Information for applicants for Special Licence

- Application must be submitted at least 20 working days prior to the event, or 50 working days for a large-scale event (more than 400 people attending). Applications received outside these timeframes will be considered only if, in the opinion of the committee, the need for the licence could not reasonably have been foreseen earlier.

- A building consent may be required before a special licence is issued, if you intend to use a building that is not normally used as a licensed premise, and/or for a marquee or tent.

- The building owner has an obligation under the Building Act to ensure that the building is safe and fit for its intended purpose. Please provide confirmation from the building owner that the building is appropriate for this type of function.

- No more than 12 events or dates can be applied for on this application form.

- If required to do so by the secretary of the District Licensing Committee, the applicant must within 10 working days after filing this application with the committee, ensure that notice of this application is attached in a conspicuous place on or adjacent to the site to which this application relates. Such notice must be in compliance with Form 8 of the Sale and Supply of Alcohol Regulations 2013.

Use this page to ensure you lodge a complete application. If not complete, your application will be returned to you.

**Please provide the following**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Customer Services</th>
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<tbody>
<tr>
<td>□</td>
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<tr>
<td></td>
<td>Completed application form <strong>original plus one copy</strong></td>
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<td></td>
<td>Supporting documentation as set out below <strong>two copies of everything</strong></td>
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<tr>
<td>□</td>
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<tr>
<td></td>
<td>Fee – see next page</td>
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</table>

**Supporting Documentation**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Customer Services</th>
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<td></td>
<td>detailed A4 scale plan of the interior of the premises showing the areas where alcohol is to be sold or supplied, each area to be designated supervised or restricted, and the principal entrance</td>
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<tr>
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<td>a written statement from the owner of the building/conveyance giving consent to the applicant for alcohol to be sold or supplied on the premises/conveyance</td>
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<tr>
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<td>confirmation that the building is appropriate for the type of function being applied for</td>
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<td>a complete list of all food, non-alcohol and low-alcohol beverages that are to be provided <strong>if not already stated in the application</strong></td>
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<tr>
<td>□</td>
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<tr>
<td></td>
<td>a copy of each manager’s certificate for those nominated to manage the event</td>
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<td>a copy of the ticket <strong>if a public event</strong></td>
</tr>
<tr>
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<td>a copy of any promotional material for the event <strong>if a public event</strong></td>
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<td></td>
<td>an Alcohol Management Plan <strong>if your event is large-scale (more than 400 people attending)</strong> (refer to HPA Guidelines for Management of Alcohol at Large Events - see <a href="http://www.hpa.org.nz/node/1667">www.hpa.org.nz/node/1667</a>)</td>
</tr>
</tbody>
</table>
Application fee

Fees are set by the Sale and Supply of Alcohol (Fees) Regulations 2013. The below fees are as per Council's Schedule of Fees and Charges 1 July 2018 – 30 June 2019.

There are three fee classes for special licences depending on the number of events proposed and their size.

<table>
<thead>
<tr>
<th>Special Licence Class</th>
<th>Application Fee</th>
<th>Description</th>
</tr>
</thead>
</table>
| Class 1               | $937.00         | 1 large event  
                          | More than 3 medium events  
                          | More than 12 small events |
| Class 2               | $337.00         | 1 - 3 medium events  
                          | 3 - 12 small events       |
| Class 3               | $102.00         | 1 or 2 small events                                   |

Please Note

- When applying for multiple events on one application, the events must be of a similar nature.
- The final determination of the size of the event/s and special licence class will be made by Council.

Criteria for a special licence

In considering the application for a special licence, the Licensing Committee shall have regard to the following matters:

- The object of the Act.
- The nature of the particular event for which the licence is sought.
- The suitability of the applicant.
- Any relevant local alcohol policy.
- Whether the amenity and good order of the locality would be reduced by more than a minor extent.
- The days on which and the hours during which the applicant proposes to sell alcohol.
- The design and layout of the premises concerned.
- Whether the applicant has appropriate systems, staff and training to comply with the law.
- Any areas of the premises that are proposed to be designated as “restricted” or “supervised” areas.
- Any steps proposed to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed.
- The applicant’s proposals relating to the sale and supply of non-alcoholic, low-alcohol drinks and food and the provision of help and information about alternative forms of transport from the premises.
- The reports from the police and Medical Officer of Health (which the Licensing Committee obtain).
Application for Special Licence
Section 138, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Whangarei District Council
Private Bag 9023
WHANGAREI 0148

Application for a Special Licence is made in accordance with the details set out below.

