

## Information for Application for Special Licence

### Timeframes when applying for a special licence

The Sale and Supply of Alcohol Act 2012 requires a special licence application to be submitted a minimum of **20 working days** prior to the event. The Act allows 15 (of the 20) working days for the reporting agencies (NZ Police and Medical Officer of Health) to report on the application. The Licensing Inspector is then required to report on the application before it is sent to the District Licensing Committee, an independent body, for determination.

Applications outside this 20 working days timeframe will only be considered if, in the opinion of the District Licensing Committee, the need for the licence could not reasonably have been foreseen earlier. Please discuss this with the Health and Bylaws Department.

We recommend applicants **allow six weeks for an application to be processed** to provide maximum opportunity for the application to be granted. Particularly for large events, applications with multiple events, or applications that have been submitted incomplete and are put on hold awaiting information or payment.

**Please note** – 20 December through to and including 15 January are **not working days** under the Act.

### Application fee

- Fees are set by the Sale and Supply of Alcohol (Fees) Regulations 2013 and Council's Alcohol Fees Bylaw 2016.
- The fees are as per the current years' Fees and Charges and are inclusive of GST.
- Fees are non-refundable.
- If it is determined the fee category should be changed, any additional fee must be paid before the licence is sent to the District Licensing Committee for determination.

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

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

Special Licence Class	Application Fee	Description
Class 3	\$102.00	1 - 2 small events
Class 2	\$337.00	1 - 3 medium events, or 3 - 12 small events
Class 1	\$937.00	1 large event, or More than 3 medium events, or More than 12 small events

### Important notes to consider

- When applying for more than one event on one application, the events **must** be of a similar nature
- The same event held over multiple dates is considered **one** event, for example:
  - Fishing Competition/Golf Tournament held over a weekend
  - Theatre Performance held on multiple dates across two weeks
  - Conference held over multiple dates during the week
  - Monthly quiz night throughout the year
- Event/s must take place within 12 months of the application being granted
- The final determination of the size of the event/s and special licence class will be made by Council

Please provide the following

Applicant	WDC	
<input type="checkbox"/>	<input type="checkbox"/>	Completed, <b>signed and dated</b> application form
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Written statement from building/conveyance owner consenting to the applicant selling alcohol from the premises/conveyance
<input type="checkbox"/>	<input type="checkbox"/>	Food and drink menu including low and non-alcoholic beverages
<input type="checkbox"/>	<input type="checkbox"/>	Copy of each Manager's Certificate <i>if Certificate was issued by another Council</i>
<input type="checkbox"/>	<input type="checkbox"/>	Detailed A4 scale plan showing: <ul style="list-style-type: none"> <li>• Principle entrance/s</li> <li>• Area where alcohol will be sold and supplied</li> <li>• Area to be designated as supervised or restricted, if any</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	NDHB Public Health Questionnaire
<input type="checkbox"/>	<input type="checkbox"/>	Copy of invitation/ticket and any promotional material <i>if a public event</i>
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol Management Plan <i>if your event is large-scale (more than 400 people attending)</i> (refer to <a href="http://www.alcohol.org.nz">www.alcohol.org.nz</a> for a template)

**An application is not duly made (complete) unless the information listed above has been provided, and payment has been made in full. An incomplete application will be put on hold.**

**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       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

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*):

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### 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

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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?

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What steps are proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

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Describe any other steps proposed to promote the responsible consumption of alcohol:

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

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### Conditions for Off-Site Special Licence Application

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

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

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What steps are proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

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Describe any other steps proposed to promote the responsible consumption of alcohol:

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### Signature

Signature of applicant

Date

Name of applicant

*Please note - 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 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](http://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?

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How do you ensure attendees do not become intoxicated?

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What process do you have to deal with intoxicated attendees

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### 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.