

# Application for Special Licence

Section 138, Sale and Supply of Alcohol Act 2012



**WHANGANUI  
DISTRICT COUNCIL**  
Te Kaunihera a Rohe o Whanganui

## About this application:

- **This application cannot be accepted if it is incomplete or without payment of fees.**
- Applications must be lodged with the Agency **at least 20** working days before the licence is required.
- Applications received outside this deadline may not be accepted by the District Licensing Committee (DLC) for consideration.
- **Short notice applications** (less than 20 working days before the event date) must be accompanied by a Form 169 Waiver under section 137(2) of the Sale and Supply of Alcohol Act 2012 reads: The licensing committee may consider an application for a special licence filed less than 20 working days before the day on which the event concerned begins, if satisfied that the need for a special licence could not reasonably have been foreseen earlier.
- **Note:** In regards to processing of applications please note on and between 20 December and 15 January are non-working days in regards to the Sale and Supply of Alcohol Act 2012. Therefore applications should be made well in advance of this period to ensure the licence can be granted prior to your event.
- The application must be accompanied by the correct fee. Accepted methods of payment are either by cash, eftpos, over the counter—credit card (1.9% surcharge applies), online—credit card (2.15% surcharge applies) or bank deposit (Whanganui District Council bank account: ANZ 01-0790-0157888-02 – quote the applicant's name and Alcohol Prepaid as your reference). See 2. below to calculate the fee for this application.
- Preferred method of lodging applications are by post, email or in-person; applications cannot be submitted online. Please deliver to 101 Guyton Street, post to Whanganui District Licensing Committee, Whanganui District Council, PO Box 637, Whanganui 4540 or email: [DLCAdministration@whanganui.govt.nz](mailto:DLCAdministration@whanganui.govt.nz)

## Applications for special licenses are made in accordance with the details set out below.

- Section 22(2) On-site specials:** Permit a licensee to sell and supply alcohol for consumption on those premises to people attending an event as described in the application. Additionally the holder of an **on** or **club licence** may be permitted to sell or supply alcohol for consumption on the premises at a time not ordinarily permitted by the licence or in an area not specified in the licence.
  - Section 22(5) Off-site specials:** Permit the holder of a special licence to sell, at an event described in the licence, the licensee's alcohol for consumption somewhere else. Whilst the off-site special licence is being utilised the licensee may also supply alcohol free, as a sample, for consumption on the premises.
- Series of events:** If you wish to apply for a number of events on one application, these events must be linked in some way (e.g. a series of related meetings; a series of sports meetings).

Please indicate with a ✓ where the ☐ option is applicable

## 1. Application details

- ☐ On-site
- ☐ Off-site – an off-site special licence cannot be used for a conveyance (ship, bus, plane, railway carriage)

## 2. Calculate your fee

Fees are based on how many events and size of the events you are applying for. The questions and table below will help you work out what fee you can expect to pay. Refer to your answers on page 4 under the Event Details section (questions 5a to 5g).

- How many people do you expect to be attending each event?

- ☐ **Large:** more than 400 people expected ☐ **Medium:** 100-400 people expected
- ☐ **Small:** less than 100 people expected;
- ☐ **One event repeated multiple times** (e.g. weekly housie, shows)

- Series of events:** How many events are you applying for? (state number)

Use the table below to calculate your fee:

Class	Fee	Description	Council verification of fee: (for office use only on invoicing)
1	\$575	* 1 large event; >3 medium events; >12 small events	
2	\$207	* 3-12 small events; 1-3 medium events	
3	\$63.25	* 1 or 2 small events; One event repeated multiple times	

### 3. Details of applicant

- a. Full legal name (as appears on your birth certificate/passport or New Zealand Companies Office Register) to be named on the licence (i.e. individual or organisation):

Date of birth (if individual):

Sex (if individual): ☐ Male ☐ Female

- b. Postal address:

Suburb:  City:  Postcode:

- c. Is this address only used for the purpose of this licence application? ☐ Yes ☐ No  
Or can it be used for all other business with the Council (e.g. rates, dog registration etc.)? ☐ Yes ☐ No

