

CHECKSHEET FOR NEW CLUB LICENCE APPLICATION



Email to: sol@huttcity.govt.nz

Deliver to: Hutt City Council, 30 Laings Road, Lower Hutt

Post to: The Secretary, District Licensing Committee, Hutt City Council, Private Bag 31912, Lower Hutt 5040

Note: Unopposed applications may take 8 weeks or more to process.

The applicant must be the incorporated society that will be taking the money from the sale of alcohol, eg the name on the bank account.

HAVE YOU PROVIDED THE FOLLOWING?

<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	Scale plan outlining the proposed alcohol licensed area. Must include: principal entrance, any outdoor area(s), designation (supervised or restricted – if applicable).
<input type="checkbox"/>	Street map showing the premises location. Identify any sensitive sites within 1km radius of the premises (eg, healthcare facilities, schools, kindergartens, religious sites, drug and alcohol rehabilitation centre etc)
<input type="checkbox"/>	Photo or artist's impression of the outside of the premises.
<input type="checkbox"/>	Certificate of Use for the purposes of the Sale and Supply of Alcohol Act 2012 - see general information page for details.
<input type="checkbox"/>	Encroachment Licence (licence to occupy) for use of any publicly owned outdoor/footpath areas (if applicable).
<input type="checkbox"/>	Written statement signed by the owners of the building giving approval to sell and supply alcohol during the days and hours applied for (note: approval must be for the named detailed in the application form).
<input type="checkbox"/>	A copy of the signed lease agreement and/or sale and purchase agreement.
<input type="checkbox"/>	A copy of the Certificate of Incorporation under the Incorporated Societies Act 2022
<input type="checkbox"/>	A copy of the Club rules or constitution.
<input type="checkbox"/>	Details of other clubs with which the Club has reciprocal visiting rights for members.
<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 copy of each Manager's Certificate (note: not required if the Certificates were issued through the Lower Hutt District Licensing Committee).
<input type="checkbox"/>	Confirmation of current food registration (Notice of Registration) or explanation of exemption status.
<input type="checkbox"/>	A Host Responsibility Policy.
<input type="checkbox"/>	Details of training/copy of training plan for all bar staff/volunteers and committee members.
<input type="checkbox"/>	Noise Management plan detailing how noise will be managed and security plan (this should include details of managing disorderly behaviour, and details of any security company employed, if applicable).
<input type="checkbox"/>	Draft public notice form (note: must be provided for checking before being advertised on the Hutt City Council Website AND displayed onsite). A link to the public notice on the website with a copy to print and display onsite will be emailed to the applicant.
<input type="checkbox"/>	Invoice for application fee (and public notice fee for advertising on the Hutt City Council website) will be provided upon receipt of completed application for immediate payment.

The application fee is set by the Hutt City Council Alcohol Fees Bylaw, and the amount is determined using the premises' risk rating which is set under the Sale and Supply of Alcohol (Fees) Regulations 2013. Information about alcohol application fees is available on the Council's website, or if you have any questions they can be directed to the Environmental Health Duty Officer on 04 570 6666 or email sol@huttcity.govt.nz.

GENERAL INFORMATION

CERTIFICATE OF USE

(Pursuant to section 100(f) of the Sale and Supply of Alcohol Act 2012)

You need to apply for a Certificate of Use (CoU) prior to applying for a new alcohol licence and may require a new CoU for renewals with variation that increases the licensed hours or area.

This CoU confirms that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the building code.

This CoU is managed by Hutt City Council's Resource Consents and Building teams.

The application form for this certificate is available on the Hutt City Council website (apply for an alcohol licence page). If you have any questions about the CoU please contact the Resource Consents duty planner on 04 570 6781.

PUBLIC NOTICES

After submitting a licence application (new or renewal) you must notify the public of your application in accordance with Sections 101 and 127(3) of the Sale and Supply of Alcohol Act 2012, and Regulations 36, 37, 38 and 39 of the Sale and Supply of Alcohol Regulations 2013.

You can advertise on the Hutt City Council Website, and you must also display a copy at the premises in a place that can be clearly seen by the public from outside.

A Licensing Inspector will check the draft public notice to ensure the details are correct.

Advertising on the Hutt City Council Website:

An invoice will be emailed to the nominated email address provided in the application form.

Once payment has been received the public notice will be advertised on the Hutt City Council website.

You will receive an email confirming the public notice, with a link to the publication page

[Alcohol licence public notices | Hutt City Council](#)

The public notice must also be displayed onsite:

Once the final copy of the public notice has been returned to you, you are required to display it in a place that can clearly be seen by the public outside of the premises.

