

Information and Checklist for On-site Special Licence

An application for a special licence **MUST be lodged at least 20 WORKING DAYS before the day the event(s) is to be held.** Please note the definition of working day on the last page of this form.

For large events applications to be lodged at **least 30 working days before the event(s).**

The Sale and Supply of Alcohol Act 2012 guarantees reporting agencies 15 working days to report on an application. Applications are then reported on by a Licensing Inspector, and passed to the independent District Licensing Committee for consideration. An applicant must allow time for this process. Applications with objections may require further information to be supplied, or require a public hearing. The District Licensing Committee cannot guarantee the granting of any application.

Type of Special Licence Applied for, and whether event foreseeable

This is an application for an on-site special licence where alcohol will be consumed on the premises where the event is occurring.

Is the event more than 20 working days from the date of application? ☐ Yes ☐ No

APPLICATIONS FOR EVENTS LESS THAN 20 WORKING DAYS FROM THE DATE OF THE APPLICATION CANNOT BE ACCEPTED UNLESS THE NEED FOR THE LICENCE COULD NOT BE “REASONABLY FORESEEN”. An example of this is a funeral.

Could the need for a licence be reasonable foreseen? ☐ Yes ☐ No

If, “No” complete a “Request for Waiver form” for consideration by the District Licensing Committee.

Special Licence information

Large Events

For large events, the applicant may be required to attend a meeting with a licensing inspector. You will be contacted after your application has been received to arrange an appointment.

More than one day or one event

If this application is for more than one day, then the days and events must be related. (number and types of people, location, type of event etc) –such as;

1. The same event over a number of days – e.g. 3 day home show.
2. A series of related events, such as monthly functions for members of an unlicensed club;
3. A series of different private functions where the numbers, venue and hours are similar.

Public notice

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.

APPLICANT CHECKLIST

Including Documents required to accompany applications:

- ☐ This application must be accompanied by the prescribed fee.
- ☐ Check the application form is completed, signed and dated.
- ☐ Copy of club's or companies incorporation certificate (if applicable)
- ☐ An map/ aerial photograph showing the location of the premises. Rural and Outdoor events need to outline the proposed licensed area.
- ☐ Detailed A4 scale plan (with measurements or scale) showing:
 - the "licensed area" - Those parts of the premises highlighted that are to be used for the sale, supply and consumption of alcohol
 - Those parts of the premises highlighted that the applicant intends should be designated as restricted areas (no minors permitted) or as supervised areas (minors with parents/ legal guardians)
 - The principal entrance
 - Location of all food outlets, water stations and other relevant activities
- ☐ A written statement from the owner to the effect that they have no objection to the grant of the licence
- ☐ MOH Check List completed
- ☐ A complete list of food (menu) and non/low alcoholic beverages provided
- ☐ Any promotional material, programmes, invitations or public advertisements of activities etc to confirm that the event(s) are genuine.
- ☐ Application for waiver if requesting consideration of late application.
- ☐ Host Responsibility plan and/or Alcohol Management Plan - see www.alcohol.org.nz for resources.
- ☐ Experience of Manager's/nominated persons and copies of Manager's certificates.

Application for On-site Special Licence

Section 138, Sale and Supply of Alcohol Act 2012

To: Waipā District Council, Private Bag 2402, Te Awamutu 3840

Phone: 0800 924 723 | Fax: 07 872 0033 | Web: www.waipadc.govt.nz | Email: info@waipadc.govt.nz

To the Secretary

District Licensing Committee Waipā District Council

Application for a special licence is made in accordance with the particulars set out below:

Event Details (on-site special licence)	
Name of the Event (if applicable)	
Nature of Event:	
Date/s proposed for sale of alcohol:	
Trading hours proposed for sale of alcohol	
Estimate of number of people attending:	
Probable age distribution of people attending:	
Principal purpose of event:	
Are you intending to engage in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food? ☐ Yes ☐ No	
If Yes, what is the nature of the other goods and services? _____	
Types of container/s in which alcohol to be sold:	

