

# Application for Special Licence (for premises)

Section 138, Sale and Supply of Alcohol Act 2012

**THIS APPLICATION MUST BE SUBMITTED AT LEAST  
 20 WORKING DAYS BEFORE THE EVENT,**

*NOT COUNTING THE DAY YOU SUBMIT YOUR APPLICATION OR THE DAY OF THE EVENT*

*Applications received less than 20 working days will be considered only if, in the opinion of the District Licensing Committee, the need for the licence could not reasonably have been foreseen earlier (s.137(2) Sale and Supply of Alcohol Act 2012)*

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

## Type of Special Licence Applied for, and whether event foreseeable

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

Could the event for which the special licence is applied for, reasonably have been foreseen? ☐ Yes ☐ No

If No, describe circumstances: .....

.....

## Details of Applicant

Full legal name or names to be on licence: .....

Contact person: ..... Daytime phone: .....

Applicant's date of birth: .....

Email: ..... (please note, if you add this address we may contact you by email, please check your spam/junk mail inbox)

Postal Address: .....

Town: ..... Post Code: .....

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:

.....

<p>Is a licence already held for the premises concerned? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, what type of licence? ..... Licence number: .....</p>
<p><b>Business details:</b> <i>(describe principal business and any other businesses)</i></p> <p>.....</p> <p>.....</p>
<p><b>Criminal convictions</b> <i>(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): If no convictions please state "No"</i></p> <p>.....</p> <p>.....</p>

<p><b>Details of Managers</b> <i>(Complete for each manager or proposed manager). Please note in most cases a certificated manager will be required)</i></p>
<p>Full name and address: .....</p> <p>Manager's certificate number: ..... Expiry date:.....</p>
<p>Full name and address: .....</p> <p>Manager's certificate number: ..... Expiry date:.....</p>
<p>If proposed manager is not certificated, give full name and address of nominated person:</p> <p>.....</p> <p>.....</p>

<p><b>Details of Premises</b></p>
<p>Address of premises: .....</p>
<p>Trading name or name of building: .....</p>
<p>Does the applicant own the proposed licensed premises? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, what is the full name and address of the owner:</p> <p>Full Name: .....</p> <p>Address: .....</p> <p>Town:..... Post Code:.....</p>
<p>Tenure: <i>(freehold, unit title, leasehold or under licence, including term)</i> .....</p>
<p>Is the licence conditional on completion of building work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please state details: .....</p> <p>.....</p>

## Event Details

Nature of event or series of events (*describe what will take place at the event - eg party with live music, disco; concert, movie night, quiz night, dinner etc*). Describe in full - use a separate sheet if necessary <sup>(1)</sup>

.....  
.....  
.....

Principal purpose of event(s) (*eg birthday party/wedding [please supply name/s of whose birthday/wedding it is], prize giving, fundraising*): .....

.....

What is the probable age distribution of the expected attendees? .....

Who will attend the event(s)? (*eg 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

## □ Invitation

<p>State each event and days and hours for which the licence is sought with estimate of number of people attending. <b>If for a specific person (eg birthday, wedding) - give their name/s.</b></p> <p>➤ <b>Please see 'INFORMATION FOR APPLICANTS' section regarding multiple events – please contact <a href="mailto:rss@waidc.govt.nz">rss@waidc.govt.nz</a> if you need advice</b></p>	
<p><b>Hours</b></p>	<p><b>No. of</b></p>

[illegible]

What form of security and number of personnel (if any) will be used at the event/s? <sup>(2)</sup> \_\_\_\_\_

☐ Yes      ☐ No

If Yes, what are those other goods and services? .....

.....

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: .....

(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 experience and training of the applicant? .....

Intended provision to be made for *(please supply detailed list of what is to be supplied)* <sup>(3)</sup>:

(i) Food: .....

(ii) Non alcoholic beverages: .....

(iii) Low-alcohol beverages: .....

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 (minors and intoxicated) people? .....

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

How many staff will be on duty and how many will be involved in the service 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 experience and training of the applicant? .....

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

Dated at: .....

