

## Special Licence

### Section 138 – Sale and Supply of Alcohol Act 2012

#### Please Note:

Allow as much time as possible before the date of an event to obtain all appropriate consents. Unopposed Special Licence applications take approximately 30 working days to process. Applications received outside of this timeframe may not be determined before the event.

#### **Incomplete applications will be returned and may not be issued in time.**

The application must be accompanied by the correct fee. Accepted methods of payment are either by cash, EFTPOS, or cheque (cheques made payable to "Central Hawke's Bay District Council").

Written applications must be delivered to the Central Hawke's Bay District Council Office in Waipawa, or posted to: Central Hawke's Bay District Council Licensing Committee, Central Hawke's Bay District Council, PO Box 127, Waipawa 4240.

Typed applications saved as a **Word Document** may be e-mailed to [alcohol-licensing@chbdc.govt.nz](mailto:alcohol-licensing@chbdc.govt.nz)

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. This process may take up to 20 working days. For more information about obtaining a building consent, phone 06 857 8060.

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.

Special licences cannot be applied for to remove the designation of licensed premises.

Application for special licence is made in accordance with the Sale and Supply of Alcohol Act 2012, as detailed below:

#### **1. Section 22(2) On-site Specials**

Permit a licensee to sell or supply alcohol for consumption on those premises to people attending an event as described in the application. Additionally the holder of an On or Club licence may be permitted to sell or supply alcohol for consumption on the premises at a time not ordinarily permitted by the licence or in an area not specified in the licence.

#### **2. Section 22(5) Off-site Specials**

Permit the holder of a special licence to sell, at an event described in the licence, the licensee's alcohol for consumption somewhere else. Whilst the off-site special is being utilised the licensee may also supply alcohol free, as a sample, for consumption on the premises.

## You are required to provide the following:

- The application and all documentation
- Fee:** The application fee is determined by the number and size of events covered by this application. The following will help you work out what fee you can expect to pay.

<b>Class 1:</b>	\$575.00	*1 large event; more than 3 medium events; more than 12 small events
<b>Class 2:</b>	\$207.00	*3-12 small events; 1-3 medium events
<b>Class 3:</b>	\$63.25	*1 or 2 small events

\*Large event: more than 400 people expected

\*Medium event: between 100 and 400 people expected

\*Small event: less than 100 people expected

### Related documents

- A 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.
- A written statement from the building owner 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.
- A complete list of all food, non-alcohol, and low alcohol beverages that are to be provided.
- Details for the provision of freely available drinking water.
- A copy of each manager's certificate for those nominated to manage the event (if applicable)

### If a private event

- A copy of the invitation
- A list of all invited guests (full names)

### If a public event

- A copy of the ticket
- A copy of any promotional material for the event
- An Alcohol Management Plan and / or an Event Management Plan for large scale events (Please refer to the 'HPA Guidelines for Management of Alcohol at Large Events')

### Please Note:

- **The applicant must be the party that is taking money from the event**
- **The application must only be signed by the applicant**

## Application for Special Licence

### Section 138 – Sale and Supply of Alcohol Act 2012

#### Please read this first

This form will be scanned by electronic equipment. If you are filling this form with a pen, it is important that you:

- Use a blue or black pen to mark your answers;
- Use block capitals; and
- Print clearly.

#### Privacy Statement:

Personal information contained in your application and any supporting information will be held by Central Hawke's Bay District Council. It will be provided to the District Licensing Committee, Police, and the Licensing Inspectorate, and may be provided to the Licensing Authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

To: The Secretary  
 District Licensing Committee  
 Central Hawke's Bay District Council  
 PO Box 127  
 Waipawa

#### Type of Special Licence applied for

- On-site  
 Off-site (An off-site special licence cannot be used for a conveyance.)

#### Details of applicant (Please print in CAPITALS)

Full legal name(s) to be on licence

Applicant's date(s) of birth (for natural persons or partnership)

Date of Birth:		Date of Birth:	
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Postal Address for service of documents

Town:		Postcode:	
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Phone Number:		Mobile Number:	
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Email Address:

Preferred mode of contact

- Phone     Mobile     Email

#### Office Use only

Date Received:		Record Number:	
Receipt Number:		Licence Number:	
Amount Paid:		DLC Decision Number:	

**Details of applicant**

Applicant's business details (describe principal business and any other businesses)


**Criminal Convictions**

(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)


Status of applicant (please 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"/> Board, organisation or other body |
| <input type="checkbox"/> Local authority   | <input type="checkbox"/> Trustee  | <input type="checkbox"/> Body corporate                    |
| <input type="checkbox"/> Club  | <input type="checkbox"/> Government department or other instrument of the crown |  |
| <input type="checkbox"/> Manager under the protection of Personal and Property Rights Act 1988           |   |  |
| <input type="checkbox"/> For an incorporated body, which is the authority under which it is incorporated |   |  |

Is a licence already held for these premises?

