

## FORM 6 – APPLICATION FOR SPECIAL LICENCE

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

**Send or deliver your application to:**

The Secretary, Manawatu District Licensing Committee  
Manawatu District Council  
Private Bag 10 001, Feilding 4743  
135 Manchester Street, Feilding 4702

**For enquiries:**

phone 06 323 0000  
fax 06 323 0822  
email [alcohol@mdc.govt.nz](mailto:alcohol@mdc.govt.nz)

### DETAILS OF LICENCE

Application for a Special Licence is made in accordance with the particulars set out below.

Type of special licence applied for, and whether event foreseeable:

Off-site Special Licence

allows for the sale or supply of alcohol that will be taken away and consumed at another place. This also allows free samples to be supplied. An off-licencee can only sell their alcohol (for example; a winery can sell the wine they produce).

On-site Special Licence

allows the sale or supply of alcohol that will be consumed at the event;

Total number of events applied for:

Licence class applied for:

Class 1

(One large event; more than three medium events; more than 12 small events)

Class 2

(Three to 12 small events; one to three medium events)

Class 3

(One or two small events)

*\*Definitions for small, medium and large events are provided on page 7.*

Event start date:

Event end date:

If application is made less than 20 working days before the event, explain the circumstance why the event could not have been planned earlier:

### APPLICANT DETAILS

Full legal name or names to be on licence:

Is there a licence already held for premises or conveyance concerned:

Applicant status (state, by reference to section 28 of the Sale and Supply of Alcohol Act 2012, the status of the applicant)

- Natural person (over 20 years of age)                       Private Company                       Public Company  
 Partnership                       Limited Partnership                       Trustee  
 Other (state) Body corporate, board organisation or other body, Licensing Trust, Government department or other instrument of the Crown, Local Authority, Trustee, Manager under the Protection of Personal and Property Rights Act 1988

Postal address for service:

**Contact Details**

<b>Telephone</b>	<b>Mobile</b>
<b>Email</b>	<b>Fax</b>
<b>Website address</b>	
<b>Date and place of birth</b>	

**For applicant that is not a natural person or persons, details of contact person.**

Full legal name:

- Male                       Female

Describe principal business. If not a business but represent a group, please advise name of group:

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)]

<b>Nature of Offence</b>	<b>Date of Conviction</b>	<b>Penalty suffered</b>

**EVENT DETAILS**

Describe name and nature of event:

Is the sale of alcohol intended to be the principal purpose of the event?  Yes  No

If "No", what is the intended purpose of the event?

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On which days and during which hours does the applicant propose to sell or supply alcohol under the licence?

Day of week	Date	Hours	Full details of event
		from to	
		from to	
		from to	
		from to	
		from to	
		from to	

Estimate of number of people attending:	
Probable age distribution of people attending:	
The principal purpose of the event is:	

Is the applicant 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 or food?  Yes  No

If "Yes", describe the nature of the other goods or services:

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What types of containers does the applicant propose to sell or supply alcohol in?

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**DETAILS OF MANAGERS:**

How many certified managers/supervisors have been or will be employed during this event?

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*For each manager or proposed manager, please provide their full legal name, contact numbers and number and expiry date of manager's certificate.*

*Or if you don't have certified managers, please provide full name and write 'SUPERVISOR' in the manager's certificate number.*

<b>Full Legal Name:</b>			
<b>Contact Number:</b>		<b>Mobile:</b>	
<b>Managers Certificate Number:</b>		<b>Expiry Date:</b>	

<b>Full Legal Name:</b>			
<b>Contact Number:</b>		<b>Mobile:</b>	
<b>Managers Certificate Number:</b>		<b>Expiry Date:</b>	

<b>Full Legal Name:</b>			
<b>Contact Number:</b>		<b>Mobile:</b>	
<b>Managers Certificate Number:</b>		<b>Expiry Date:</b>	

**DETAILS OF PREMISES**

Address of premises (venue of event):

Any name, trading name or name of building:

Does the applicant own the proposed licenced premises?  YES  NO

If no, what sort of tenure of premises does the applicant have (e.eg road closure permit, permission from building/property owner, lease etc.)?

Term of tenure:

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

<b>A restricted Area:</b>	<b>A Supervised Area:</b>	<b>Undesignated Area (State Reason):</b>

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

If 'YES' please provide details:

**OR**

Type of conveyance (e.g. ship, railway carriage, bus etc):

Any registration number:

Any home base address:

Any name used or proposed for conveyance (please state):

## CONDITIONS

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For on-site and off-site licences:

What experience and training does the applicant have?

What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act?

What steps will be taken to prevent the sale and supply of alcohol to prohibited persons (intoxicated persons/minors)?

Describe any other steps proposed to promote the responsible consumption of alcohol:

To what extent, and where, is drinking water intended to be freely available?