Type of Special Licence applied for
☐ On-site  ☐ Off-site  ☐ Both On-site and Off-site

Details of Applicant

Full legal name or names to be on licence: ________________________________

The applicant must be the party that will be taking the money from the event, e.g. the name on the bank account

Contact person: ________________________________ Driver Licence number: ________________________________

Applicant or contact persons’ date of birth: ________________________________ Daytime phone: ________________________________

Postal address: ________________________________

Suburb: ________________________________ City: ________________________________ Post Code: ________________________________

Email address: ________________________________

Status of Applicant

☐ Natural person  ☐ Private company  ☐ Public company

☐ Partnership  ☐ Trustee  ☐ Club

Other: (state) Body corporate, board, organisation or other body; Licensing Trust; Government department or other instrument of the Crown; Local Authority; Trustee; Manager under the Protection of Personal and Property Rights Act 1988

For an applicant that is a body corporate, authority under which incorporated: ________________________________

Is a licence already held for the premises concerned? ☐ Yes ☐ No

If Yes, what type of licence? ________________________________

Licence number: ________________________________ Expiry Date: ________________________________

Business details: (describe principal business and any other businesses): ________________________________

Office Use Only

Application ID: ________________________________ CS Rep: ________________________________

Special Licence Class: ________________________________ Fee: ________________________________ Receipt number: ________________________________
Criminal convictions (state all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate Act) 2004 applies):


Details of Managers

Full legal name: __________________________
Driver Licence number: _______________ Manager’s Certificate number: __________________________

Full legal name: __________________________
Driver Licence number: _______________ Manager’s Certificate number: __________________________

Full legal name: __________________________
Driver Licence number: _______________ Manager’s Certificate number: __________________________

Full legal name: __________________________
Driver Licence number: _______________ Manager’s Certificate number: __________________________

If proposed manager is not certified, give full name and address of nominated person/s:

Full legal name: __________________________
Driver Licence number: __________________________
Address: __________________________

Full legal name: __________________________
Driver Licence number: __________________________
Address: __________________________

Details of Premises

Address of premises: __________________________
Trading name or name of building: __________________________

Is the building or premises owned by the applicant?  □ Yes  □ No

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

Full name: __________________________
Postal address: __________________________
City: __________________________ 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 Conveyance**

Type of conveyance *(Chartered Bus, Aircraft, Train, Chartered Boat)*: 

Principal route travelled: 

Trading name of conveyance *(if any)*: 

Does the applicant own the conveyance?  □ Yes  □ No

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

Full name: 

Postal address: 

City:  Post Code: 

**Event Details**

Nature of event or series of events *(describe what will take place at the event - e.g. party with live music, disco; concert, movie night, quiz night, dinner etc) Describe in full - use a separate sheet if necessary*

Principal purpose of event(s) *(e.g. birthday party, prize giving, fundraising)*: 

What is the probable age distribution of the expected attendees? 

Who will attend the event(s) *(e.g. public, friends, club members etc)* 

If entry is by ticket, how will these be available?

☐ No tickets  ☐ Pre-sold  ☐ Sold on the day  ☐ Door sales  ☐ Invitation

State the days and hours for each event for which the licence is sought with estimate of number of attendees. *If for a specific person (birthday/wedding) - provide their name/s and driver licence number/s.*

<table>
<thead>
<tr>
<th>Occasion(s) or Event(s)</th>
<th>Day and Date</th>
<th>Hours</th>
<th>No. of Attendees</th>
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</table>
What form of security *(if any)* will be used at the event(s)?

*If private security personnel are being used please provide evidence of approval as ‘crowd controller’ from the Private Security Personnel Licensing Authority*


Will there be goods other than alcohol and food supplied, or services provided that doesn’t relate directly to the sale or supply of alcohol or food?

- [ ] Yes
- [ ] No

If Yes, what are those other goods and/or services?


What type of alcohol will be sold/supplied?