- d. **Type of applicant**

- ☐ Natural person (individual) ☐ Licensing trust ☐ Trustee  
☐ Private company ☐ Partnership ☐ Public company  
☐ Government department ☐ Club ☐ Incorporated club  
☐ Manager under the protection of Personal and Property Rights Act 1988  
☐ Body corporate to which section 28(1)(b) of the Sale and Supply of Alcohol Act 2012 applies  
☐ Board, organisation, or other body to which section 28(1)(c) of the Act applies

- e. Contact name (first name and surname):

Phone:  Mobile:

Email:

Website:

Preferred mode of contact:

- f. **Certificated Manager** (supply a copy of the Manager's Certificate if not issued from our district – add any additional manager(s) on the supplementary section on the back page of this form)

Please provide the following information:

Full name of proposed manager:

Address of proposed manager:

Manager's Certificate number:

Certificate expiry date:  Date of birth:

Does this person have any other role or responsibilities at the event? ☐ Yes ☐ No If YES, please detail:

- g. Do you wish to be exempt from the requirement of section 213(1) to appoint at least one certificated manager? ☐ Yes ☐ No

If YES, please provide the following information:

Details of person nominated by the licensee to manage the conduct of the sale of alcohol under the licence:

Full name:

Address:

What is their role:

Specify any experience or position or authority that shows that they have some competency to undertake the role of duty manager of the event:

#### 4. Premises details (site/event location)

- a. Address of proposed licensed premises: (this needs to be the legal/rates address – ask the Alcohol Licensing Inspector if unsure)
- b. Premises/site/location name:
- c. Is a licence already held for the premises or conveyance? ☐ Yes ☐ No If YES, licence no.   
Trading name (if any):
- d. **If premises are a conveyance:** Type of conveyance (ship, bus, plane, railway carriage)   
Registration number/Safe Ship certificate:   
Home base address:
- e. Is a licence sought conditional upon construction/completion of the premises? ☐ Yes ☐ No
- f. Does the applicant own the premises? ☐ Yes ☐ No

If **NO**:

Owner's full name:

Owner's address:

Form and term of tenure:

- g. **Owner's consent** (To be completed even if the applicant is the owner of the property)

I have no objection to: using my premises situated at

for the purpose of

to take place on involving attendees

Name of owner/agent:

Signature:

Date:

Using a public space? Please read the information at the end of this form and ensure you obtain the required consents/lease/or approvals (Section 8: Holding an event in a public space).

If a marquee or tent will be used, and the marquee or tent is larger than 100m<sup>2</sup> in area, please call the Whanganui District Council's Building Team on (06) 349 0001 for advice on any further Council requirements.

#### 5. Event details

- a. Name of organiser/contact person for during the event, if different to Applicant:

Phone:

Mobile:

Email:

- b. What is the occasion or event (or series of occasions or events)?

Name of event(s):

Purpose/nature of event(s):

If linked events: ☐ Yes ☐ No How are they linked?

c. On which days and during which hours does the applicant intend to sell alcohol?

Days	Dates	Start time	End time	Occasion/event

d. Numbers expected:  Ages of those attending:

e. Please list the areas of the premises to be used (including for any outside areas), and any designations sought:

- **Restricted designation:** no person under 18 may be present on the premises;
- **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian;
- **Undesignated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent or legal guardian.

Area:	Designation:

f. Entry arrangements (e.g. presold tickets/invitation/membership etc.):

g. Does the applicant intend 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 of supply of alcohol and food?

  

h. **Off-site special only** – what alcohol products will be available for sale?

