

Guide for Special Licence

Section 138, Sale and Supply of Alcohol Act
2012



WHANGANUI
DISTRICT COUNCIL
Te Kaunihera a Rohe o Whanganui

Explanations in this guide are intended to assist you to complete the Special Licence Form—numbers on the form relate to the explanatory notes in this guide

General information

An application for a special licence must be filed at least 20 working days before the day on which the event concerned begins.

Cost

The special licence application fee is dependant on the number of events and patronage of the events (s).

Class 1 - 1 large event; more than 3 medium

events; more than 12 small events \$575.00

Class 2 - 3 to 12 small events; 1 to 3 medium events \$207.00

Class 3 - 1 or 2 small events \$63.25

Processing times

It could take up to two—three weeks to process your application. If there is opposition from the liquor inspector, Police or Medical Officer of Health your application will be heard before the Whanganui District Licensing Committee.

This will incur further time delays.

The processing time is very much dependent on the applicant submitting a complete application with all attachments.

Guidance notes

1. Application details

1a. The applicant's name must be the individual or organisation who will be receiving any profits from the sale.

1b. If you hold any other licence type, please indicate and advise what type of licence.

1c. The Committee needs someone who can be contacted during normal office hours. If we can't contact you the application may not be processed by the date you wanted.



All applications received need to be accompanied with a detailed floor plan indicating the area to be licensed, define any designated area(s), where the principle entrance is.

2. Applicant details

2e. If the applicant does not own the premises then a written statement from the owner must be provided to the effect that the owner has no objection to liquor being supplied on the premises.

2f. Designations of the following types may be granted to the entire premises or specified areas.

(i) Restricted: only those aged 18 years of age or over may be present.

(ii) Supervised: Those under 18 years of age may be present if accompanied by their parents or legal guardians.

2g. A manager has to be on duty and responsible for compliance with the condition of the licence. Depending on the function the Committee may exempt this requirement.

3. Events

3a. Describe the nature of the special event.

3b. Describe the principal purpose of the event give details such as whos birthday it might be for/

3c. In relation to the hours requested, bear in mind that although your event may commence and finish at certain times the licence does not necessarily need to cover those same hours e.g. we would require convincing argument that an event (such as bowls, wood chopping,

wedding) commencing at 8.00am also requires liquor from that same time.

3d/e. Tick the corresponding answers to estimate the number of participants attending the event(s) and the probable age of the participants. Answering these question will help determine the application class and cost.

***An application for a Special Licence WILL NOT BE ACCEPTED unless a photocopy of the application form is attached as well as copy of your Floor Plan of the area to be licensed and Menu(s) if applicable.**

3. Purposes—Section 74 application

- 3f.** Consider the involvement of voluntaries or the need to hire professional Security staff, they may have many roles at your event. They could include ensuring compliance with the Sale and Supply of Alcohol Act. Allow for sufficient ratio of patrons to Security staff in alignment with the event and venue.
- 3g/3i** These questions relate to the event and host responsibilities, your answers are required to give the Medical Officer of Health and Police an idea on how your event will be run.
- 3g** give the Medical Officer of Health and Police an idea on how your event will be run.

4. Conditions—Host responsibility

These questions need to be given serious thought and must be answered by the applicant. Don't expect council staff to complete this section for you!

- 4a.** List food that will be available while alcohol is being served. Food must be more substantial than packet chips, peanuts etc. and be available at all times alcohol is being served.



If your venue/event has a printed menu provide a copy with this application.

- 4b.** You must provide details of how alcohol will be served and how the sale will take place e.g. Ticket entry,

- 4c.** You must provide some assistance to your patrons to get them home safely e.g. provision of a minibus, taxi, safe driver etc.

- 4d.** What are you going to do to promote the responsible consumption of liquor.

- 4e.** 'Prohibited persons' are intoxicated, minors and any person not authorised by the licence e.g. if the licence states "invited guests only" then someone who walks in off the street is a prohibited person.

- 4f.** You must provide some assistance to your patrons to get them home safely e.g. provision of a minibus, taxi, safe driver etc.

5. Signature(s)

Please sign and date the form to confirm that the details provided in your application are true and correct. This must be signed by the licensee(s), not their agent.

6. Notes

PUBLIC NOTIFICATION

- 2.** Section 139(b) Sale and Supply of Alcohol Act 2012—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.

Application for Special Licence

Section 138, Sale and Supply of Alcohol Act 2012



WHANGANUI DISTRICT COUNCIL
Te Kaunihera a Rohe o Whanganui

Fill this form out with the assistance of the Application for Special Licence Guide—numbers on this form relate to explanatory notes in the guide.

