

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:

Applicant	Customer Services	
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form <i>original plus one copy</i>
<input type="checkbox"/>	<input type="checkbox"/>	Supporting documentation as set out below <i>two copies of everything</i>
<input type="checkbox"/>	<input type="checkbox"/>	Fee – see next page

Supporting Documentation

Applicant	Customer Services	
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	confirmation that the building is appropriate for the type of function being applied for
<input type="checkbox"/>	<input type="checkbox"/>	a complete list of all food, non-alcohol and low-alcohol beverages that are to be provided <i>if not already stated in the application</i>
<input type="checkbox"/>	<input type="checkbox"/>	a copy of each manager's certificate for those nominated to manage the event
<input type="checkbox"/>	<input type="checkbox"/>	a copy of the ticket <i>if a public event</i>
<input type="checkbox"/>	<input type="checkbox"/>	a copy of any promotional material for the event <i>if a public event</i>
<input type="checkbox"/>	<input type="checkbox"/>	an Alcohol Management Plan <i>if your event is large-scale (more than 400 people attending)</i> <i>(refer to HPA Guidelines for Management of Alcohol at Large Events - see www.hpa.org.nz/node/1667)</i>

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.

Large event	More than 400 people attending
Medium event	100 – 400 people attending
Small event	Less than 100 people attending

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

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).

OFFICE USE ONLY

Application ID

Fee

Customer Service Rep

Receipt number

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 On-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

Phone

Postal address

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)

Has the applicant been convicted of any offence? Yes No

If YES, what was the nature and date of the offence? (exclude 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

If proposed manager is not certified, please provide details below.

Full legal name

Address

Driver Licence number

Date of Birth

Full legal name

Address

Driver Licence number

Date of Birth

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

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

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) (*eg. birthday party, prize giving, fundraising*)

What is the probable age distribution of the expected attendees?

Who will attend the event(s)? (*eg. public, friends, club members*)

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 number of attendees.

If it is for a specific person (birthday/wedding) - provide their name/s and driver licence number/s.

Occasion or Event	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: _____

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

Signature of applicant

Date

Name of applicant

Please note - The application is only to be signed by the applicant

Section 1: Applicant to complete and submit with application

Personal Information

Full name :

Gender:

(M) (F) (Other)

Date of birth:
(dd/mm/yyyy)

NZ Driver Licence number:
Or Passport number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name:

Date:

Signature:

Electronic Signature



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 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 attached 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" at www.hpa.org.nz. Alternatively, contact the Public Health Unit, Northland District Health Board on (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 address

Intoxicated Patrons

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

How will you prevent intoxicated attendees entering your event?



How will you identify if a person is intoxicated?

How do you ensure attendees do not become intoxicated?

What process do you have to deal with intoxicated attendees

Alcoholic Beverages

Which type of alcoholic beverages will be available at your event (tick as many as appropriate), and what is the price of the drink?

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

Will you be providing any free of complimentary alcohol? Yes No

If YES, please provide details:

Cash Bar Yes No

Open Tab Yes No

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 my premises in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.

Signed: _____ Dated: _____

Position/Title: _____

*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 Police, Liquor Licensing Inspectors or Fire Service.