If no access to mains drinking water supply, what potable water is intended to be available?

For on-site licences only:

Describe the type and range of food intended to be available for purchase (if a meal is being provided, describe details in full):

Who is providing the food (i.e. caterers or self-catered)?

Describe the type and range of non-alcoholic beverages intended to be available for purchase:

Describe the type and range of low-alcohol beverages intended to be available for purchase:

Describe the steps intended to be taken to provide help with and information about transport options from the premises:

What action will be taken to mitigate any adverse effects on neighbouring land use from activities such as amplified music?

**APPLICANTS SIGNATURE**

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Signature of Applicant

Dated at \_\_\_\_\_ (place)

This (day) \_\_\_\_\_ of (month) \_\_\_\_\_ 20 (year) \_\_\_\_\_

## FOR YOUR INFORMATION

- 1 This form must be accompanied by the prescribed fee.
- 2 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.
- 3 Applications must be submitted at least 20 working days before the event or gathering. There are some exceptions to this rule such as for a funeral but not for pre-planned events, so get your application in as soon as possible. Once you have completed the relevant application form you must submit the documentation and required fee. Your application will not be formally accepted until you have completed the application in full and paid the appropriate fee.
- 4 If you application has been lodged less than 20 working day before event, the Licensing Inspector cannot process without sign off from the District Licensing.

## DEFINITIONS

Natural Person: an ordinary person who is applying for a special licence a private event, or on behalf of a group or community organisation (usually for fund-raising purposes)

Not a Natural Person: Body Corporate, Partnership, Private Company or Public Company

On-site Special Licence: allows the sale or supply of alcohol that will be consumed at the event. OR

Off-site Special Licence: allows the sale or supply of alcohol that will be taken away and consumed at another place. This also allows free samples to be supplied. An off-site special licensee can only sell their alcohol (for example, a winery can sell the wine they produce).

Conveyance: A 'conveyance' is a premise which is used to transport people such as an aircraft, coach, ferry, hovercraft, ship, train, or other vehicle OR

Premises (not a conveyance): any other type of premise that is not a conveyance for which you are seeking a Licence.

Large Event: A large event means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

Medium Event: A medium event means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.

Small Event: A small event means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.

OFFICE ONLY

Vetted by Council Officer	Fee Paid
Date	Receipt Number

Once your application is complete, make an appointment for a pre-lodgment meeting with the Licensing Inspector. Please telephone 06 323 0000.

# SPECIAL LICENCE CHECKLIST FOR UNLICENSED PREMISES

**This application must be lodged 20 working days prior to the first event.**

The object of the Sale and Supply of Alcohol Act 2012 is that the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

It is a legal requirement of the Sale and Supply of Alcohol Act 2012 that you must have a licence before you can sell or supply alcohol.

## THE FOLLOWING MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed, signed and dated application
- Date of birth and drivers licence number of person responsible
- Owners permission
- Public health questionnaire
- A4 plan showing:
  - \*Designated areas (e.g. supervised, restricted)
  - \*Principal entrance
  - \*Evacuation assembly points
  - \*Kitchen
  - \*Smoking area
  - \*Access to free water
  - \*Fire exits
  - \*Position where alcohol will be sold or supplied
  - \*Toilets
  - \*Security
- Copy of menu (if applicable)
- If using a marquee that requires building consent, please provide the building consent number
- For large scale events:
  - \*alcohol management plan
  - \*traffic management plan
  - \*building certificate (if required by the Secretary of the District Licensing Committee)
  - \*Resource Management Act (RMA) certificate (if required by the Secretary of the District Licensing Committee)
  - \*event management plan
- Google Earth aerial map showing the exact location of the premises
- The fee is dependent on the event size. Once your application has been vetted you will be advised of the fee payable
- This checklist
- Do you wish to receive a copy of all the Reporting Agencies reports (Police, Medical Officer of Health, Licensing Inspector) Y / N

Once your application is complete, make an appointment for a pre-lodgment meeting with the Licensing Inspector. Please telephone 06 323 0000.



To the Applicant:

As part of your application process, the Medical Officer of Health (MOoH) is required to report on your application for a Special Licence under Section 103 of the Sale & Supply of Alcohol Act 2012. If we have any further questions one of our Officers will contact you.

*Public Health Questionnaire*

**Your Application may be delayed if we don't receive the following information.**

To report, the MOoH needs to understand the host responsibility measures you will be taking to protect those attending your event from Alcohol related harm.

The questions attached enquire into whether you:

- **Ensure that no intoxication or sale of alcohol to minors occurs during your event**
- **Prevent intoxication in those attending your event by slowing their rate of drinking and of alcohol absorption by offering sufficient food and low and non-alcoholic drinks**
- **Reduce the likelihood of drink-driving by helping those attending your event find alternative transport**

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

**MidCentral District Health Board region** includes: Palmerston North, Manawatu, Tararua Horowhenua, Whanganui, Ruapehu & Rangitikei District Councils

**Contact:** Jill Job, Compliance Officer - 06 350 9110, [jill.job@midcentraldhub.govt.nz](mailto:jill.job@midcentraldhub.govt.nz)

**Public Health Questionnaire**

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

1.	What is the type of event you are requiring a special licence for?  _____		
2.	How many hours is the licence requested for  <ul style="list-style-type: none"> <li>less than 8 hours</li> <li>8 and over</li> </ul>		
3.	What time of day will your event will finish  <ul style="list-style-type: none"> <li>Before 2am</li> <li>Later - state time of finish _____ e.g. 3am</li> </ul>		
4.	How many people are you anticipating will attend your event?  <ul style="list-style-type: none"> <li>Less than 400</li> <li>More than 400 (Please provide an Alcohol Management Plan)</li> </ul>		
5.	Will children and family be attending?  <ul style="list-style-type: none"> <li>Under 18s present</li> <li>No one under 18 present</li> </ul>		
6.	Licensed area designation: <b>Restricted / Supervised / Undesignated</b>  Inside:  Outdoors:	Yes  Yes	No  No
7.	AMP:  Noise Management Plan:	Yes  Yes	No  No
8.	How many staff/volunteers will be present to observe/serve those attending the event?		
9.	Are staff/volunteers trained to cease serving liquor to a person before that person is allowed to become intoxicated? (Refer to Intoxication Guidelines on ALAC website) <b>How are they trained?</b>	Yes	No
10.	Is everybody who looks below 25 years of age being asked for valid ID before being served liquor (valid ID is: Passport, NZ Driver's Licence or 18+ photo ID card)	Yes	No

**Public Health Service:** Lambie Building, Whanganui Hospital, 100 Heads Road | Private Bag 3003, Whanganui 4500  
**Phone:** 06 348 1775 | After hours: 06 348 1234

11.	<p>Do you ensure that a range of food is provided at all times alcohol is being served?  <b>Food must be more substantial than packet chips, peanuts etc.</b>  <b>We recommend at least 3 options.</b>  <b>Please include a list of food or menus available at your event</b></p> <p>Please confirm number of food truck/s if appropriate</p>		
12.	<p>What types of low alcohol (2.5%) and non-alcoholic drinks do you have?</p>		
13.	<p><b>Please indicate what alcohol you will be providing:</b></p>	<p><b>List types of alcohol</b></p>	
	Beer		
	Wine		
	RTD		

<b>14.</b>	<p><b>Number of serves per person each transaction:</b></p> <p><b>Will serves reduce during the event i.e. 4-7pm 4 serves per person, 7-9pm 2 serves per person 9-11pm 1 serve per person</b></p> <p>Yes:                      No:</p> <p><b>Provide details of reduction plan: (if not already provided with application)</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Time of last serve at bar:</b></p>								
<b>15.</b>	<p><b>How will those attending access water during the event?</b></p> <p><i>i.e Clean carafes of water and glasses on every table, 2 water coolers will be sited at either end of hall with plastic cups</i></p> <p>_____</p> <p>_____</p>								
<b>16.</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">What methods are used to alert patrons to alternative forms of transport that are available?</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding-left: 20px;">a) Signage</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">b) Free phone</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td style="padding-left: 20px;">c) Courtesy coach/bus</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	What methods are used to alert patrons to alternative forms of transport that are available?		a) Signage	<input type="checkbox"/>	b) Free phone	<input type="checkbox"/>	c) Courtesy coach/bus	<input type="checkbox"/>
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a) Signage	<input type="checkbox"/>								
b) Free phone	<input type="checkbox"/>								
c) Courtesy coach/bus	<input type="checkbox"/>								
<b>17.</b>	<p>Are the following resources on site: <i>(please tick if you need any of the resources below)</i></p> <p><input type="checkbox"/> Host Responsibility leaflets    <input type="checkbox"/> Under 18 Signs    <input type="checkbox"/> Intoxication Signs    <input type="checkbox"/> Smokefree Signs</p>								
<b>18.</b>	<p>All internal areas will be smoke free?</p> <p style="text-align: right;">Yes / No</p>								

**I have read and understood the above questions and will implement the measures I have ticked above.**

(Name/Trading name of event location) \_\_\_\_\_

Print your name: \_\_\_\_\_ Role \_\_\_\_\_

Print your staff/mgr designation: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Mob: \_\_\_\_\_ email: \_\_\_\_\_

**Send us any additional comments or further Host Responsibility measures you wish to tell us about**