

Application for Special Licence

Pursuant to section 138 of the Sale and Supply of Alcohol Act 2012

How to apply for a special licence

Follow the instructions below to apply for a special licence to sell and supply alcohol for consumption at an event (or series of events).

Your application will not be lodged unless the application is completed correctly, and all documentation is supplied.

Requirements to be met for a special licence application

An application for a special licence must be lodged:

- At least **20 working days** before the first event is to be held.
- At least **40 working days** before the event for large events (400+ attendees).
- If your event is 1000+ attendees, we recommend contacting us at least **60 working days** before the event to discuss your proposal.

Incomplete applications will not be accepted. Late applications made less than **20 working days** before the event will need to be considered by the District Licensing Committee and may be declined.

Please note, working days do not include weekends, public holidays, and the period from 20 December to 15 January of any year.

What you need to do

- Supply a completed application form.
- Supply all required supporting documents (see 'what to include').
- Calculate and pay fee (see page 2) – Please note payment is to be made upon application.

What to include

- ☐ Completed application form.
- ☐ Application fee (see page 2).
- ☐ Detailed A4 scale map of the interior of the premises showing:
 - the areas used for the consumption of alcohol (include outdoor areas)
 - the areas that are to be designated (restricted, supervised, or undesignated)
 - the principal entrance
 - layout of the interior of the premises – where tables, chairs, toilets and kitchen are located.
- ☐ Food and drinks menu(s) including low and non-alcoholic beverages.
- ☐ Copies of each current manager's certificate for those nominated to manage the sale and / or supply of alcohol.
- ☐ Details of the event(s), e.g. program of activities, copy of ticket or invitation, promotional material etc.
- ☐ An alcohol management plan (for events over 400 attendees).
- ☐ Building owner consent supporting the sale of alcohol.

IMPORTANT NOTE:

Applications may take up to 8 weeks to process. To ensure the application is processed quicker, please include all requested documents upon application, otherwise there may be delays with your application.

How to calculate your fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013).

There are three different fees for special licences that depend on the number of events covered by the licence and the number of people attending the event(s).

The number of people expected to consume alcohol at the event does not affect the application fee.

Select one box below to determine which fee applies to your application.

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

Size of the event	Amount of people in attendance
Small	Less than 100 people
Medium	Between 100 to 400 people
Large	More than 400 people

Important notes to consider

When applying for more than one event on the same 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.

Payment options

You can pay your invoice online at www.wdc.govt.nz/PayApplication

Alternatively, you can pay via internet banking or in-person by cash, EFTPOS or credit card at any of our Customer Service Centres.

Office use only

Payment

Application ID	_____	Application fee	_____
Cashier name	_____	Receipt number	_____
Date received	_____	Date duly made	_____

Application for Special Licence

Pursuant to section 138 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the Whangārei District Licensing Committee, this application for a special licence is made in accordance with the particulars set out below.

Licence details

1. What type of special licence is sought?

☐ On-site: to sell and supply alcohol to people attending the event, for it to be consumed on-site

☐ Off-site: to sell alcohol to people attending the event, for consumption elsewhere

2. Size of the event(s): ☐ Small ☐ Medium ☐ Large

Working days before event: _____

Is this application late? ☐ Yes (*continue to next section*) ☐ No (*continue from question 3*)

Could the event have been applied for sooner? ☐ Yes ☐ No

If there are fewer working days than required (refer to first page), please explain why this application was submitted late:

Applicant details

3. Full legal name of the applicant: _____
(name to appear on licence) _____

Contact name: _____

Driver Licence number: _____

Contact phone: _____

Contact email address: _____

Postal address for service of documents: _____

4. Status of the applicant or club:

☐ Natural person ☐ Company ☐ Partnership ☐ Club

☐ Other: _____

5. Has the applicant (or any company director) been convicted of any offence?

☐ Yes ☐ No

If yes, what was the nature of the offence, date of conviction and penalty suffered?