- i. Is this application for a conveyance? ☐ Yes ☐ No If YES, please specify below (otherwise continue to question 6)

**Conveyances** (ship, bus, plane, railway carriage) – please specify the following:

The pick-up point:

What parts of the journey will you be permitting supply/consumption of alcohol on the conveyance?:

  

The drop-off point:

Is there a return trip part of the journey? ☐ Yes ☐ No

If yes, will you follow the same route in reverse? ☐ Yes

If no, please provide details of your return route ☐ No

  
  
  

## 6. Conditions:

- a. What provision does the applicant intend to make for the sale or supply of:

**Food:** (Please note that being a good host, and normal practice now dictates, that food is continuously available)

Type:

Provided by:

**Non-alcoholic refreshments:**

**Low-alcoholic beverages (2.5% or less):**

**Alcoholic beverages:** Beer ☐ Wine ☐ Cider ☐ Spirits ☐ RTDs ☐ RTD not more than 5% ☐

- b. To what extent, is drinking water intended to be freely available to patrons and where will the water be located (e.g. on tables)?

  

- c. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? (e.g. free telephone available, taxis, courtesy vehicle, etc.)

  

- d. What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol? (e.g. free non-alcoholic drinks to designated drivers, encouraging water to influenced patrons, signage)

  

- e. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed? (Alcohol is not sold or supplied to prohibited persons – minors and intoxicated persons)

### Conditions continued

- f. What containers does the applicant propose to sell alcohol in? (for large events glass is not recommended)


- g. What staff, systems and training will be in place to ensure compliance with the law? (security, door staff, wristbands)


- h. How will noise be managed and mitigated?


- i. How will you ensure there is no disorderly behaviour/general nuisance or increase in vandalism caused by your event or by persons attracted to your event? (e.g. security)


### 7. Please attach the following to this application:

- ☐ Waiver Form 169 under Section 137(2) (if applicable)
- ☐ A floor plan of the building/detailed site plan of the area to be licensed, showing designated areas and principal entrance
- ☐ Confirmation of any other required consents/approvals granted or have been applied for e.g. building consent, lease of public space. (Refer below to **Holding an event in a public space**)
- ☐ Any relevant publicity and promotional material related to your event
- ☐ Alcohol Management Plan if the number of expected guests exceeds 400 or if otherwise specified by any officer involved in the processing of this application (guidelines for managing alcohol at large events can be found at [www.alcohol.org.nz](http://www.alcohol.org.nz) under the Resources & Research tab)
- ☐ Menu (if applicable)
- ☐ Draft public notice (if event is of large size: more than 400 people) more information will be required. Please refer to public notice format information pamphlet
- ☐ Copy of Manager's Certificate(s) (if applicable)
- ☐ Fee (calculated in Section 2 on page 1)

### 8. Holding an event in a public space

If you are planning to hold an event in a public place (park, reserve, road or square), a Parks and Open Spaces Licence will most likely be required. For more information, please contact Whanganui District Council on (06) 349 0001 or refer to the Council's website: [www.whanganui.govt.nz/Services-Amenities/Parks-Reserves/Booking-a-Park](http://www.whanganui.govt.nz/Services-Amenities/Parks-Reserves/Booking-a-Park)

If your event is on private land and you are erecting a marquee of over 100m<sup>2</sup> stage or a seating structure you may need to obtain a building consent. Please contact Whanganui District Council on (06) 349 0001 and ask to speak with a Building Consent Officer or refer to the Council's website: [www.whanganui.govt.nz/Property/Building-Services/Apply-for-Building-Consent](http://www.whanganui.govt.nz/Property/Building-Services/Apply-for-Building-Consent)

**IMPORTANT:** The above approvals and consents are separate from alcohol Licensing. Some of the above permits need to be applied for well in advance (e.g. as early as 60 days) of the event date. Alcohol Licensing may not be able to assess your special licence application or issue your licence until we have received confirmation that other approvals and consents required for your event have been granted.

## 9. Authorisation

Dated at Whanganui this

day of

20

Applicant's signature:

Signed by: (print name)

## Supplementary information

(please use this space to add any information you would like to add to the application)

[illegible]

**Council use only:**

Signed vetted and accepted by:

Date:

Received by CAS:

Date:

Application fee paid:

\$

Date:

Paid by—circle where applicable

Cash / Eftpos / Bank deposit

Receipt number: