

## **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.