



Special Licence Application

General Information

Sale and Supply of Alcohol Act 2012 – Sections 137-150



For office use:

Date of event:		
Application no:	Checked:
Fee paid:	Receipt no:
Planning:	Health:
Police:	MoH:

Application for Special Licence

Form 6

Section 138, Sale and Supply of Alcohol Act 2012

Event name:

Nature of event:

Where:

When:

a) Details of Applicant

The applicant is the person / club / company / organisation receiving the profits from the sale of alcohol. Please state the full legal name of entity or person applying.

Applicant name:

Daytime contact name:

Postal address:

Telephone numbers:

Email:

Status of applicant (if natural person, must be over the age of 20):

Private company

Natural person

Club

Board, organisation or body

Partnership

Body corporate

Other, please state:

Does the applicant hold a premises alcohol licence: Yes No

If yes, please tick which: On licence Off licence Club licence

Is this application for an event(s) in less than 20 working days? Yes No

If yes, describe the circumstances that have led to a late application (NOTE: Only in exceptional circumstances will the DLC accept applications received with less than 20 working days):

working day means a day of the week other than –

- (a) A Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Te Ra Aro ki a Matariki/Matariki Observance Day, and Labour Day; and
- (b) If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday; and
- (c) A day in the period commencing on 20 December in any year and ending with 15 January the following year.

Type of special licence applied for:

On site (alcohol will be consumed on the licenced premises and opened at point of sale)

Off site (alcohol will be sold in sealed containers and will be consumed elsewhere, free tastings may be available. Please note off site special licences are only issues to manufacturers, distributors, importers or wholesalers of alcohol)

Combined on and off site

Experience and training of applicant in running special licenced events:

Have you ever been convicted of an offence (NOTE: As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinite disqualification from driving):

Yes

No

If yes, give details below:

Nature of offence:

Date of conviction:

Penalty suffered:

b) Premise Details

Fill in the details of the premises in which the event(s) will be held:

Physical street number and address of proposed premises:

Trading name (if applicable):

Is the proposed event taking place on a conveyance (boat, bus, train)?

Yes

No

Name of conveyance (if any):

Is there a Fire Evacuation Scheme for public safety in place for the premises:

Yes

No

Do you own the premises: Yes No

Is the licence conditional upon completion of building work or construction of a marquee larger than 100m²? Yes No

If yes, state building consent number:

Is the alcohol being sold or supplied from a:

Tent

Bar

Booth

Table service

Other:

Is the whole of the premises to be licenced?

Yes

No

Premises licence floor plan (please provide with this application a plan of the area to be covered by the licence, showing):

The entire area to be licenced

Entrance(s)

Location and number of toilets available

Where alcohol will be supplied / sold from

Where security will be stationed (if any)

Place of safety (if any)

Outside smoking area

Location of free water

Location of where food will be available

Location of Host Responsibility and prohibited persons signage

Please indicate how the areas are to be designated and, mark these on the floor plan:

Restricted Area (no person under 18 may be in the area)

Supervised Area (persons under 18 may be present if accompanied by a parent or legal guardian)

Undesignated (there is no restriction on the age of people who may be present)

c) Details of the Event

If the application is for more than one event, please copy the following pages and describe each additional event and number the pages. It is important to supply any additional information which may support this application.

Event number

of

Over how many days?

Describe fully the details of the event for which the special licence is required below and write any additional information in a letter and attach to the application.

Event title:

Purpose of the event:

Date(s) of the event:

Contingency date (wet weather date, if required):

Hours of the event: Start: Finish:

Age of target audience for the event:

Approximately how many people will be expected to attend the event?

(NOTE: Events for over 400 people will need an alcohol management plan. The agencies may also require an alcohol management plan for events with less than 400 people and will advise if this is necessary.)

Does your event require a resource consent? Yes No

Does your event require a marquee building consent? Yes No

How will admission be controlled:

Presold tickets Door sales Invitation only

What is the cost of the ticket?

What is included in the cost of the ticket?

Who will monitor the entranceway to the event?

Bar staff Individual
Family member Certified security
If certified, who and how many people will be monitoring:

Details of how the event will be monitored:

Detail the type and amount of food that will be available (remember that food e.g. pies, sandwiches, savouries, filled rolls, etc must be available AT ALL TIMES alcohol is for SALE and SUPPLY – even before and after suppers). Give details if a meal is being provided together with approximate time of meal and supper i.e. when it will be served / will be available to patrons. If you have a menu or price list please supply it with application. NOTE: potato crisps, dips, lollies, ice-creams and nuts are NOT considered substantial food.