- [ ] Beer
- [ ] Wine
- [ ] Spirits
- [ ] RTD's/Premix

What types of containers will alcohol be sold in?


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

(i) a supervised area:

*an area where individuals under the age of 18 years may be present if they are accompanied by a parent or legal guardian*

(ii) a restricted area:

*an area where no-one under 18 years of age may be present*


**Conditions for On-Site Special Licence Application**

What is the applicants experience and training related to the sale/supply of alcohol?


Intended provision to be made for *(please detail below or provide menu of what is to be supplied)*:

(i) Food:

*Provide menu or specify at least three substantial food options*

(ii) Non alcoholic beverages:

- [ ] Fruit juice
- [ ] Soft drink
- [ ] Tea
- [ ] Coffee
- [ ] Water

(iii) Low alcoholic beverages:

To what extent will food be promoted during and for the entire duration of the event/s?


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


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?

**Conditions for Off-Site Special Licence Application**

What is the applicants experience and training related to the sale/supply or alcohol?

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

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:

**Signature**

Name of applicant: 

Signature of applicant: __________________________ Date: __________________________

*The application is only to be signed by the applicant*
Public Health Questionnaire for a Special Licence Application

Sale and Supply of Alcohol Act (2012)

This questionnaire helps to ensure that you, as a licensee, meet the Public Health requirements of the Sale and Supply of Alcohol Act (2012) to minimise illness, disease, Injury or death caused by the inappropriate consumption of alcohol.

This questionnaire will enable the completion of the Medical Officer of Health report on your licence application. The completion of this questionnaire will hasten your licence application.

This questionnaire should be completed by the applicant/licensee (not a consultant) & returned with your Special Licence application

EVENT MANAGEMENT — An Alcohol Management Plan will be required if a risk is identified OR any event having 400 or more people. Please attach your plan to this form.

A guide to developing an alcohol management plan for an event can be found on the Health Promotion Agency resource “Guidelines for Managing Alcohol at Large Events” www.hpa.org.nz/ or contact the Public Health Unit, Northland District Health Board, telephone (09) 430 4100 for further information.
Application details:

Name of applicant: 
Name of person(s) who is / are responsible for management of the sale, supply and consumption of alcohol at this event:
Contact phone number (mobile preferred?):
Email:

Intoxicated Patrons

It is an offence to sell or supply alcohol to an intoxicated person

1. How will you prevent intoxicated attendees entering your event?

2. How will you identify if a person is intoxicated?

3. How do you ensure attendees do not become intoxicated?

4. What process do you have to deal with intoxicated attendees?

Alcoholic beverages

5. Which types of alcoholic beverages will be available at your event (tick as many as appropriate) - and what is the price of the drinks?

<table>
<thead>
<tr>
<th></th>
<th>Price/standard drink:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beer</td>
<td>$ ............................</td>
</tr>
<tr>
<td>Wine</td>
<td>$ ............................</td>
</tr>
<tr>
<td>Spirits</td>
<td>$ ............................</td>
</tr>
<tr>
<td>Pre-Mix/RTDs</td>
<td>$ ............................</td>
</tr>
</tbody>
</table>
Other- please specify:

6. Will you be providing any free or complimentary alcohol?  Yes ☐  No ☐
If Yes, please provide details:

7. Cash Bar:  Yes ☐  No ☐
Open Tab:  Yes ☐  No ☐

THANK YOU FOR PROVIDING THIS INFORMATION

UNDERTAKING FROM LICENSEE

I ..........................................................[full name], the Licensee*/Authorised Agent/Nominated Contact for this application acknowledge that I have read and understood each of the above questions. I agree to comply with the host responsibility measures outlined here throughout the duration of the licence. I also acknowledge that Compliance Officers, on behalf of the Medical Officer of Health, may visit in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.

Signed: ..........................................................  Dated: .................................

Position/Title: ..........................................................

NB In the case of a corporate, this application is to be signed by the Operations Manager responsible for the event. The submission of this Public Health Questionnaire is not complete until it has been signed either by the Licensee or Operations Manager for the premises, or an authorised agent or another nominated contact. The information contained within this Public Health Questionnaire may be shared with other Statutory Agencies, including Police, Liquor Licensing Inspectors or Fire Service.