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Application for Special Licence must be lodged a minimum of 20 working days before the event. Unless unforeseen circumstances have occurred to prevent this, an application for Waiver under Section 208 cannot be accepted.

CHECKLIST - Please attach completed checklist to your application

EVERY application must be accompanied by the following:

- ONE copy of the application form and supporting documentation plus applicable application fee.
- Applications to be signed in person by the applicant. If employing an agent or lawyer who signs on your behalf we require a written "authority to act" to be submitted.
- Supporting documentation of the event ie. Programme or any other information which establishes this application as a genuine "special" event.
- Clear information about the types of people that will be attending the event (Public or Invitation only) and expected numbers.
- Floor plan identifying the particulars **noted under heading "Design and layout of the premises"**
- Location plan (map) of the premises/site.
- Identifying particulars of the applicant i.e. - for existing licensed premises the licence number and details; for a non-licensed club or society proof of its lawful establishment such as Club constitution or rules and where the club is incorporated a copy of the Certificate of Incorporation or other documentary evidence of its incorporation. For an individual we require a clear letter that you are authorised to apply for this licence on behalf of the event organisers.
- A written signed statement from the owner of the premises authorising the sale of alcohol if premises not owned by the applicant.

Failure to supply the required information may result in your application being placed on hold until ALL information has been received

For large events the following additional information may also be required:

- Management plan covering such matters as security, monitoring, interaction with local residents and public health concerns.
- Provision of a certificate from the Territorial Authority that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the NZ Building Code.
- Evidence that the applicant has liaised with the Police and Territorial Authority on planning for the event.

Sale and Supply of Alcohol (Fees) Regulations 2013 – Event Types and Fees

Large event: Event/s that the territorial authority believes on reasonable grounds will have patronage of over 400 people
 Medium event: Event/s that the territorial authority believes on reasonable grounds will have patronage of 100 - 400 people
 Small event: Event/s that the territorial authority believes on reasonable grounds will have patronage of less than 100 people

Class	Issued in respect of	Application fee \$ inc GST
1	1 large event OR more than 3 medium events OR more than 12 small events	\$575.00
2	3 to 12 small events OR 1 to 3 medium events	\$207.00
3	1 or 2 small events	\$63.25

SPECIAL LICENCE APPLICATION INFORMATION

Under the Sale and Supply of Alcohol Act 2012, a lot more information is required before an application for a special licence can be put before the District Licensing Committee (DLC). Please read the information carefully and make sure your application includes all of this information. You may need to include an additional page with your application.

Applications for special licences must be made **AT LEAST 20 WORKING DAYS BEFORE THE EVENT** and can only be received in a lesser time frame if the DLC decides there were unforeseeable circumstances.

What type of special licence do you need

On-site special licences allow the licensee to sell and/or supply alcohol for consumption on the premises by people attending an occasion or event. This is the **most common** type of special licence.

There is also an **off-site** special licence which allows a licensee to sell their alcohol for consumption somewhere else by people attending an occasion or event but also allows complimentary samples on the premises. These are only issued to manufacturers, importers, distributors or wholesalers of alcohol.

Has your application been lodged within 20 working days of the event?

If no, an application for waiver under section 208 must be applied for. The District Licensing Committee must first agree to accepting the application. Following this, the reporting agencies (who, under legislation, have 15 working days to consider the application) must then agree to a reduced reporting period. Be advised that your application for waiver under section 208 may not be accepted as it can place undue stress on the parties involved in processing your application.

The occasion or event

A special licence is to cover an occasion or event or a series of occasions or events only. You must adequately identify what the event/s are. If there are flyers or advertising for the event include a copy of this with your application. You also need to advise how many people you are expecting to attend each event. This makes a difference when calculating what class of special licence will be required and what the fee will be. Remember – a special licence cannot be used as a way of extending the hours of an existing licence.

Days and hours of operation

What date/s and what day/s is the application to cover and the hours required. You must be able to justify the days and hours sought.

Suitability of the applicant

Why are you a suitable person or business to hold a special licence? What previous experience do you have in selling and supplying alcohol? What do you know about the Sale and Supply of Alcohol Act 2012 and the requirements within this Act? Remember your application will be forwarded to the Police and Community & Public Health for comment and they are able to oppose the application in which case the DLC would hold a hearing to decide whether the licence will be issued or not.

Design and layout of the premises

- Where is the event taking place – include the physical address and also the name of the building if applicable and a location map indicating what the surrounding properties are eg houses, shops, schools etc.
- You also need to supply a floor plan which shows all areas intended to be used for selling or supplying alcohol including any outdoor areas. This plan needs to identify the following where applicable: where the bar is to be located, exits, toilet facilities, kitchen, the principal entrance, location of bar, lighting, furniture, security lighting, any outdoor parking, assembly area in case of emergency etc.
- If the event is not during the day, what lighting will be in place, location of band etc.
- Are you going to have a supervised or restricted area (supervised means no one under 18 unless with a parent or legal guardian, restricted means no one under 18).
- Also identify any off street parking and assembly points in case of an emergency.

Provision of any other goods or services

What other activities are going to be taking place in addition to the supply of alcohol and food? Describe all the activities eg is there entertainment, are any other services or goods being sold.

Appropriate systems, staff and training to comply with the law

Who is the nominated manager and do they hold a current managers certificate? If not, why are they considered to be suitable to manage the event and include evidence as to why this is the case. What other staff (if any) will be involved in the event and what training is to be given to these staff. Provide a copy of any written training information being provided.

How are you going to make sure that no minors are sold or supplied alcohol? How are you going to ensure that no one becomes intoxicated and what are you going to do about it if they do? Remember no person may remain on site or enter the site if intoxicated. How do you know if a person is intoxicated? How are you going to prevent people becoming intoxicated?

How and where will you supply free potable water to persons attending the event. This must be available for the duration of the licence hours. (Potable water is either mains supply or certified as meeting the Drinking Water Standards.)

What are you doing about promoting and providing information about alternative transport options from the venue. If a bus or courtesy vehicle is being provided how and when is this going to operate.

Why the amenity and good order of the surrounding area will not be negatively affected

In other words, how are you going to manage the event without causing any major issues in the immediate environment. For example, how much noise is likely to be produced and how are you going to mitigate any negative effects from the noise, what about vehicle movements and parking, litter, patrons behaviour etc. You may wish to include written statements from adjoining property owners/occupiers if they have no objection to the application.

The manner in which alcohol is to be sold

This relates to any promotions or advertising either before or at the event, will there be a limit on the number of drinks able to be purchased by an individual at any one time, what type of alcohol is to be sold and supplied. Remember alcohol cannot be a prize in a raffle and there are new rules around advertising discounts of more than 25%, promotions likely to lead to the excessive consumption of alcohol, or aimed at or likely to have special appeal to minors.

The object of the Act

The object of the Act is to ensure that the sale, supply and consumption of alcohol will be undertaken safely and responsibly and any harm caused by the excessive or inappropriate consumption of alcohol is minimized. Does your application meet the object of the Act.

Large events

Large events are events where 400 or more people are expected to attend. If your event is large you will need to supply a management plan. In addition, the Secretary of the District Licensing Committee will decide whether your application needs to be publicly notified by a notice, in the prescribed form, attached to a conspicuous place on or adjacent to the site and this would require additional time for objections to be received before a decision is made.

Summary

The application fee must be paid when you lodge your application. Refer to the heading "**Sale and Supply of Alcohol (Fees) Regulations 2013 – Event Types and Fees**" to calculate what fee is applicable by determining the 'size of the event' and the number of events sought.

Your application will be forwarded to the Police and Community & Public Health for comment and they are able to oppose to your application or delay their response if insufficient information is provided.

The final say as to whether your application is approved or not is made by the District Licensing Committee, which is currently meeting on a fortnightly basis. To ensure your application is decided in time please allow as much time as possible to avoid disappointment.

West Coast Councils



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Record No.:

Date lodged:

Debtor No.:

Application Fee:

Receipt:

Invoice:

Application for Special Licence [Form 6] Section 138 Sale and Supply of Alcohol Act 2012

Please use a separate sheet of paper if there is insufficient space provided.

- To: The Secretary **Buller** District Licensing Committee
 Grey District Licensing Committee
 Westland District Licensing Committee

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

1. Type of special licence applied for, and whether event foreseeable

State whether event is on-site or off-site: On-Site Off-Site

State whether the event for which the special licence is applied for could reasonably have been foreseen:

Yes No If no, describe circumstances: _____

If no, an application for Waiver under Section 208 must also be applied for.

2. Details of Applicant

a. Status of Applicant (tick appropriate box):

If your organisation does not fit any of this criteria, it needs to be lodged by an individual (natural person) on behalf of your organisation)

- Natural Person Private Company Public Company
 Partnership Territorial/Local Authority Licensing or Community Trust
 Trustee Government department or other instrument of the Crown
 Manager under the Protection of Personal and Property Rights Act 1988
 Board, organisation, or other body to which section 28(1)(c) of the Act applies
 Body corporate (S 28(1)(b) of the Act). State authority of incorporation: _____

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

If applicant is an individual, note any maiden name or aliases: _____

c. Postal Address for service of documents: _____

d. Contact details for Applicant:

Full legal name of contact person: Surname _____

Christian Name/s _____

Maiden Name _____

e. Alias (if applicable): _____

Date of Issue: 01/07/19

- f. Usual residential address: _____
- g. Postal address for service of documents: _____
- h. Daytime contact name and number: _____
- i. Fax number: _____
- j. Email Address: _____
- k. Website (if applicable): _____
- l. Preferred mode of contact: _____
- m. Date and Place of Birth: _____
- n. Gender: Male Female
- o. Criminal Convictions of Individuals, Company directors or partners: (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)

Nature of offence	Date of Conviction	Penalty

3. Police Approval

The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?

Yes No **I agree to the release of information obtained by the Police when compiling background checks.**

(Note that failure to allow Police to disclose this information may result in your application being determined at a hearing.)

4. Details of all Managers appointed:

Full Legal Name: _____

Certificate No. _____ Expiry: _____

Full Legal Name: _____

Certificate No. _____ Expiry: _____

Full Legal Name: _____

Certificate No. _____ Expiry: _____

5. Details of Premises: On-Site and Off-Site Event/s (if not a conveyance)

- a. Address of proposed licensed premises: _____
- b. Details of Business if applicant is not an individual: (Describe principal business and any other businesses)
- _____
- c. Is a licence already held for the premises or conveyance concerned: Yes No If yes:
- State kind of licence, licence number and expiry: _____

- d. Any name, trading name or name of building (if any): _____
- e. Tenure of the premises: (eg leasehold, under tenancy agreement of licence) _____
- f. Does the applicant own the proposed licenced premises? (Tick one) Yes No

If no, please provide the following details:

Full name and address of owner: _____

Signature of owner authorising use of premises: _____

- g. Is the licence sought conditional on the completion of building work? (Tick one) Yes No

If yes, please provide details: _____

- h. What part (if any) of the premises does the applicant intend to be designated as:

Note: Highlight designated areas on floor plan.

- **Restricted** designation: no person under 18 may be present on the premises.
- **Supervised** designation: persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **Undesignated**: Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent or legal guardian.

Restricted area: _____

Supervised area: _____

Undesignated: _____

- i. Are there security cameras and monitors on site? _____ Yes No

If yes, how many of each are on site – also note location on floor plan. _____

6. Details of conveyance (if not applicable proceed to 7.)

- a. Type of conveyance: (eg. Ship, railway carriage, bus, etc) _____
- b. Any registration number: _____
- c. Any home base address: _____
- d. Any name used or proposed for conveyance: _____

7. Details of Event/s (Use separate piece of paper to itemise if more than three events)

Event 1: _____

Nature (principal purpose) of event: (le wedding, fundraiser etc) _____

Day and Date/s: _____

Proposed Hours: _____

Estimate of number of people attending: _____ Probable age distribution of people attending: _____

Types of containers in which alcohol is to be sold: _____

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

Yes No If yes, what is the nature of those other goods or services? _____

Event 2: _____Nature (principal purpose) of event: *(le wedding, fundraiser etc)* _____

Day and Date/s: _____

Proposed Hours: _____

Estimate of number of people attending: _____ Probable age distribution of people attending: _____

Types of containers in which alcohol is to be sold: _____

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

 Yes No If yes, what is the nature of those other goods or services? _____**Event 3:** _____Nature (principal purpose) of event: *(le wedding, fundraiser etc)* _____

Day and Date/s: _____

Proposed Hours: _____

Estimate of number of people attending: _____ Probable age distribution of people attending: _____

Types of containers in which alcohol is to be sold: _____

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

 Yes No If yes, what is the nature of those other goods or services? _____**8. Conditions: All events**

a. What experience and training does the applicant have? _____

b. What steps will be taken to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed? (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?

c. What other steps will be taken to promote the responsible consumption of alcohol?

- d. What other systems (incl. training systems, security) and staff are or will be in place for compliance with the Act?

9. Further Conditions for On-Site Event/s Only

- a. What provision will be made for the sale and supply of:

Food (specify): PLEASE ATTACH MENU/S: If application is for more than one event, itemise menus/food service for each event.

Non-alcoholic beverages (specify types): _____

Low alcohol beverages (specify brands): _____

- b. To what extent and where will free drinking water be freely available to patrons: _____

- c. If no access to mains water supply, potability of water intended to be available (you may be asked to provide a certificate certifying the potability of the water) _____

- d. What steps will be taken to provide assistance with or information about alternative forms of transport from the premises?

- e. What is the land near the proposed premises currently being used for? (ie are you in a commercial or residential area)

- f. Will the granting of the licence impact on neighbouring land use? If so, in what way and how will you mitigate these effects?

- g. What are the current and possible future noise/nuisance, vandalism, litter levels and how do you intend to mitigate them?

- h. What other on-licensed premises are there in the vicinity of the proposed venue?

- i. Will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

10. Attachments

Checklist provided indicating all relevant attachments required.

Privacy Statement

Information contained in your application and any supporting information will be held by Westland District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Licensing Inspector) for the purposes of assessing and reporting on your application, and to the Westland District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Westland District Licensing Committee and may be used in the Committee's decision for your application. Decisions can be made publicly available. The Council is required to provide a copy of all applications and related decision along with the issued certificate to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. You have the right to see and correct personal information that the Council holds about you.

11. Signature: Please ensure this application is signed and dated

Dated at _____ this _____ day of _____ 20____
 (Place ie. Westport, Greymouth, Hokitika) (day) (month) (Year)

Applicant Signature

Notes

1. This form must be accompanied by the prescribed fee
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.