How will this food be promoted:

Will alcohol be sold through a cash bar: Yes No

If no, describe how alcohol will be sold / supplied:

Is there a limit on how many alcoholic drinks can be purchased at one time:

What types of alcohol will be available:

Beer	Cider	Spirits	Ready to Drink
Wine	Will you be selling wine by 750ml bottles:	Yes	No

What type of non-alcoholic drinks will be available:

What type of low alcoholic drinks will be available (state brand, must be 2.5% alcohol or less):

Free potable water must be provided at all times

How will you supply and promote this:

What is the source of the water:

Where will the water be located?

Bar	Tables	Counter
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What containers do you intend selling alcohol in:

Plastic	Glass	Cans
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What assistance and information do you have in place about alternative forms of transport from the premises?

What service is available:

Taxi	Coach	Telephone	Cell phone
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How will your host responsibility provisions be promoted:

Signage

Other:

How many staff will you have on the day of the event and what training is in place for your staff:

What steps do you intend to take to manage the sale and supply of alcohol, with the aim of reducing harm?

What controls are in place to deal with persons who are intoxicated to ensure their safety and the safety of others, and that alcohol is not sold or supplied to them:

What controls are in place to ensure alcohol is not sold or supplied to persons under the age of 18 years:

d) Duty Manager's Details

Manager 1:

Full name of proposed manager:

Date of birth:

Phone:

Postal address:

Have they managed an event similar to this in the past:

Yes

No

If yes, give brief details:

Do they hold a managers certificate:

Yes

No

If yes, number and expiry:

If no, online ServeWise training is to be completed and a copy of your certificate provided with the application. Visit www.servewise.alcohol.org.nz

If a certificate is not held, please give brief details of any relevant experience had in the hospitality industry:

Manager 2:

Full name of proposed manager:

Date of birth:

Phone:

Postal address:

Have they managed an event similar to this in the past:

Yes

No

If yes, give brief details:

Do they hold a managers certificate:

Yes

No

If yes, number and expiry:

If no, online ServeWise training is to be completed and a copy of your certificate provided with the application. Visit www.servewise.alcohol.org.nz

If a certificate is not held, please give brief details of any relevant experience had in the hospitality industry:

Manager 3:

Full name of proposed manager:

Date of birth:

Phone:

Postal address:

Have they managed an event similar to this in the past:

Yes

No

If yes, give brief details:

Do they hold a managers certificate:

Yes

No

If yes, number and expiry:

If no, online ServeWise training is to be completed and a copy of your certificate provided with the application. Visit www.servewise.alcohol.org.nz

If a certificate is not held, please give brief details of any relevant experience had in the hospitality industry:

Manager 4:

Full name of proposed manager:

Date of birth:

Phone:

Postal address:

Have they managed an event similar to this in the past:

Yes

No

If yes, give brief details:

Do they hold a managers certificate:

Yes

No

If yes, number and expiry:

If no, online ServeWise training is to be completed and a copy of your certificate provided with the application. Visit www.servewise.alcohol.org.nz

If a certificate is not held, please give brief details of any relevant experience had in the hospitality industry:

Manager 5:

Full name of proposed manager:

Date of birth:

Phone:

Postal address:

Have they managed an event similar to this in the past:

Yes

No

If yes, give brief details:

Do they hold a managers certificate:

Yes

No

If yes, number and expiry:

If no, online ServeWise training is to be completed and a copy of your certificate provided with the application. Visit www.servewise.alcohol.org.nz

If a certificate is not held, please give brief details of any relevant experience had in the hospitality industry:

If more managers, please copy and complete page 7 and include in application.

e) Food Safety

Any group or individual preparing food for special occasions and in particular those applying for a Special Licence must provide information on their food safety. To enable your application to be processed, please complete the following:

Name of organisation:

Contact person and phone number:

Name of venue:

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

Name of caterer:

Licence no:

Detail of food to be provided at function:

What premises is the food to be purchased from and how is it being transported to the venue:

How is it being stored at the 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:

What food preparation is to be carried out at the venue and what foods are being reheated at the venue:

Name of the person in charge of food at the event:

Facilities available at venue (tick appropriate box):

	Yes	No	Hot Water	Cold Water	Soap	Towel
Sink						
Wash basin						
Dishwasher						

Is crockery / utensils / glassware hired: Yes No

If yes, name of hire company:

If no, where are items from:

Are disposable items being used: Yes No

Is protective clothing being worn: Yes No

Type:

Date and time of function:

Time foods to be served:

For office use:

Approved

Not Approved

.....
Signed:

.....
Date:

Environmental Health Officer

Signature and Date

I acknowledge that I understand my obligations as prescribed by the Sale and Supply of Alcohol Act 2012:

Signature of applicant:

Position:

Date:

If this form is being completed online, you will not be able, or required to sign this form and the online lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.

