

Application for Off Site Special Licence

Section 138, Sale and Supply of Alcohol Act 2012

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

Timing of Application

This is an application for an **off-site** special licence where alcohol will be consumed off (away from) 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”. Could the need for a licence be reasonable foreseen? Yes No

If “no”, why could the event for which the special licence is applied for, not have reasonably been foreseen?

Details 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**;
- board, organisation, or other body, that is 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 **club**

Applicant that is a **body corporate**, authority under which incorporated:

Applicant:

Full Legal Name of Applicant: _____

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: _____ [phone, email etc.] Post Code: _____

Postal Address: _____

Town: _____ Post Code: _____

Residential Address: _____

Town: _____ Post Code: _____

Business Details: _____ [describe principal business, any other businesses]

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).

Details of Managers

You are required to appoint certificated managers unless exempted by the District Licensing Committee. You must attach copies of their certificates.

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.

Event Details (off-site special licence)

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? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the nature of the other goods and services?
Types of container in which alcohol to be sold: _____

Details of Premises or Conveyance

Is a licence already held for the premises or conveyance where event held? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, what type of licence? _____
Address of premises: _____
Tenure: <i>[freehold, unit title, leasehold or under licence]</i> _____
Is the licence conditional on completion of building work? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide details:
Type of conveyance : <i>[ship, railway carriage, bus etc]</i>
Registration Number <i>(if any)</i> :
Address of home base <i>(if any)</i> :
Any name used or proposed for conveyance:

Other Matters

Experience and training of applicant: _____

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): _____

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
 - (ba) 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); 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, company, 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.
- (3) A club can hold a special licence

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

Notes:

- This application must be accompanied by the prescribed fee.
- 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.
- Applications will not be considered complete if these matters are not addressed and the District Licensing Committee may request further information.

Documents required to accompany applications:

- 1 Copy of club's incorporation certificate and constitution or rules (if applicable), or in cases of companies, the certificate of Incorporation.
- 2 A map or a copy of a map or a portion of a map showing the location of the premises
- 3 A scale plan showing:
 - Those parts of the premises that are to be used for the sale and supply of liquor
 - Those parts of the premises that the applicant intends should be designated as restricted areas or supervised areas
 - The principal entrance
- 4 A written statement from the owner to the effect that the owner has no objection to the grant of the licence
- 5 Copies of Managers Certificates
- 6 A signed copy of events Alcohol Management Plan, and or your host responsibility policy.

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)	575.00
Class 2	3 to 12 small events (<100 patrons) 1 to 3 medium events (100-400 patrons):	207.00
Class 3	1 or 2 small events (<100 patrons)	63.25



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: <input type="checkbox"/> 0-2 hours (Short - low risk) <input type="checkbox"/> 3-4 hours <input type="checkbox"/> 5-7 hours <input type="checkbox"/> 8 hours and over (Long- high risk)	What time of day will your event finish: <input type="checkbox"/> Before 3pm <input type="checkbox"/> Before 10pm <input type="checkbox"/> 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 <input type="checkbox"/> , Pizza <input type="checkbox"/> , Savouries <input type="checkbox"/> , Sandwiches <input type="checkbox"/> , BBQ <input type="checkbox"/> (please tick) Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
9	What types of non-alcoholic drinks will be available? Soft drinks <input type="checkbox"/> , coffee/tea <input type="checkbox"/> , energy drinks <input type="checkbox"/> , juice <input type="checkbox"/> water <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
10	What types of low alcohol (2.5% or less) will be available? Mid Ales <input type="checkbox"/> , Cider <input type="checkbox"/> light beers <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
11	What alcoholic drinks do you intend to serve at your events? Beer <input type="checkbox"/> , Cider <input type="checkbox"/> , Wine <input type="checkbox"/> , Cider <input type="checkbox"/> , Spirits <input type="checkbox"/> , RTD's <input type="checkbox"/> (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:

Waikato District Health Board Contact 07 838 2569 Alcohol Team or email l.licensing@waikatodhb.health.nz