

# Application for special licence (off-site)

## Checklist

Please contact the Licensing Inspector to arrange a pre-lodgment check of your application.

### The following must be included with your application

- The completed, signed, and dated application form.
  - Details for person responsible:
    - Full name.
    - Full address.
    - Date of birth, and drivers licence number and/or passport number.
  - Details for certified manager:
    - Full name.
    - Full address.
    - Date of birth, and drivers licence number and/or passport number.
    - Managers certificate number.
  - Letter of consent from the owner of the building.
  - Completed Public Health Questionnaire.
  - A4 plan showing:
    - Principal entrance.
    - Fire exits.
    - Evacuation assembly points.
    - Position where alcohol will be sold or supplied.
    - Kitchen.
    - Toilets.
    - Smoking area.
    - Security.
    - Access to free water.
    - Designation of premises (if any).
  - A Google Earth aerial map showing the exact location of the premises.
  - This checklist.
  - The prescribed fee. (*The application fee is determined by the number and size of events covered by this application. The following will help you work out what fee you can expect to pay.*)
    - Class 1:** \$575      \*1 large event; >3 medium events; >12 small events
    - Class 2:** \$207      \*3-12 small events; 1-3 medium events
    - Class 3:** \$63.25    \*1 or 2 small events

\* Large event: more than 400 people expected  
 Medium event: 100-400 people expected  
 Small event: less than 100 people expected
- If a public event**
- A copy of the ticket.
  - A copy of any promotional material for the event.
  - An alcohol management plan for large scale events (*please refer to HPA Guidelines for Management of Alcohol at Large Events*).

# Application for special licence (off-site)



## Information Sheet

Please read the following notes before completing the application.

Failure to supply all details in full could see the issue of your licence delayed or your application opposed.

### When do I need a Special Licence?

If you are holding a function or an event where alcohol will be sold, either over the bar, by ticket system, donation or koha, or where the cost of alcohol is included in pre-sold tickets, you are deemed to be selling alcohol. If you are selling alcohol you need a special licence. If the event is in already licensed premises such as a bar, café, tavern or sports club and is within the conditions of that premises licence, then you are covered by that licence. However, if the event is being held in premises not already licensed, or is outside the usual hours or conditions of an existing licence you need a special licence.

### Types of Special Licences

There are two types of special licences:

**On-Site** – Allows for the sale and supply of alcohol at your event for consumption on the premises.

**Off-Site** – Allows for the sale and supply of alcohol at your event for customers to purchase un-opened bottles of alcohol to take away from the premises and to allow free tastings.

There are separate applications for an on-site and off-site special licence. Please ensure you complete the correct application for your event.

### Timeframes

Allow as much time as possible before the date of an event to obtain all appropriate consents. Unopposed special licence applications take approximately 30 working days to process. Applications received outside of this timeframe may not be determined before the event.

Please be aware, special licence applications for events in the months of December, January, and February should be submitted in early November. Otherwise, the application may not be determined in time for your event.

### Certified Manager

The District Licensing Committee, Police, and Medical Officer of Health (MOH) may require, as a condition of a special licence, that the holder of a manager's certificate be present and responsible for the sale of alcohol under the licence.

### Plans

(Not required for events held on premises that are already licenced – i.e. bar, hotel, club.)

Please supply an a4 plan of the interior of the premises showing the following:

- Principal entrance.
- Fire exits.
- Evacuation assembly points.
- Position where alcohol is to be sold or supplied.
- Kitchen.
- Toilets.
- Smoking area.
- Security.
- Access to free water.
- Designated areas.

Also required is a Google Earth aerial map showing the exact location of the premises.

### Building and Planning Requirements

A building consent and/or a planning consent may be required before a special licence is issued if you intend to use a building that is not normally used as a licensed premises and/or a marquee or tent is required. This process may take up to 10 working days. For more information about obtaining a consent, phone 06 374 4080.

The building owner has an obligation under the Building Act to ensure that the building is safe and fit for its intended purpose. Please provide confirmation from the building owner that the building is appropriate for this type of function.

### Please note

The applicant must be the party that will be taking the money/profit from the sale of alcohol – i.e. the name on the bank account.

The application is only to be signed by the applicant.

### Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to mark your answers; and
- print clearly.

To The Secretary  
District Licensing Committee  
PO Box 115  
Dannevirke 4942

Application for a special licence is made in accordance with the details set out below.

### Details of applicant *(Please print in CAPITALS)*

Title: *(if a natural person)*  Mr  Mrs  Miss  Ms

Full legal name or names to be on licence

Postal address *(for service of documents)*

Contact person

0 -   
Home phone number

0 -   
Work phone number

0 -   
Mobile phone number

Email

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

If YES, type of licence *(e.g. tavern, hotel)*

Status of applicant *(by reference to Section 28 of the Sale and Supply of Alcohol Act 2012)*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Natural person(s) | <input type="checkbox"/> Private company | <input type="checkbox"/> Body corporate <i>(to which Section 75(1)ba) of the Act applies)</i>                     |
| <input type="checkbox"/> Club              | <input type="checkbox"/> Licensing trust | <input type="checkbox"/> Board, organisation, or other body <i>(to which Section 75(1)bb) of the Act applies)</i> |
| <input type="checkbox"/> Public company    | <input type="checkbox"/> Partnership     | <input type="checkbox"/> Government department or other instrument of the Crown                                   |
| <input type="checkbox"/> Local authority   | <input type="checkbox"/> Trustee         | <input type="checkbox"/> Managers under the Protection of Personal and Property Rights Act 1988                   |

### Office use only

Date received  /  /  Record number  NAR  •

Receipt number  DLC decision number  Parcel

Amount paid \$

**Details of manager(s) or person responsible** *(Please print in CAPITALS)*

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Full legal name of manager *(including any middle names, aliases and/or maiden name that you may be known by)*

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Date of birth

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Drivers licence number

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Passport number

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Manager's certificate number

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Certificate expiry date

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Full legal name of manager *(including any middle names, aliases and/or maiden name that you may be known by)*

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Date of birth

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Drivers licence number

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Passport number

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Manager's certificate number

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Certificate expiry date

If either of the above persons is not a certified manager but to be the responsible person for the event, please explain why you believe this person is suitable and will ensure the Act and conditions of the special licence will be adhered to?

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**Details of premises** *(Please print in CAPITALS)*

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Any name, trading name, or name of building

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Physical address of premises

Tenure: *(owned by applicant or to be held as leasehold, or under tenancy agreement or licence)*

- Owned by applicant     Hire / Lease     Tenancy agreement     Licence

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Full legal name of owner if not the applicant *(including any middle names, aliases and/or maiden name that they may be known by)*

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Postal address of owner

## Event details (Please print in CAPITALS)

On which days and during which hours does the applicant intend to sell or supply alcohol under the licence? (e.g. Saturday, 8 February, 4:00pm to 1:00am the following day)

| Day | Date | Start time | Finish time | Principal purpose /<br>Nature of event | Number of<br>people attending |
|-----|------|------------|-------------|--|-------------------------------|
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What is the probable age distribution of the expected attendees?

How many people can the premises hold under the fire evacuation scheme?   
(Note: if you do not know, it is your responsibility to find out before filing this application.)

Who will attend the event(s) or social gathering(s)? (e.g. public, friends, club members, etc)

Are tickets to be pre-sold or sold on the day(s) of the event(s) or social gathering(s)? (Please tick one box)

- Pre-sold       Sold on the day       Door sales       No tickets sold       Invitation

Principal purpose of event

What containers does the applicant propose to sell alcohol in?

## Conditions

For the duration of the event the premises will be designated as: (default designation is "undesigned")

- Supervised       Restricted

Experience and training of applicant and staff

Food intended to be available for purchase or supplied (describe type and range)

Non-alcoholic beverages intended to be available for purchase or supplied (describe type and range)

Low-alcoholic beverages (at 2.5% or under) intended to be available for purchase or supplied *(describe type and range)*

  

To what extent, and where, drinking water is intended to be freely available to patrons *(describe)*

  

If no access to mains water supply, potability of water intended to be available *(describe)*

  

Steps intended to be taken to provide help with and information about transport options from the premises

  

Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people *(describe)*

  
  

Any other steps the applicant proposes to promote the responsible consumption of alcohol *(describe)*

  

Other systems (including training systems) and staff in place (or to be in place) for compliance with the Act? *(describe)*

  

If the application is being applied for outside of the 30 working days, what are the reasons for the late application? *(describe)*

  

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## Signature

Dated at  this  day of  2 0

Print name

Signature of applicant

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## Please note

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 'Form 8 – Public Notice of Application for Special Licence' is attached. The form will be sent to you by the District Licensing Committee.

## Privacy Statement

Personal information contained in your application and any supporting information will be held by Tararua District Council. It will be provided to the: District Licensing Committee, Police, Medical Officer of Health, New Zealand Fire Service, and Licensing inspectorate, and may be provided to the licensing authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision, which will be publicly available. Any member of the public may request an extract from records and registers held by the Council. These requests are subject to the Local Government Official Information and Meetings Act 1987.

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

**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.

Please Y for yes and N for No

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| 1. | What is the type of event you are requiring a special licence for?<br>_____  |  |
| 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>  | <input type="checkbox"/><br><input type="checkbox"/> |
| 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>   | <input type="checkbox"/><br><input type="checkbox"/> |
| 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>          | <input type="checkbox"/><br><input type="checkbox"/> |
| 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>  | <input type="checkbox"/><br><input type="checkbox"/> |
| 6. | Licensed area designation: <b>Restricted / Supervised / Undesignated</b><br>Inside:<br><br>Outdoors:   |  |
| 7. | AMP: Yes / No<br>Noise Management Plan: Yes / 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)<br><b>How are they trained?</b> |  |



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| 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)  |  |  |
| 11. | <p>Do you ensure that a range of food is provided at all times alcohol is being served?<br/> <b>Food must be more substantial than packet chips, peanuts etc.</b><br/> <b>We recommend at least 3 options.</b><br/> <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. | What types of low alcohol (2.5%) and non-alcoholic drinks do you have?  |  |  |
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| <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> | <p>What methods are used to alert patrons to alternative forms of transport that are available?</p> <p>a) Signage <span style="float: right;"><input type="checkbox"/></span></p> <p>b) Free phone <span style="float: right;"><input type="checkbox"/></span></p> <p>c) Courtesy coach/bus <span style="float: right;"><input type="checkbox"/></span></p>  |
| <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>  |

**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**