When complete, please email this form to the email address below.

For assistance please contact:

Liquor Licencing
Timaru District Council
2 King George Place
PO Box 522
Timaru 7940

Lodgement Email: liquoradmin@timdc.govt.nz

Phone: 03 687 7200

Frequently asked questions

Who reports on applications?

Applications are referred to the Police, Licensing Inspector and Medical Officer of Health (the agencies) for consideration; and any of the agencies may require further details in respect of your application. As a result of the needs of the different agencies, there are a range of questions within the application form which are relevant to the agencies.

What if bad weather postpones the event?

You can still operate under the Special Licence on the day the event is postponed to. You must request a contingency date in your application if you do have a postponement date.

Does a person with a manager's certificate have to be present during the event?

Yes, if the event is on a licensed premises. In most cases the District Licensing Committee requires the holder of a Manager's Certificate to be on duty, however this is determined on a case-by-case basis and the District Licensing Committee will require a manager to have experience with the sale of alcohol.

If your nominated manager does not hold a Managers Certificate, they will need to complete online ServeWise training and provide proof of this with their application.

Can I use any tent or building to host my event?

A tent or marquee used for public assembly with a floor area exceeding 100m² requires a building consent. Please contact the Building Control Officer in your area of the district for advice on Building Act compliance if you propose to use a building not designed as a place of public assembly (for example an empty building or shed). Your application may also be sent to the Fire Authority for their information.

Are there any restrictions on the type of event that can be applied for?

Yes, examples that are likely to be opposed by the reporting agencies are contrived events for the purpose of trading when the legislation otherwise requires the premises to be closed (e.g. Christmas day).

Good order and amenity

New licensing criteria requires that as a licensee you must consider the matter of the 'amenity and good order' of your locality, and whether it will be impacted negatively by the existence of your licence, e.g. noise, litter, patron disorder etc.

The Alcohol Regulatory Licensing Authority (ARLA) expects that a suitable licensee will be able to demonstrate a thorough knowledge of the area surrounding their premises, what facilities such as schools and churches are present and an understanding of its demography.

Fees

Class 1	1 event with over 400 persons; or 4 or more events of 100-400 persons; or 13 or more events of less than 100 persons	\$575.00
Class 2	1 to 3 events of 100-400 persons; or 3 to 12 events of less than 100 persons	\$207.00
Class 3	1 or 2 events of less than 100 persons	\$63.25

Note: An 'event' includes an occasion, a gathering and any of a series of events. A 'series of events' is a number of events related in some way.

This application MUST be submitted with ALL supporting documents, including proof of payment, at least 20 WORKING DAYS before the event date.

Please note: Incomplete application forms will not be processed and will be returned to you. Applications will not be processed until the application fee has been paid.

Payment of Fees

Please make payment at the time of lodgement to the following bank account:

Timaru District Council

02 0888 0269159 00

Reference: SPEC

Particulars: Applicant name

Checklist

Please read and complete this checklist BEFORE submitting the application.

Include with application form:

The prescribed fee (note: fees are non-refundable).

Menu (on-site applications only) i.e. food available / provided during the entire event.

Event programme (run sheet) – showing schedule of times for the event including the start and finish times of any entertainment, speakers, meal service, when doors open, bar opening / closing times and when patrons are to be off the premises (please note in most cases the bar is required to be closed 30 minutes prior to the end of the scheduled entertainment).

Premises licence floor plan - to show the area to be covered by the licence, entrances, location and number of toilets, where alcohol will be sold / supplied from, where security will be stationed (if any), place for safety (if any), outside smoking area (if this is a Timaru District Council owned facility you are not able to include a 'smoking area' as per the Smokefree Policy), location of free water, location where food will be available, location of host responsibility signage and prohibited person signage and designated areas (this is not required if the premises already hold a liquor licence).

Ticket or invitation, and any promotional material (e.g. poster, internet advertising).

Evacuation Scheme for public safety (if required).

For large or high-risk events, the following information may be requested:

Alcohol management plan.

Event management plan.

If required by the District Licensing Committee, the applicant must give public notice of it in the prescribed form within 20 working days after filing this application. The notice must be given in compliance with Sale and Supply of Alcohol Regulations 2013.

If you have any queries while completing the application form, please contact Timaru District Council Liquor Licensing on 03 687 7200.