

# 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  
 NGAARUAWAAHIA 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):

☐ New Club-Licence ☐ Renewal of Club Licence ☐ Variation of Club Licence

Is a licence already held for the premises concerned?

☐ Yes ☐ 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? ☐ Yes ☐ 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):

☐ Chartered club ☐ Sports club ☐ 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, what is the name of the other club? .....	
Does the applicant own the proposed licensed premises? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please state details: .....	
.....	

Details of Managers	
<i>If more than four bar managers are employed, give details on a separate sheet of paper</i>	
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? .....

## Notes

**PLEASE ALSO REFER TO CHECKLIST ON THE NEXT PAGE TO ENSURE ALL INFORMATION IS SUPPLIED WITH THE APPLICATION**

*This application must be accompanied by the prescribed fee (see information below). Payment may be made online to BNZ Hamilton, 02 0316 0246517 01. Use 'Alcohol' and the Applicant name as the reference.*

**USE THIS PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION.**

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

<b>Attachments required to accompany applications</b>	
	For a chartered club – a copy of the club charter
	Copy of the club rules or constitution
	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
	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"> <li>those parts of the premises that are to be used for the sale and supply of alcohol</li> <li>each area to be designated as a supervised or restricted area, and indicating whether supervised or restricted area;</li> <li>the principal entrance or principal entrances</li> </ul>
<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 ( <b>forms attached for NEW licence applications only, fees apply</b> )
<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 ( <b>see attached form to complete</b> )
<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)
	A copy of each manager's certificate and details of the manager's experience
	Details of staff training/staff training plan
<input type="checkbox"/>	Security plan (including a copy of your incident log and, where appropriate, details of an security company used – including evidence of approval as 'crowd controller' from the Private Security Personnel Licensing Authority
	A Host Responsibility Policy and details of how it will be put into practice
	A completed CPTED (Crime Prevention Through Environmental Design) site assessment ( <b>form attached</b> )
<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 completed template in your application will be placed on Council's website <a href="https://www.waikatodistrict.govt.nz">waikatodistrict.govt.nz</a> . Please also complete Form 7 ( <b>site notice</b> ) and place on your premises.
<input type="checkbox"/>	Address the section/s of the Local Alcohol Policy that are relevant to your application (NEW AND VARIATIONS ONLY) ( <a href="https://www.waikatodistrict.govt.nz/your-council/plans-policies-and-bylaws/policies">https://www.waikatodistrict.govt.nz/your-council/plans-policies-and-bylaws/policies</a> )

<b>And attachments required to accompany RENEWAL applications</b>	
<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	Yes	No	N/A
Area behind the bar is raised to improve visibility	Yes	No	N/A
Bar area is open with no obstructions affecting monitoring of premises	Yes	No	N/A
Cash registers are front facing	Yes	No	N/A
If cash registers are not front facing mirrors are installed for monitoring customers	Yes	No	N/A
Safe is out of public view	Yes	No	N/A

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

Crowding			
The premises are not overcrowded	Yes	No	N/A
The maximum number of patrons for the premises is displayed and complied with	Yes	No	N/A

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

Ventilation			
A ventilation system is installed	Yes	No	N/A
The premises are maintained at a suitable temperature	Yes	No	N/A

CCTV			
CCTV is installed	Yes	No	N/A
CCTV is positioned to monitor vulnerable areas	Yes	No	N/A
Patrons are aware of the CCTV system	Yes	No	N/A
Staff understand its operation	Yes	No	N/A

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

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

Toilets			
Toilet facility entrances are visible from the bar area	Yes	No	N/A
Toilets are inspected regularly	Yes	No	N/A

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

**NOTE: DO NOT PUBLISH THIS NOTICE IN THE NEWSPAPER –  
return this completed form with your application**

This notice will be published on the Waikato District Council website: [waikatodistrict.govt.nz](http://waikatodistrict.govt.nz)

There will be an administration fee for this service, payable at the time of application  
(this applies from 1 July 2021)

## Section 101, Sale and Supply of Alcohol Act 2012

(State Full name, address and occupation of applicant)\* SEE NOTES BELOW

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

(address of premises)

and known as .....  
(club name)

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:

(specify days and hours)

The applicant seeks the following variation to the licence conditions: (leave blank if no changes)

(proposed changes to licence conditions) **[if any]**

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 25 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. Email [rss@waidc.govt.nz](mailto:rss@waidc.govt.nz) and [dlc@waidc.govt.nz](mailto:dlc@waidc.govt.nz).

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.

**\*NOTES:** Ensure that the applicant name is the same as the name that you have applied for your on licence under. If the applicant is a company, body corporate or club write the official legal name of the entity seeking the licence, and legal business address, an occupation is not required.

# PUBLIC NOTICE

## of application for club licence

**This notice is to be displayed in a conspicuous place to be seen from the outside of the premises on or adjacent to the site to which the application relates from the day of filing the application.**

### *Section 101, Sale and Supply of Alcohol Act 2012*

-----  
-----  
*(State 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:

-----  
*(address of premises)*

and known as -----  
*(club name)*

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:

-----  
*(specify days and hours)*

The applicant seeks the following variation to the licence conditions: *(leave blank if no changes)*  
-----

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

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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 on the Waikato District Council website:

[waikatodistrict.govt.nz](http://waikatodistrict.govt.nz) 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.

## DECLARATION

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

☐ I consent to the release of this information

☐ I hereby state that the above particulars in the application are true and correct

☐ I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

Signature

Date

Name

Designation

Contact us:

Phone 0800 492 452 or 07 8248633 (Regulatory Services Support, alcohol licensing)

email [rss@waidc.govt.nz](mailto:rss@waidc.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 you 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>			
<b>Full Name</b> (please write all names in full)  <b>OR</b> <b>Name of Company Trust/Organisation</b> (Please note that if a Trust, all Trustee Names must be included)  <b>Postal Address</b>  <b>Email</b>  <b>Phone</b>  <b>How do you wish to receive correspondence? (Please tick)</b>			
	<b>Post Code</b>		
	<b>Mobile phone</b>		
<b>Post</b> <input type="checkbox"/>	<b>E-mail</b> <input type="checkbox"/>		
If you have an agent / spokesperson acting on your behalf, tick here <input type="checkbox"/> and enter their details below in <b>A.2</b>  <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	
<b>Site/Street Address</b>	<b>Town/Location</b>
<b>Legal Description (from your Rates Notice or Certificate of Title)</b> <b>Owner</b>	

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

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 No

Duty Planner ☐ Environmental Health Officer/Licensing Inspector ☐

Pre application PRE / ☐ Name of person you received advice from

Copy of advice and/or correspondence attached ☐

#### 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](mailto: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](mailto: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"/>

[illegible]