Date: .....

Signature of applicant .....

## Note

- 1 This application must be accompanied by the prescribed fee (**see page 11**).
- 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 in form 8 is attached in a conspicuous place on or adjacent to the site to which this application relates.

## Payment Details

The application can be scanned and emailed to [rss@waidc.govt.nz](mailto:rss@waidc.govt.nz) and the payment may be made online to: BNZ Hamilton, 02 0316 0246517 01. Use 'Alcohol' and the Applicant name as the reference.

Payment Method ..... (ie online, credit card, eftpos)  
(A GST invoice will be supplied after payment is received)

Date of Payment: ..... Fee Paid: ..... Special Licence Class .....

**FROM THE WAIKATO DISTRICT HEALTH BOARD ALCOHOL TEAM TO THE LICENCE APPLICANT**

**Please fill in and return this form to Council with your licence application, it will speed up the process time.** If you have any questions or would like further Host Responsibility information, please contact a Compliance Officer: **Waikato District Health Board Alcohol Team 07 838 2569** or [tmt.nphscompliance@tewhatuora.govt.nz](mailto:tmt.nphscompliance@tewhatuora.govt.nz)

The following questions apply to your plans your upcoming event and are in relation to compliance with the Sale and Supply of Alcohol Act 2012

<b>1</b>	What type of event you are requiring a special licence for: e.g. 50 <sup>th</sup> birthday, fundraiser	
<b>2</b>	Do you have a website or social media page associated with this event? <i>If yes, please write address:</i>	<b>yes/no</b>
<b>3</b>	How many hours is the licence for: <input type="checkbox"/> 0-2 hours (Short - low risk) <input type="checkbox"/> 3-4 hours <input type="checkbox"/> 5-7 hours <input type="checkbox"/> 8 hours and over (Long- high risk)	What time of day will your event finish: <input type="checkbox"/> Before 3pm <input type="checkbox"/> Before 10pm <input type="checkbox"/> Later than 10pm - state time of finish _____ e.g. 3am
<b>4</b>	How many people are you anticipating will attend your event? (Max numbers)	
	Will children or young adults be present at the event?	<b>yes/no</b>
<b>5</b>	How many bar staff/volunteers will be present to observe/serve those attending the event?	
<b>6</b>	Are staff/volunteers trained to recognise signs of intoxication and stop serving to a person before this? <i>Refer to Intoxication Guidelines at <a href="http://www.alcohol.org.nz">www.alcohol.org.nz</a></i>	<b>yes/no</b>
<b>7</b>	Are staff/volunteers trained to ask anyone who looks below 25 years of age for valid ID before being served alcohol (valid ID is: Passport, NZ Driver's Licence or 18+ photo ID card)	<b>yes/no</b>
<b>8</b>	What <b>substantial range of food</b> do you intend to have available at the event? <b>If a catered event, please supply menu:</b> <span style="float: right;"><i>menu supplied yes/no</i></span> Or at least 3 different types of food: Pies <input type="checkbox"/> , Pizza <input type="checkbox"/> , Savouries <input type="checkbox"/> , Sandwiches <input type="checkbox"/> , BBQ <input type="checkbox"/> (please tick) Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
<b>9</b>	What types of <b>non-alcoholic drinks</b> will be available? Soft drinks <input type="checkbox"/> , coffee/tea <input type="checkbox"/> , energy drinks <input type="checkbox"/> , juice <input type="checkbox"/> water <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
<b>10</b>	What types of <b>low alcohol</b> (2.5% or less) will be available? Mid Ales <input type="checkbox"/> , Cider <input type="checkbox"/> light beers <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
<b>11</b>	What <b>alcoholic drinks</b> do you intend to serve at your events? Beer <input type="checkbox"/> , Cider <input type="checkbox"/> , Wine <input type="checkbox"/> , Cider <input type="checkbox"/> , Spirits <input type="checkbox"/> , RTD's <input type="checkbox"/> (please tick) If yes for RTDs state alc %	
<b>12</b>	Will all internal areas be smoke free?	<b>yes/no</b>
<b>13</b>	Is Security required?	<b>yes/no</b>
	Registered Security Co .....or volunteers(give details)	
<b>14</b>	Is there an Alcohol Management Plan for this event? If yes please include	<b>yes/no</b>

