-alcoholic drinks; the availability of free water

Noise minimisation plans

How will you promote good behaviour to maintain levels of noise and reduce nuisance and vandalism; how will you deal with unruly behaviour; the type and frequency of training for you and your staff

Security precautions

Health and safety plan; steps that you'll take to promote the safe consumption of alcohol; steps that you'll take to ensure that the requirements of the Act are met in relation to the sale of alcohol to prohibited persons (i.e. minors and intoxicated people)

Name and position of manager/s or on-site contact/s to whom the licence is to be issued

Additional Information



Attach a floor plan of the building highlighting

- Area liquor licence will apply
- Restricted areas
- Supervised areas



Photographs of main entrance and area that liquor will be served



Attach a copy of your Alcohol Management Plan



Attach a copy of your Certificate of Incorporation and Public Liability Insurance

❖ Please email your completed form and supporting documents to CFLeases@aucklandcouncil.govt.nz

❖ Please note that while we endeavour to address all queries and consents as quickly as possible, we typically have a five working day response time for landlord consents for club licences.

Applicant signature:

Date: