

Information for applicants for Special Licence

- 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 premises and/or for a marquee or tent.
- The owner of the building being used for the event must give written permission for the use of the building.
- 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.
- Please note that no more than 12 events or dates can be applied for on this application form.
- Application must be submitted at least 20 working days prior to the event, or 50 working days for a large scale event.

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

Please provide the following:

- The completed application form, all supporting documentation plus one copy of each.
- Fee: The application fee is determined by the number and size of events covered by this application.

Related documents

- 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.
- 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 and
- confirmation that the building is appropriate for the type of function being applied for.
- a complete list of all food, non-alcohol and low-alcohol beverages that are to be provided.
- details for the provision of freely available drinking water.
- a copy of each manager's certificate for those nominated to manage the event (*if applicable*).

If a public event

- a copy of the ticket.
- a copy of any promotional material for the event.
- an alcohol management plan for large scale events (*please refer to HPA Guidelines for Management of Alcohol at Large Events - see www.hpa.org.nz/node/1667*).

Please note – The applicant must be the party that will be taking the money from the event, e.g. the name on the bank account. The application is only to be signed by the applicant.

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 2017 – 30 June 2018.

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

Special Licence Class	Application Fee	Description*
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

Note:

- A large event means an event that will be attended by more than 400 people
- A medium event means an event that will be attended by between 100 - 400 people
- A small event means an event that will be attended by less than 100 people
- The final determination of the size of the event 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).

Office Use Only

Application ID: _____ Liquor Officer: _____

Special Licence Class: _____ Fee: _____ Receipt number: _____

Checklist

- | | |
|--|------------------------|
| <input type="checkbox"/> Completed application form | Original plus 1 x copy |
| <input type="checkbox"/> Written statement from owner of building/conveyance giving consent to applicant for alcohol to be sold or supplied on the premises/conveyance | Original plus 1 x copy |
| <input type="checkbox"/> A4 plan of interior of premises showing area where alcohol will be sold or supplied | Original plus 1 x copy |

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

This application must be submitted at least 20 working days prior to the event or 50 working days for a large scale event. 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.

Application for a **special licence** is made in accordance with the details set out below.

Type of Special Licence Applied for

 Type of licence (*tick*) On-site Off-site Both On-site and Off-site

Details of Applicant

Full legal name or names to be on licence: _____

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Natural person | <input type="checkbox"/> Private company | <input type="checkbox"/> Public company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Trustee | <input type="checkbox"/> 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):* _____

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 (complete for each certified manager or proposed manager)

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 ConveyanceType 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 DetailsNature 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 (e.g. birthday or wedding) - **provide their name/s and driver licence number/s.**

Occasion(s) or Event(s)	Day and Date	Hours		No. of Attendees
		From	To	

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: _____

(ii) a restricted area: _____

Note: A **supervised** area is an area where individuals under the age of 18 years may be present if they are accompanied by a parent or legal guardian. A **restricted** area is an area where no-one under 18 years of age may be present. If **no parts** of the premises are to be designated, write "NONE" on each line above.

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: _____

(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: _____

Notes

- 1 This application must be accompanied by the prescribed fee.
- 2 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.



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?

- | | | |
|--------------|--------------------------|--------------------------------|
| Beer | <input type="checkbox"/> | Price/standard drink: \$ |
| Wine | <input type="checkbox"/> | Price/standard drink: \$ |
| Spirits | <input type="checkbox"/> | Price/standard drink: \$ |
| Pre-Mix/RTDs | <input type="checkbox"/> | Price/standard drink: \$ |



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.