LICENCE APPLICATIONS WHERE A LEASE IS HELD WITH HUTT CITY COUNCIL

If your club, or organisation, holds a current lease for the land and/or building with Hutt City Council you will need to provide the building owner consent form as a supporting document signed by the Asset Manager responsible for your lease, or the nominated Hutt City Council signatory, consenting to the sale and supply of alcohol taking place from the proposed location. This is due to a clause in the lease agreement.

You can send the building owner consent form along with the details of your licence (name of club, address, licensed hours, if there is an outdoor area etc) and a copy of the floor plan to:

Parks.Reserves@huttcity.govt.nz and Parks_Leases@huttcity.govt.nz

NOTE: Please use the following wording in the subject line.

Club Licence application - Building owner consent required – (name of your club here)

Please attach the signed consent to support your application for a new, renewal and/or variation of your club licence.

STAFF TRAINING

Are your staff/volunteers and committee members trained in host responsibility?

Free online 'ServeWise' training available from the Health Promotion Agency (HPA) at

[Alcohol Resources — ServeWise](#)

One of the criteria that the DLC must consider when deciding on the issue of a new or renewal licence is the staff, systems and training that the Licensee has in place.

It is expected that the club has a current and relevant training plan in place for **all staff/volunteers** that work in the bar. The plan should include how often the training will take place (ie: induction training for new bar staff/volunteers and regular refresher training for current staff/volunteers). You will be asked for this plan and proof that it is being followed. Providing training records is one way to show this.

CERTIFICATED DUTY MANAGERS

At least one certificated manager will need to be appointed, depending on licence conditions. Their full name must be clearly displayed in the premises when on duty.

NOMINATING RESPONSIBLE PERSONS

If the club licence conditions do not state that a certificated manager must always be on duty, the club may nominate a 'responsible person or persons' for times when the certificated manager is not available.

The DLC requires that person/s undertake the ServeWise and/or the Licence Controller Qualification (LCQ) training and be able to show evidence of this when requested.

This person's full name must be clearly displayed in the premises when on duty.

NOTICE OF APPOINTMENT / TERMINATION OF MANAGERS

The club is required to notify the appointment of its certificate holding managers to the DLC and Police.

If the appointment and/or termination of certificate holding managers, or the appointment of any acting or temporary managers (if applicable) is not properly notified the club opens itself to infringement fines and the unlawful sale of alcohol.

There is a form available on our website, 'notice of appointment / termination of manager' for your convenience. This notification must be emailed to the two email addresses on the bottom of the form.

The club will also need to update its managers register with the details.

Note: the notification procedure is separate to the application process for a licence or a manager's certificate. If you are unsure if you have properly notified the appointment and/or the termination of the employment of your certificate holding managers, please contact a Licensing Inspector or email sol@huttcity.govt.nz.

EXAMPLE OF HOST RESPONSIBILITY POLICY FOR CLUBS

This should be used as a guide, and altered where appropriate, to suit the nature of your premises. It is important that policies are in an attractive, easy-to-read format.

Host responsibility house policy for a club licence

The management and bar staff of (club name) believe that we have a responsibility to provide an environment that is not only comfortable and welcoming but where alcohol is served responsibly.

Because of this the following Host Responsibility Policy has been implemented.

- We encourage water as the first drink post-game.
- We provide and actively promote a good range of food that is available for sale at all times. Menus are visible at all times.
- We provide and actively promote a range of low-alcohol and non-alcoholic drinks, including (insert your own choices, eg: low-alcohol beer, fruit juices, low-sugar drinks, soft drinks, tea and coffee).
- Iced water is available free of charge at all times.
- Members and their guests who are becoming visibly intoxicated will not be served alcohol, will be asked to leave the premises and will be encouraged to take advantage of safe transport options.
- It is against the law to serve alcohol to minors. If we are in doubt about your age, we will ask for identification. Acceptable forms of proof of age documents are a current passport, NZ driver's licence, Kiwi Access card, or Hospitality NZ 18+ card.
- Our policy is zero tolerance for aggressive, coercive or violent behaviour.
- Alcohol will not be consumed in any area other than the bar, or the area defined in our licence.
- Only alcohol purchased from the bar may be consumed on the premises. No BYO is to be consumed anywhere on this property.
- We promote a range of transport options to get you home safely.
- We encourage people to have a designated driver. We will make the driver's job more attractive by providing a range of alcohol-free drinks free of charge.
- We maintain a training and management policy to give our bar staff the skills and support they need to do their job responsibly.
- Please be our guest and take advantage of the services we offer.
- We pride ourselves on being responsible hosts.