- Yes       No

If Yes, state the type and number of the licence held.

Licence Type	Licence Number

**Details of manager(s)**

Full name and address of managers to be employed, certificate numbers of managers, expiry date of each certificate, and date of birth for each manager

Full legal name


Residential address

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Town:                      Postcode:

Gender:       Male       Female      Date of Birth:

Certificate number:      Certificate expiry date

Full legal name


Residential address

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Town:                      Postcode:

Gender:       Male       Female      Date of Birth:

Certificate number:      Certificate expiry date

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**Details of premises**

Address of premises

\_\_\_\_\_  
 \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Trading name used or proposed for the premises, or name of building

\_\_\_\_\_

Does the applicant own the proposed licensed premises?

Yes       No

If NO:

(i) What is the full name and address of the owner?

\_\_\_\_\_

\_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

If YES:

(ii) What form of tenure and term of tenure will the applicant have?

\_\_\_\_\_

\_\_\_\_\_

Is the licence conditional on completion of building work?

Yes       No

If yes, please state details

\_\_\_\_\_

\_\_\_\_\_

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

(i) A supervised area

\_\_\_\_\_

(ii) A restricted area

\_\_\_\_\_

**Note:**

**A supervised area is an area where individuals under 18 years of age may be present if they are accompanied by a parent or legal guardian. A restricted area means that 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**

**Event details**

What is the occasion or event, or series of occasions or events, for which the licence is sought?

\_\_\_\_\_

\_\_\_\_\_

What is the principal purpose of the event? (e.g. birthday party, prize giving, fundraising)

\_\_\_\_\_

\_\_\_\_\_

On which day(s) is the occasion or event, or series of occasions or events, to occur? (e.g. Saturday, 14<sup>th</sup> November 2014)

\_\_\_\_\_

\_\_\_\_\_

### Event details

If the event, or occasion, begins less than 20 working days from the date of lodgement of this application, please advise why the need for a special licence could not have been foreseen, and the application lodged earlier.

On which days and during which hours does the applicant intend to sell or supply alcohol under the licence?  
(e.g. Saturday 8 February, 4pm to 1am the following day)

Day	Date	Start-Time	Finish Time	Principal purpose/ Nature of Event	Number Attending

What is the probable age distribution of expected attendees?

How many people can the premises hold under the fire evacuation scheme:  
Note: If you do not know, it is your responsibility to find out before filing this application.

What will happen during the event(s) or social gathering(s)? (e.g. entertainment, speeches, a disco, dancing, dinner or supper, etc.) Please describe in full.

If there is Entertainment, what time will it:

Start:  Finish:

Are tickets to be pre-sold or sold on the day(s) of the event(s) or social gathering(s)? Please tick one box)

Pre-sold       Sold on the day       Door sales       No tickets sold       Invitation

What are the name(s) of those who will be in charge of the event(s) or social gathering(s)?

**Event details**

Have you or your organisation held a special licence before?

Yes       No

If YES, please state details.

Will there be goods other than alcohol and food sold or supplied, or services provided, that don't relate directly to the sale and supply of alcohol or food?

Yes       No

If YES, what will those goods or services be?

What types of containers will alcohol be sold in?

**Conditions (On-site special licence only)**

What provision does the applicant intend to make for the sale and supply of: (please supply detailed lists of what is to be supplied)

(i) food?

(ii) non-alcoholic refreshments?

(iii) low-alcohol beverages?

Describe how drinking water will be made freely available to patrons (if there is no access to mains supply, comment on the potability of water intended to be available).

What is the experience and training of the applicant, relevant to this application?

What systems (including training systems) and staff (in place or to be in place) will there be to ensure compliance with the Act?

**Conditions (On-site special licence only)**

What steps does the applicant propose to take to provide help with, and information about, alternative forms of transport from the licensed premises?


What other steps does the applicant propose to take to promote the reasonable consumption of alcohol?


What other steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?


**Conditions (Off-site special licence only)**

What is the experience and training of the applicant, relevant to the application


What systems (including training systems) and staff (in place or to be in place) will there be to ensure compliance with the Act?


What other steps does the applicant propose to take to promote the reasonable consumption of alcohol?


What other steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?


**Signature**

**Please note:** The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will be informed.

Dated at		this		day of		2	0		
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Print Name:	
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Signature of Applicant:	
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