Applicant:	
Full Legal Name of Applicant: (club, company or person receiving the proceeds)	
Details of Applicant (or of Contact person where applicant is not a natural person)	
Name: _____	Date of Birth: _____
Home Phone No: _____	Mobile No: _____
Email Address: _____	Business No: _____
Preferred Contact: <i>[phone, email etc.]</i>	
Postal Address: _____	
Town: _____	Post Code: _____
Residential Address: _____	
Town: _____	Post Code: _____
Business Details: <i>[describe principal business, any other businesses]</i>	
Type of Applicant	
The “applicant” is the person or organisation that will hold the licence and receive the proceeds of alcohol sales, not the person who is completing the application. (See section 28 on the back page) Is the applicant: ☐ natural person who has attained the age of 20 years; ☐ any body corporate; ☐ Any company within the meaning of the Companies Act 1993 that is not prevented by a restriction in its constitution (if any) from selling alcohol or from holding a licence (or a licence of the kind or kinds concerned) ☐ a board, organisation, or other body, that is authorised by an enactment other than this Act to sell alcohol or hold a licence; or ☐ licensing trust or community trust; ☐ limited partnership registered under section 51 of the Limited Partnerships Act 2008 ☐ a partnership ☐ a department of State or other instrument of the Crown; ☐ a territorial authority ☐ a trustee within the meaning of the Trustee Act 1956. ☐ A manager acting for a person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988 ☐ A club Applicant that is a body corporate, authority under which incorporated:	

Applicants 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). Include any alcohol related convictions, including Excess Breath Alcohol convictions.

Details of Managers

You are required to appoint certificate managers unless exempted by the District Licensing Committee. Please provide a copy of their Manager's Certificate.

Full Legal Name:	_____	Date of Birth:	_____
Home Address:	_____		
Managers Certificate No:	_____	Expiry Date:	_____

Full Legal Name:	_____	Date of Birth:	_____
Home Address:	_____		
Managers Certificate No:	_____	Expiry Date:	_____

☐

You may request a waiver from the requirement to appoint a manager by ticking here. You will need to nominate a person(s) who will be responsible for alcohol sales. **Record their name above and detail their experience on a separate page. State reason for not using a certified Manager.**

Details of Premises or Conveyance (on-site special licence)

Is a licence already held for the premises or conveyance concerned? ☐ Yes ☐ No

If Yes, what type of licence? _____

Premises Address: _____

Trading or other name: _____

Tenure: *[freehold, unit title, leasehold or under licence]* _____

Is the licence conditional on completion of building work? ☐ Yes ☐ No

If Yes, please provide details:

OR

Type of conveyance: *[ship, railway carriage, bus etc]* _____

Registration Number *(if any)*: _____

Address of home base (if any):

Other Matters

Experience and training of applicant:	[add additional page]
Intended provision to be made for:	[add menu or describe type and range]
Food	1. 2. 3.
Non-alcoholic beverages	[add menu or describe type and range]
Low-alcohol beverages	(greater than 1.15% & less than 2.5%) [add menu or describe type and range]
To what extent, and where, is drinking water intended to be freely available to patrons?	
If no access to mains water supply, portability of water intended to be available?	
What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises?	
What steps are to be taken to prevent the sale and supply of alcohol to prohibited people?	
What other steps does the applicant propose to promote the responsible consumption of alcohol?	
What other systems (including training) and staff are in place (or to be in place) for compliance with the Act?	

Authorisation

Name of Applicant:
Signature of applicant/contact:
Dated At (place): On (date):



Special Licence Fees

Special Licence Class	Description	Fee (\$) including GST
Class 1	1 large event (400+ patrons): 3+ medium events (100-400 patrons): more than 12 small events (<100 patrons)	\$977.50
Class 2	3 to 12 small events (<100 patrons) 1 to 3 medium events (100-400 patrons):	\$351.90
Class 3	1 or 2 small events (<100 patrons)	\$107.52

Application fees are found here: <https://www.waipadc.govt.nz/our-services/licensing/alcohol-licensing#toc-link-6>

Section 28:

Section 28 of the Sale and Supply of Alcohol Act 2012 requires a licensee to be one of the following:

- (a) a **natural person** who has attained the age of 20 years; or
 - (b) any **body corporate**; or
 - (c) a **board, organisation, or other body, that is authorised by an enactment other than this Act to sell alcohol or hold a licence** (or a licence of the kind or kinds concerned); or
 - (d) a **licensing trust or community trust**; or
 - (e) a **limited partnership registered** under section 51 of the Limited Partnerships Act 2008 whose partnership agreement does not contain a restriction preventing it from selling alcohol, or from holding a licence (or a licence of the kind or kinds concerned); or
 - (f) a **partnership** each member of which is a person, body corporate, board, organisation, body, trust, or partnership, of a kind referred to in any of paragraphs (a) to (e); or
 - (g) a **department of State or other instrument of the Crown**; or
 - (h) a **territorial authority** (whether or not expressly authorised by an enactment other than this Act to hold a licence); or
 - (i) a **trustee** within the meaning of the Trustee Act 1956.
- (2) A **manager acting for a person pursuant to a property order made** under the Protection of Personal and Property Rights Act 1988 can hold an on-licence, an off-licence, a special licence, or licences of 2 or all of those kinds, if the order authorises the manager to do so.
- (3) A **club** can hold a special licence.

You may need to provide evidence of the status of the applicant.

Special Licence Fees

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, 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 in the following year.



To the Licence Applicant: **Please fill in and return this form with your licence application, it will speed up the process time.**

The following questions apply to your plans your upcoming event and are in relation to compliance with the Sale and Supply of Alcohol Act 2012

1	What type of event you are requiring a special licence for: <i>e.g. 50th birthday, fundraiser</i>	
2	Do you have a website or social media page associated with this event? <i>If yes, please write address:</i>	yes/no
3	How many hours is the licence for: ☐ 0-2 hours (Short - low risk) ☐ 3-4 hours ☐ 5-7 hours ☐ 8 hours and over (Long- high risk)	What time of day will your event finish: ☐ Before 3pm ☐ Before 10pm ☐ Later than 10pm - state time of finish _____ <i>e.g. 3am</i>
4	How many people are you anticipating will attend your event? (Max numbers) Will children or young adults be present at the event?	yes/no
5	How many bar staff/volunteers will be present to observe/serve those attending the event?	
6	Are staff/volunteers trained to recognise signs of intoxication and stop serving to a person before this? <i>Refer to Intoxication Guidelines at www.alcohol.org.nz</i>	yes/no
7	Are staff/volunteers trained to ask anyone who looks below 25 years of age for valid ID before being served alcohol <i>(valid ID is: Passport, NZ Driver's Licence or 18+ photo ID card)</i>	yes/no
8	What substantial range of food do you intend to have available at the event? If a catered event, please supply menu: <i>menu supplied yes/no</i> Or at least 3 different types of food: Pies ☐ , Pizza ☐ , Savouries ☐ , Sandwiches ☐ , BBQ ☐ (please tick) Other ☐ <i>If other please state varieties</i> _____	
9	What types of non-alcoholic drinks will be available? Soft drinks ☐ , coffee/tea ☐ , energy drinks ☐ , juice ☐ water ☐ Other ☐ <i>If other please state varieties</i> _____	
10	What types of low alcohol (2.5% or less) will be available? Mid Ales ☐ , Cider ☐ light beers ☐ Other ☐ <i>If other please state varieties</i> _____	
11	What alcoholic drinks do you intend to serve at your events? Beer ☐ , Cider ☐ , Wine ☐ , Cider ☐ , Spirits ☐ , RTD's ☐ (please tick) If yes for RTDs state alc %	
12	Will all internal areas be smoke free?	yes/no
13	Is Security required? Registered Security Co..... or volunteers(give details)	yes/no

I have read and understood the above questions and will implement the measures I have indicated above

(Name/Trading name of event location) _____

Print your name: _____ Role _____

Print your staff/mgr designation: _____ Signed: _____ Date: _____

Daytime Ph: _____ Fax: _____ Mob: _____ email: _____

Please return this questionnaire with a menu or list of foods if indicated above

If you have any questions or would like further Host Responsibility information, please contact a Compliance Officer:

TeWhatuOra.govt.nz 0800 855 066 Alcohol Team or email l.licensing@waikatodhb.health.nz