President

Bar manager

Secretary

Date

FEES

Framework for determining cost/risk rating

Add the three weightings together to get a “cost/risk rating” score

Type of licensed premises	Weighting	Latest alcohol sales time	Weighting	Number of enforcements in the last 18 months	Weighting
Liquor store, supermarket, grocery off-licence	15	On-licences and clubs before 2.01am; off- licences before 10.01pm	0	None	0
Night clubs, taverns, adult premises, “Class 1” restaurants	15	On-licences and clubs 2.01am to 3.01am; off- licences 10.01pm and later	3	1	10
Off-licences in a tavern	10	On-licences and clubs – all other closing times	5	2	20
Hotels, function centres, “Class 1” clubs, “Class 2” restaurants, universities and polytechnics	10				
Remote sales, “Class 2” clubs, “Class 3” restaurants, other	5				
Theatres/cinemas, wine cellar doors, BYO restaurants, “Class 3” clubs	2				

Class 1 clubs – clubs which, in the opinion of the TA, are large clubs (with 1,000 or more members of drinking age) and which, in the opinion of the relevant TA, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs)

Class 2 clubs – clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs)

Class 3 clubs – clubs which, in the opinion of the TA, are small clubs (with up to 250 members of drinking age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs)

Enforcement – has the same meaning as a “Holding” under section 288 of the Act.

Fee category and rating

Fee category and cost/ risk rating score	
Very low	0-2
Low	3-5
Medium	6-15
High	16-25
Very high	26 plus

NOTE: See the Hutt City Council website for current corresponding fees and charges for your business. For new applications, an annual fee invoice will be issued with payment due upon the grant of your licence, before the licence is issued.

3. Club details

(a)	Trading address of club premises
(b)	Trading name or name of building
(c)	Status of club <input type="checkbox"/> Chartered club <input type="checkbox"/> Sports club <input type="checkbox"/> Other (provide details)
(d)	Main activity of the club
(e)	Club membership numbers Total club membership is: Number of those members under the age of 18:
(f)	Club Secretary's details Full name: Occupation: Residential address:
(g)	Is the licence sought conditional upon the premises being constructed or altered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Describe the changes you are making and what consents you have.
(h)	Does the club own both the building and the grounds? <input type="checkbox"/> Yes <input type="checkbox"/> Club owns the building only <input type="checkbox"/> No If the club owns the building only or does not own either: For any areas not owned by the club , provide the following information and consent form signed by the building owner (refer attached template). (i) What is the full name, address, and phone number of the owner? (ii) What form and term of tenure will the applicant have? (iii) For new premises, what date do you intend to open?

(i) Tick the box if the premises will have: (tick any that apply): This refers to who can be present in a certain area.

A supervised area (under 18's must be with parent or legal guardian)

A restricted area (no under 18's eg, gaming room)

No designated areas (all ages can be in the licensed area)

Supervised and restricted areas must be shown clearly on your scale plan of the premises.

(j) Does the club share the premises with any other club?

Yes No

If yes:

(i) What is the name of the other club?

(ii) When does each club use the premises?

(iii) When the other club is using the premises, does the applicant still receive the revenue from alcohol sale and supply?

Yes No

(k) Days and hours when alcohol is to be sold or supplied.

(l) Does the applicant have or intend to have an outdoor licensed area?

Yes No

If yes, what hours does the applicant request (consider noise from outdoor areas and proximity to residential areas)?

Please describe the outdoor area.

Is the outdoor area on public land ie, the footpath?

If yes, please provide a copy of your encroachment licence or licence to occupy.

(m) List all Clubs that have reciprocal visiting rights for members. Please attach a separate list if you need additional space.

4. Manager(s) details

Manager(s) details

Full name

Manager certificate number

Expiry date

Full name

Manager certificate number

Expiry date

Full name

Manager certificate number

Expiry date

If you have more certificated managers, please provide details on a separate sheet

5. Conditions

(a) Describe the Club's experience in the sale and supply of alcohol.

(b) Provide menus or descriptions regarding the availability of the following:

- (i) Substantial food (please describe type and range). Note: Nuts, chocolate bars and potato chips are not considered substantial food.

- (ii) Non-alcoholic beverages (please describe type and range)

- (iii) Low-alcohol beverages (please describe type and range available containing 1.15% - of 2.5% alcohol)

- (iv) How and where, will drinking water be made freely available to members? (if there is no access to main water supply describe how you will make water available).

(c) What actions does the club propose to take to prevent the sale and supply of alcohol to prohibited people ie, minors, intoxicated persons, non members.

(d) What actions does the club propose to take to provide help with, and information about, transport options from the licensed premises?

(e) What other actions does the club propose to promote the responsible consumption of alcohol?

(f) What training does the club provide to the staff/volunteer/committee in the sale and supply of alcohol?