**I have read and understood the above questions and will implement the measures I have indicated**

(Name/Trading name of event location) \_\_\_\_\_

Print your name: \_\_\_\_\_ Role \_\_\_\_\_

Print your staff/mgr designation: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Ph: \_\_\_\_\_ Mob: \_\_\_\_\_ email: \_\_\_\_\_

## Alcohol Management Plan Template – *please complete and enclose with application (please see example on page 10)*

*Please complete all columns*

Hazard/ Problem	How Likely is it that this will occur	Situation/s that may lead to the problem	How to stop the problem	Actions required to stop the problem	Who is responsible for doing this	Expected Outcome
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					

## INFORMATION FOR APPLICANTS

- 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 a marquee or tent is required.
- 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.**
- **NOTE: Multi event applications MUST BE 'LIKE' EVENTS ie if the event types and conditions differ, separate special licence applications (and fees) are required. Please contact [rss@waidc.govt.nz](mailto:rss@waidc.govt.nz) if you are unsure.**

***Check off the items listed below to ensure you enclose all information so you lodge a complete application. If not complete, your application may be returned to you.***

- ☐ The application and any other documentation required.
- ☐ The fee - application fee is determined by the number and size of events covered by this application (see page 11).

### ***Plus:***

**RELATED DOCUMENTS TO BE INCLUDED WITH THE APPLICATION:** (Please provide information on separate sheets if necessary)

- ☐ An **Alcohol Management Plan** is required by the District Licensing Committee for all special licences – template to use (page 8) and an example (page 10). Further information can be obtained online at [alcohol.org.nz](http://alcohol.org.nz)
- ☐ 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.
- ☐ For entertainment involving **music** please advise how you will prevent causing a nuisance to nearby premises. <sup>(1)</sup>
- ☐ If private security personnel are being used please provide evidence of approval as 'crowd controller' form the Private Security Personnel Licensing Authority. <sup>(2)</sup>
- ☐ Written statement from the **owner of the building** giving consent to the applicant for alcohol to be sold or supplied on the premises and
- ☐ Confirmation that the **building is appropriate** for the type of function being applied for.
- ☐ **Complete list of all food, non-alcohol and low-alcohol beverages** that are to be provided. At least three substantial types of food are required eg lasagne, pies, pizza (expand list from page 4 if necessary)<sup>(3)</sup>.
- ☐ Details for the **provision of freely available drinking water** (expand details from page 4 if necessary).
- ☐ **Copy of each manager's certificate** for those nominated to manage the event (if applicable). Please note most special licences require certificated managers.

### ***Plus:***

#### **If a private event**

- ☐ Copy of the invitation.
- ☐ List of all invited guests (full names).
- ☐ Alcohol Management Plan.

#### **If a public event**

- ☐ Copy of the ticket.
- ☐ Copy of any promotional material for the event.
- ☐ Alcohol Management Plan.

## Alcohol Management Plan – **EXAMPLE ONLY**

Please complete all columns

Hazard/ Problem	How Likely is it that this will occur	Situation/s that may lead to the problem	How to stop the problem	Actions required to stop the problem	Who is responsible for doing this	Expected Outcome
<b>(Example)</b> Intoxication	High/Medium/Low (circle one)	Patrons drink too much alcohol	complete	complete	complete	No intoxicated patrons
<b>(Example)</b> Underage Drinking	High/Medium/Low (circle one)	complete	ID required	complete	complete	complete
<b>(Example)</b> Drink-Driving	High/Medium/Low (circle one)	complete	complete	Alternative transport, designated drivers	complete	complete
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					
	High/Medium/ Low (circle one)					

## APPLICATION FEE

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

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	\$575.00	1 large event More than 3 medium events More than 12 small events
Class 2	\$207.00	1 - 3 medium events 3 - 12 small events
Class 3	\$63.25	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).