

APPLICATION FOR SPECIAL LICENCE (FOR PREMISES)

Section 76, Sale of Liquor Act 1989

Application No
..... /

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To: The Secretary
The District Licensing Agency
Timaru District Council
P O Box 522
Timaru

Application for a Special Licence is made in accordance with the details set out below:

1 DETAILS OF APPLICANT(S)

(a) Full name(s):

(b) Postal address for service of documents:

(c) Daytime contact name and telephone number:

(d) Full name, address and date of birth of manager or managers to be employed, and certificate numbers of manager's certificate(s):
.....
.....

(e) Status of applicant (*tick appropriate box*):

Natural Person Private Company Public Company

Body corporate to which section 75(ba) of the Act applies Board, organisation, or other body to which section 75(bb) of the Act applies

Licensing Trust Partnership Govt Dept or other instrument of Crown

Local Authority Trustee Manager under the Protection of Personal and Property Rights Act 1988

Club

2 PREMISES DETAILS

(a) Address of proposed licensed premises:

.....

(b) Proposed trading name for premises *(if any)*:

.....

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

(d) Does the applicant own the proposed licensed premises? YES / NO

If NO:

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

.....

.....

(ii) 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:

.....

3 PURPOSES *(To be included only where the application is made for a licence under section 73 of the Act - no existing 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 this occasion or event, or series of occasions or events, to occur?

.....

.....

(c) On which days and during which 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 - existing licence):

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

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(b) Address and trading name (if any) of licensed premises:

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(c) In respect of what kind or kinds of social gatherings is the licence sought?

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.....

(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?

Day	Date	From	To	Details of Function
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.....
.....
.....
.....

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.....
.....

5 CONDITIONS

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

(i) Food?

Please complete the attached Food Safety Form. An Environmental Health Officer will contact you.

(ii) Non-alcoholic refreshments?

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

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

(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 /

.....
Applicant

NOTES:

- 1 In respect of the status of applicant, see Section 75 of the Sale of Liquor Act 1989.
- 2 For the matters that are to accompany this application, see Regulation 14(3) of the Sale of Liquor Regulations 1990.
- 3 Persons obtaining Special Licences must provide food and non alcoholic refreshments and must take steps to ensure that minors, intoxicated and other prohibited persons are not able to obtain alcohol.

SALE OF LIQUOR ACT 1989

APPLICATION FOR SPECIAL LICENCE

FOOD SAFETY

As from June 2008, all food preparation on premises, including barbeques and stalls, will be required to have a Food Control Plan (FCP) or Food Handler Guidance (FHG) approved by the Council and the New Zealand Food Safety Authority (NZFSA).

New regulations will replace the Food Hygiene Regulations.

The requirement will apply to those groups/individuals preparing food for all special occasions, in particular those applying for a Special Licence.

To enable your application to be processed, please complete the following –

Name of Organisation:.....

Contact person:

Contact telephone number/s:

Name of Venue:.....

Is a registered caterer to be used for the provision of the food Yes / No

Name of Caterer Licence Number

Detail of food to be provided at function

What premises is the food to be purchased from

How is the above purchased food being transported to the venue

How is food to be stored at venue

Is the food to be prepared at the venue Yes / No

If **No**, where is food being prepared and how is it being transported to venue

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.....
.....

What food preparation is to be carried out at the venue or what foods being reheated at the venue

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

How is processed food to be stored: Fridge / Bain Marie

Name of persons holding food handlers certificates:

.....
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.....

Facilities available at venue (*tick appropriate box*)

	YES	NO	HOT WATER	COLD WATER	SOAP	TOWEL
SINK						
WASH HAND BASIN						
DISHWASHER						

Is crockery/utensils/glassware/knives/forks/spoons hired? Yes / No

If yes to above, name of hire company

If no, where are items from?

Are disposable items being used? Yes / No

Protective clothing being worn Yes / No

Type Apron / Hat / Gloves

Date and Time of function

.....
.....

Time foods to be served

.....

_____	DATE _____
ENVIRONMENTAL HEALTH OFFICER	
Approved / not approved	
Approval reference / /	