



APPLICATION FOR SPECIAL LICENCE
SECTIONS 73 & 74, SALE OF LIQUOR ACT 1989

Westland District Licensing Agency
36 Weld Street
Private Bag 704
HOKITIKA

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

1. DETAILS OF APPLICANT:

a) Full name: _____

b) Postal address for service of documents: _____

c) Daytime contact name & telephone number: _____

d) Full name and address of manager(s) to be employed & managers certificate numbers :

Name	Managers Certificate number
_____	_____
_____	_____
_____	_____

e) Status of applicant (tick appropriate box):

- | | | |
|--|--|--|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Private Company | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Licensing Trust | <input type="checkbox"/> Partnership | <input type="checkbox"/> Local Authority |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Government Dept
or other instrument
Crown | <input type="checkbox"/> Manager under the
protection of Personal
& Property Rights Act 1988 |
| <input type="checkbox"/> Club | | |

2. PREMISES DETAILS:

a) Address: _____

b) Proposed trading or other name (if any): _____

c) Is a licence sought conditional upon construction or completion of premises? **YES/NO**

d) Does the applicant own the proposed licensed premises? **YES/NO** If No...

What is the name and address of the owner: _____

What form of tenure of the premises will the applicant have (including term of tenure?)

e) What part (if any) of the premises does the applicant intend should be designated as:

(i) A restricted area: _____

(ii) A supervised area: _____

(iii) Undesignated areas: _____

3. **PURPOSES:** (To be included only where the application is made for a licence under Section 73 of the Act, eg Premises without a licence)

a) What is the occasion or event, or series of occasions or events, in respect of which the licence is sought?: _____

b) When is the occasion or event, or series of occasions or events, likely to occur?: _____

c) On which days and during what hours does the applicant intend to sell liquor under the licence: _____

4. **PURPOSES:** (To be included only where the application is made for a licence under Section 74 of the Act, eg Premises wanting to trade outside of licence hours)

a) Identifying particulars of the on licence or club licence held by the applicant: _____

b) Address and trading name (if any) of hotel, tavern or club: _____

c) In respect of what kind or kinds of social gathering is the licence sought? _____

d) When are the social gatherings to be held: _____

e) On which days and during what hours does the applicant intend to sell liquor under the licence? _____

5. **CONDITIONS:**

a) What provision does the applicant intend to make for the sale and supply of:

(i) Food? _____

(ii) Non-alcoholic refreshments? _____

(iii) Low alcoholic beverages? _____

b) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licenced premises? _____

c) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? _____

d) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed? _____

e) What containers does the applicant propose to sell liquor in? _____

Dated at _____ this _____ day of _____ year _____

Applicants Signature

NOTES:

1. In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989.
2. This application must be in the hands of the Secretary of the District Licensing Agency at least **20 working days** prior to the occasion, event or social gathering to which the application refers.
3. This application shall be accompanied by the following:
 - a) Two copies of the application.
 - b) (Where the applicant is a local authority) A reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act.
 - c) (Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Person and Property Rights Act 1988) A copy of the property order.
 - d) (Where the applicant is a club and holds a club licence under the Act) The number of the club licence.
 - e) (Where the applicant is a club but does not hold a club licence under the act) Such of the following particulars as the District Licensing Agency may require:
 - i) (Where the club is incorporated) A copy of the certificate of incorporating or other documentary evidence of its incorporation; and
 - ii) (Where the club held a charter under the Sale of Liquor Act 1962) Identifying particulars of the club charter; and
 - iii) A copy of the club's constitution or rules.
 - f) (Where the application is made for a licence under Section 74 of the Act) Identifying particulars of the on-licence or club licence held by the applicant.
 - g) A plan showing:-
 - i) Those parts of the premises that are to be used for the sale of supply of liquor, and
 - ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
 - h) (Where the applicant is not the owner of the premises) A written statement from the owner to the effect that the owner has no objection to the grant of the licence.
 - i) If the event is to be in a marquee, a copy of the temporary building consent with a fire evacuation plan
 - j) The prescribed fee of \$63.00

Office Use Only

Fee Received \$ _____ Date _____ Receipt No _____