(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)

Nature of the offence	Date of conviction	Penalty suffered

6. What experience and training does the applicant have with operating a licensed premises?
Please provide examples

Premises details

7. Does the premises currently hold an alcohol licence? ☐ Yes ☐ No

Licence number: _____

Licence expiry: _____

8. Address of premises for the event to be held: _____ Post code: _____

9. Trading name or name of building: _____

10. Does the applicant own the premises for the event? ☐ Yes ☐ No

If no, the owner's permission must be supplied.

11. What part (if any) of the premises is intended to be designated? *Leave blank if the entire premises are undesignated*

☐ Restricted area: _____

(no one under 18 allowed on site)

☐ Supervised area: _____

(minors only permitted with parents / legal guardians)

Event details

12. What is the principal purpose of the event? *e.g. birthday, wedding, concert etc*

13. Will there be the intention to sell any other goods other than alcohol and food, or providing services other than those related to alcohol and food?

☐ Yes ☐ No

If yes, what is the nature of those goods or services?

14. Date(s) and time(s) of the events(s): *If the application is for a series of events, please specify all dates*

		Hours		No. of Attendees
Event	Day and date	from	to	

15. Number of those in attendance under 18 years: _____

16. Entry to the event will be: ☐ Ticket ☐ Invitation ☐ Other: _____

17. List of alcoholic beverages that will be sold:

Alcoholic beverage	Percentage of alcohol	Price

18. What types of containers will alcohol be sold in? e.g. plastic glasses, paper cups, standard bar glasses, cans, bottles.

Training and experience details

19. Who will be appointed to manage the sale of alcohol for this event?

- ☐ Certified manager(s) (continue to question 20)
- ☐ Nominated person as per section 213(2) of the Act (go to question 21)

20. Managers details – list of all certified managers for the event:

Name	Date of birth	Certificate number	Certificate expiry

21. Nominated person(s) details who will manage the event:

Name	Date of birth	Address	Licence number

22. Staff and / or volunteer's details who will be present working the event and their relevant training / experience:

Staff	Number	Experience	Training
Volunteers			
Paid staff			
Security			

23. What sort of security arrangements will be made? *If using private security, please provide a copy of security registration certificate.*

24. What relevant experience or training does the applicant have relative to alcohol service and compliance?

Date	Experience / training

25. Describe other systems (including training systems), and staff to be in place for compliance with the Act:

Steps to minimise alcohol related harm

26. List of low and non-alcohol beverages that will be sold:

Beverage	Percentage of alcohol	Price

27. List of food that will be available / sold:

Food	Price

28. Describe where free drinking water is made available to patrons:

29. Is this water: ☐ Town supply (skip to question 31) ☐ Tank supply
☐ Other: _____

30. Recent water test supplied:

☐ Yes ☐ No (*this is required if you are not on town supply to ensure the water is potable*)

31. Assistance or information with alternative transport options available:

32. What other steps does the applicant propose to take to promote responsible consumption of alcohol?

33. What steps does the applicant propose to take to ensure sale of alcohol to prohibited persons is prevented?

Important note

The NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Whangarei District Council in accordance with our privacy statement: www.wdc.govt.nz/Privacy

Applicant's full name: _____

Applicant's signature

Date (DD / MM / YYYY)

Evacuation Scheme Declaration Form

This declaration is to be completed, signed, and returned with your application, even if an evacuation scheme is not required.

I _____ (full name) licence holder of the premises known as
_____ (trade name) situated
at _____ (premises address)
state:

- ☐ 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.
- ☐ Because of the building's current use, its owners are not required to provide and maintain such a scheme
- ☐ Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

A registered evacuation scheme is required when:

- the building can hold more than 100 people
- there are more than 10 employees in the entire building
- overnight accommodation is provided for more than five people

Please contact the Fire and Emergency NZ for more information about evacuation schemes and fire safety requirements.

Applicant's full name: _____

Applicant's signature

Date (DD / MM / YYYY)

Owner's full name: _____

Owner's signature

Date (DD / MM / YYYY)