(g) What other systems will be in place, for compliance with the Act? (describe)

PUBLIC NOTICE – FOR NEWSPAPER OR HUTT CITY COUNCIL WEBSITE

SECTION 101 SALE AND SUPPLY OF ALCOHOL ACT 2012

Full name and address of the incorporated club

has applied to the District Licensing Committee in Lower Hutt for the issue of a club licence for the premises situated at:
(Full address of premises)

and known as (Trading name of the club)

The general nature of the business conducted (or to be conducted) under the licence is (eg, sports club, Cosmopolitan Club)

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are
(Include any outdoor area days and hours)

The application may be inspected during office hours at the Hutt City Council offices, 30 Laings Road, Lower Hutt.
Please call the licensing inspectorate on 04 570 6666 to arrange an appointment.

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 notice of the application in accordance with the Act, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 31912, Lower Hutt 5040.

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.

A copy of your objection **in its entirety** will be provided to the applicant, Police, Licensing Inspector and Medical Officer of Health.

This is the **first** **second** publication of this notice. The first was made on:

Advertising options

- I wish to advertise my public notice on the Hutt City Council website (Fees applicable. Please refer fees schedule.); or
- I wish to advertise my public notice in the Hutt News (applicant's responsibility to arrange)

This notice must be completed and attached for checking by the secretary to the District Licensing Committee before being published. It is your responsibility to book the newspaper publication.

OFFICE USE ONLY

Checked by: for Hutt City Council on Publish once twice

FIRE EVACUATION STATEMENT



This statement must be accompanied with all new or renewal applications for on-licence (including BYO licences), off-licence, and club licences in accordance with section 100 and 127 of the Sale and Supply of Alcohol Act 2012

Premises name	
Premises address	
Post code	
Applicant's name	Phone number
Email	

Fire Evacuation Scheme

Most commonly a building requires an evacuation scheme because it is used for the following purposes:

- The gathering together, for **any purpose of 100 or more persons**:
- Providing **employment facilities for 10 or more persons**:
- Providing **accommodation for more than 5 persons** (other than in 3 or fewer household units):
- **Storing or processing hazardous substances in quantities exceeding the minimum amounts** prescribed in Schedule 3 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018.

See Fire and Emergency New Zealand Act 2017 section 75 and 76 for further information.

*If you are unsure that the building has or requires an approved evacuation scheme, check with the **building owner**. For the requirements of an evacuation scheme or to apply for an evacuation scheme, refer to Fire and Emergency New Zealand web site: www.fireandemergency.nz*

I HEREBY STATE THAT – (Tick one)

- the **owner** of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017;
- OR**
- because of the building's current use, its owner is not required to provide and maintain such a scheme;
- OR**
- because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Note: *If an approved evacuation scheme is not required, the building must have evacuation procedures that meet Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018 – this does not require approval by Fire and Emergency New Zealand.*

Applicant signature	Date
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BUILDING OR CONVEYANCE OWNER'S CONSENT – TEMPLATE

To The Secretary
District Licensing Committee
Hutt City Council
30 Laings Road
Private Bag 31912
Lower Hutt 5040

Person giving consent

Name _____ Date _____

Company (if applicable) _____

Address _____

Dear Secretary

I am the owner Body Corporate Chair building manager other* _____

of _____

(Name of address of building or conveyance)

I confirm that I _____

consent to am authorised by the owners to consent to

the proposed sale and supply of alcohol by

(Applicant name – must match application)

on the following days and hours

(Days and hours must match application)

The following extra conditions apply to this consent (write none if none applicable)

Yours faithfully

(Name of person giving consent)

(Signature)

*If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building or conveyance owner.

CPTED CHECKLIST FOR CLUB LICENSED PREMISES



BAR AREA

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

INTERNAL LAYOUT

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

CROWDING

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

LIGHTING

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

VENTILATION

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

OUTDOOR DRINKING AREAS

Yes No N/A

Outdoor drinking areas are monitored by bar and/or security staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting allows staff to monitor patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customers can move easily around the outdoor drinking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor drinking areas are well defined from surrounding external environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pavement creep is not evident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor drinking areas are not overcrowded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A street trading licence or equivalent is held and is current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CCTV

Yes No N/A

CCTV is installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCTV is positioned to monitor vulnerable areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrons are aware of the CCTV system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff understand its operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENTRANCES AND EXITS

Yes No N/A

Entrances and exits are visible from behind the bar area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCTV is installed to monitor blind entrances and exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door staff monitor entrances and exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where queuing occurs outside the premises, there is sufficient space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOILETS

Yes No N/A

Toilet facility entrances are visible from the bar area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets are inspected regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STAFF

Yes No N/A

There are sufficient numbers of staff to ensure control of the premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are visible to patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff monitor the premises for conflict and crime	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security staff are properly trained and certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>