The Secretary
District Licensing Committee
Whanganui District Council

Please tick where applicable

Could the event for which the special licence is applied for have been reasonably foreseen? Yes No

If NO: Describe circumstances

1. Applicant details

1a. Full legal name or names to be on licence [whom ever will profit from the sale of liquor]

1b. Licence held for any premises or conveyance concerned? Yes No Type of licence

1c. Occupation (if applicant is an individual) 1d. Date of birth (if applicant is an individual) / /

1e. Status of applicant

- Natural person Private company Government department or other instrument of the Crown
 Licensing Trust Partnership Club Incorporated Society
 Territorial authority Trustee Public company Body Corporate

1f. Postal address (for service of documents)

1g. Contact person (during normal office hours) and date of birth / /

1h. Contact numbers Phone Mobile Fax

1i. Email/website address

1j. Has the applicant been convicted of any offence? Yes No
(Includes traffic offences, driving offences involving drink or drugs, but not parking infringements)
If YES, what are the details of each offence?

Nature of offence	Date of conviction	Penalty suffered

2. Premise or conveyance details

2a. Type of conveyance Not applicable Details of type

2b. Address of proposed licence premise, or address of homebase of conveyance (if any)

2c. Proposed trading name (if any) of premises or Conveyance [registration no. if applicable]

2d. Is a licence sought conditional upon construction or completion of building of the premise of conveyance Yes No

2e. Does the applicant own the proposed licensed premise or conveyance? Yes No

2. Premise details

If NO: (i) What is the full name and address of the owner?

(ii) What tenure of the premises will the applicant have?

2f. What part (if any) of the premises does the applicant intend to designate as:

(i) A restricted area

(ii) A supervised area

(iii) Undesignated area (specify reason)

A floor plan must be supplied indicating the area to be licensed, designated area(s) and the principle entrance

Attached

2g. Full name of manager(s) to be employed, certificate numbers of manager's certificate(s) it expiry and date of birth.

Name/Certificate No./Expiry/DOB

Name/Certificate No./Expiry/DOB

Name/Certificate No./Expiry/DOB

3. Event or events

3a. Nature of Event please describe

3b. Principal purpose of Event please describe

If for a birthday celebration, who's birthday and DOB?

 / /

3c. On which days and during which hours does the applicant proposes for sale or supply of alcohol?

Day	Date	Start Hours	Finish Hours	Occasion

3d. Estimate number of people attending event

1-50

51-100

101-250

251-399

400-699

750-999

1000 plus

3e. Probable age distribution of people attending

0-17

18-25

26-40

41-50 plus

3f. What security measures/staff will be used to control this event?

3g. 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 of supply of alcohol and food.

Yes

No

3h. If YES, nature of other goods and services?

3i. Are staff/volunteers trained to ask for valid ID for everybody who looks below 25 years of age before being served Liquor? (valid ID is: Passport, NZ driver's Licence or 18+ photo ID Card)

Yes

No

3j. Are staff/volunteers trained to cease serving liquor to a person before that person is allowed to become intoxicated?

Yes

No

Continue

4. Conditions

4a. What provision does the applicant intend to make for the sale and supply of:

- (i) Food? Please ensure that a range of food is provided at all times alcohol is being served? Food must be more substantial than packet chips, peanuts etc. (Please include a list of food and/or a copy of any menu available for your event).

Menu/list attached

- (ii) Non-alcoholic refreshments

- (iii) Low alcohol beverages (2.5%)

- (iv) Will drinking water be freely available to patrons?

Yes

No

- (v) If NO, what access to mains water supply, potable water is intended to be available?

- (vi) How will alcohol be sold/supplied e.g. purchase of tickets, cash bar,

What steps does the applicant propose to take in regard to:

- 4b. Provision of assistance with or information about alternative forms of transport?

- 4c. Promoting responsible consumption of liquor?

- 4d. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

- 4e. What type of containers does the applicant propose to sell liquor in?

- 4f. What other systems (including training systems), and staff in place (or to be in place) do you intend to implement for compliance with the Act?

5. Applicant signature

	Dated at	this	day of
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Signature (town/city) (month) (year)

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Name (print clearly)

6. Notes

Notes:

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.

***This application WILL NOT BE ACCEPTED unless a photocopy of the application form is attached**

Office Use

Type of licensed premise	Class	Application Fee	Applicable Fee
Special Licence	Class 1 - 1 large event - more than 3 medium events - more than 12 small events	\$575	
Special Licence	Class 2 - 3 to 12 small events - 1 to 3 medium events	\$207	
Special Licence	Class 3 - 1 or 2 small events	\$63.25	
FEE PAYABLE			\$
Subclause (1)			
- large event	Means an event that the Whanganui District Council believes on reasonable grounds will have patronage of more than 400 people		
- medium event	Means an event that the Whanganui District Council believes on reasonable grounds will have patronage of between 100 and 400 people		
- small event	Means an event that the Whanganui District Council believes on reasonable grounds will have patronage of fewer than 100 people		
Public Notification requirements		Required	
Section 139(b) Sale & Supply of Alcohol Act 2012	If required to do so by the secretary of the licensing committee concerned, must, within 10 working days after filing the application, ensure that notice of the application in the prescribed form is attached in a conspicuous place on or adjacent to the site to which the application relates.	<input type="radio"/> Yes <input type="radio"/> No	