

# Applying for a Special Licence

## General Information

### ***When is a Special Licence needed?***

A Special Licence is required for any function or event where alcohol will be sold either over a bar, by a ticket system or where the cost of the alcohol is included in the pre-sold ticket price. (The person/group that is receiving the profits from the sale of alcohol must apply for the licence). A Special Licence allows events/functions to be held in unlicensed areas or in licensed premises outside the conditions of the alcohol licence.

You'll also need a special licence if the event is:

- at a venue with a club licence but you are expecting non-club members to attend the event and drink alcohol there;
- outside the hours or area authorised in an existing on-licence or club licence;
- being held in an unlicensed premise or area.

We cannot issue a special licence for a BYO event.

You do not need a special licence when:

- you are supplying alcohol to your guests in your own private residence;
- your guests are bringing alcohol to your own private residence.

### ***Types of special licence***

There are two types of special licence:

- **an on-site special licence** allows you to sell and supply alcohol for people to drink at the place where the event is being held (including on a bus, train, ferry or other vehicle); and
- **an off-site special licence** allows you to sell alcohol for people to take and drink somewhere else, including small tastings at the event site. It can only be issued to manufacturers, distributors, importers or wholesalers of the alcohol being sold.

### ***Are there any restrictions on the type of event that can be applied for?***

Yes. The reporting agency would be likely to oppose any event for the purpose of trading when the legislation otherwise requires the premises to be closed (e.g. Christmas Day).

### ***What do I need to provide with my completed application form and fee?***

- A plan showing the layout of the premises will need to be provided. This plan needs to clearly show the following:
  - where alcohol is proposed to be sold and/or supplied;
  - location of food stalls;
  - tables / seating layout;
  - stage;
  - place of safety;
  - any children's area;
  - smoking area;
  - what part of the premises is to be used and/or a designated; and
  - any other information that may assist the reporting agencies to assess the application.
- A detailed timeline or programme detailing how the event will run.
- A copy of any ticket, invitation, poster or promotional material used to promote the event.
- If you do not own the premise, written approval of the property owner (there is an area on page 2 of the application form for property owners to sign).

### ***What if bad weather postpones the event?***

You can still operate under the Special Licence on the day the event is postponed to. You just need to notify the District Licensing Committee of the new date.

### ***Does the nominated Manager need to be present during the event or hold a Manager's Certificate?***

The appointed manager for the event must be present throughout the event.

Whether the manager requires a manager's certificate depends on the nature of the event. Generally events with more than 250 people, or at a hotel or tavern, will require a manager who holds a manager's certificate. For other events, the committee may only require the holder of a manager's certificate to be on duty at high risk events, this is determined on a case by case basis.

## **Can I use any tent or building to host my event?**

A tent or marquee used for public assembly with a floor area exceeding 100m<sup>2</sup> requires a building consent. Please contact the Building Control Officer in your area for advice on Building Act compliance if you propose to use a building not designed as a place of public assembly (for example an empty building or shed). Please note that comment may also be sought from Fire and Emergency NZ.

## **Fees:**

Fees vary depending on the number of events on the application and on the number of people attending. The fees are set by the Ministry of Justice. The calculation of patronage is determined by the total number of patrons attending the event or expected over all the days of the event.

Class 1: \$575.00	1 event with over 401 persons; or 4 or more events of 100-400 persons; or 13 or more events of less than 100 persons
Class 2: \$207.00	1 to 3 events of 100-400 persons; or 3 to 12 events of less than 100 persons
Class 3: \$63.25	1 or 2 events of less than 100 persons

If you need help in calculating your fee please contact our licensing team. Fees must accompany the application form. Cheques shall be made payable to Council.

## **What is an event or series of events**

For the purpose of fee calculation one event for a Special Licence is:

- an occasion or a gathering which takes place without a break; or
- a series of occasions or gatherings which take place and are the same in appearance, form and substance on all of the days (e.g. a sports tournament or a food and wine show over several days).

Different events held at the same club premises will need to be different applications if they are not all the same class.

For example a club would have to apply for three separate applications if it wanted special licences for:

- a 21st birthday with 99 patrons
- a prize-giving a week later with 400 patrons
- a 40<sup>th</sup> birthday a week later with 125 patrons.

These are three different events and attract three different fees because of the number of people attending.

However you will be able to group similar events of the same class on the same application. For example a 50<sup>th</sup> birthday and a 60<sup>th</sup> birthday with less than 100 people each can be done on the same application and are charged as Class 3. These are two small events.

## **Late applications**

If you submit an application less than 20 working days before your event, you must provide details advising why it is late. The District Licensing Committee will decide if the application can be processed. If this is not accepted, a refund will not be issued.

It is important to note that a 'working day' does not include weekends, statutory holidays or any day between 20 December and 15 January inclusive. The earlier the application is received the better.

## **Who reports on applications?**

Applications are referred to the Police, Licensing Inspector and Medical Officer of Health for consideration. They may require further details or want to meet you in respect of your application.

## **How are special licences granted?**

Under the Sale and Supply of Alcohol Act 2012, the District Licensing Committee (DLC) considers all special licence applications. Usually a DLC chairperson will consider and make a decision "on the papers". In some cases, the committee might need to hold a public hearing.

Contact your Licensing Inspector for further information at:

Gore District Council	☎ 03 209 0330	Email <a href="mailto:alcohol@goredc.govt.nz">alcohol@goredc.govt.nz</a>
Invercargill City Council	☎ 03 211 1777	Email <a href="mailto:dlc@icc.govt.nz">dlc@icc.govt.nz</a>
Southland District Council	☎ 0800 732 732	Email <a href="mailto:emailsdc@southlanddc.govt.nz">emailsdc@southlanddc.govt.nz</a>



# Application for Special Licence

Section 138, Sale and Supply of Alcohol Act 2012

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

**Is this application lodged 20 working days before the event?**     Yes     No

(NOTE: 20 working days before the event does not include the day you submit your application or the day of the event)

If **NO**, tell us why you couldn't lodge this application on time, including why you could not have foreseen the need for a special licence. (Use and attach a separate piece of paper if you need more space)

**Type of special licence applied for:**

- On-site (the alcohol will be consumed on the licensed premises)
- Off-site (the alcohol will be sold in sealed containers and will be consumed elsewhere)

Total number of events:

**Details of applicant**

**Full name or names to be on licence:**

(Full legal name or company name – this is the person/organisation/group receiving the profits from the sale of alcohol; or a representative of a non-incorporated entity)

**Applicant status:** (tick appropriate box)

- Natural person
- Any body corporate ie. incorporated clubs
- Partnership of any of the above entities
- Other, please state:
- Licensing trust or community trust
- Limited partnership

**Contact details for Applicant:**

Contact name:

Contact number:  Mobile number:

Email address:

Postal address for service:

Email address for licence to be sent to:

<p><b>Office Use Only</b> Area Office Stamp</p>	<p>Application forwarded to:</p> <p><input type="checkbox"/> Police      Response received <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p><input type="checkbox"/> MOH        Response received <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p><input type="checkbox"/> Inspector    Response received <input type="checkbox"/> Y</p> <p><input type="checkbox"/> Fire          Response received <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Application No: <input style="width: 150px;" type="text"/></p>	<p>Payment: Cash / Chq / Eftpos / DD / Credit</p> <p>Fee:    <input type="checkbox"/> \$63.25    <input type="checkbox"/> \$207.00    <input type="checkbox"/> \$575.00</p> <p>Paid by: <input type="checkbox"/> Applicant    <input type="checkbox"/> Contact    <input type="checkbox"/> Other _____</p> <p>Date paid:                      Receipt No: <input style="width: 100px;" type="text"/></p>
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**Convictions of the applicant:**

**Experience and training of applicant in running special licence events:**

**Details of premises**

**Address of premises:**

**Trading name of premises (if any):**

**Location within premises or room name (if any):**

**Does the applicant own the premises?**  Yes  No

If no, please provide full name and address of owner:

(The owner of the premises needs to complete the section below)

**Property owner approval** (not required if a Council property)

I/we  being the owner (or authorised agent) of the premises described as  have no objection to the granting of this special licence.

Contact daytime phone:  Email:

Signature:  Date:

(If this is being completed online approval from the property owner shall be emailed separately)

**Is the licence conditional upon completion of building work or construction of a marquee larger than 100m<sup>2</sup>?**  Yes  No

If yes, state details of building consent:

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

If yes, what type of licence:

On Licence  Off Licence  Club Licence Licence Number:

**Is there a fire evacuation scheme for public safety in place for the premises?**  Yes  No  Unknown

**Floor plan and or site plan provided?**  Yes  No  N/A

(if you are unsure if you need to provide plan please contact your Licensing Inspector)

Please provide a floor plan or site plan of the area to be covered by the licence, showing:

- The entire area to be licensed including any outside area
- Entrance(s)
- Location and number of toilets available for patrons
- Where alcohol will be sold and/or supplied from
- Where security will be stationed (if any)
- Place of safety (if any)
- Outside smoking area
- Location of free water
- Location of where food will be available
- Location of Host Responsibility and prohibited persons signage

**Do you intend the premises to be designated?**

- Restricted Area** No person under 18 may be in the area.  
NOTE: Mark on a plan of the premises which areas are to be designated "restricted".
- Supervised Area** Persons under 18 may be present if accompanied by a parent or legal guardian.  
NOTE: Mark on a plan of the premises which areas are to be designated "supervised".
- No Designation** There is no restriction on the age of people who may be present.

**Event details**

If the application is for more than one event, please copy the following pages and describe each additional event and number the pages. It is important to supply any additional information which may support this application.

Event number  of  Over how many days?

Event title:

Date(s) of the event:

**Please describe the principal purpose of the event**

(also provide details of timetable and/or programme or attach this separately)

Hours of event: Start:  am/pm Finish:  am/pm

Hours alcohol will be sold: Start:  am/pm Finish:  am/pm

Estimated number of people attending event:

Is an Alcohol/Event Management Plan required?  Yes  No

(Refer to information on cover sheet – if yes, this must be attached)

Is the event?  Public  Private

How will admission be controlled:  Door sales  Pre-sold tickets  Invitation only

Details of how this event will be promoted: (e.g. Facebook, newspapers, website, radio, newsletters etc.)

Describe how the event will be monitored: (e.g. security stationed at entranceway, duty manager circulating)

Who will monitor the entrances to the event?  Certified security  Bar staff  
 Individual  Family members  
 Other

If certified security are proposed, how many?

Name of the proposed security company?

Will alcohol be sold through a cash bar?  Yes  No

If no, described how alcohol will be sold or supplied: (e.g. dry till, tab, included in ticket price)

**Where will alcohol be sold or supplied from?**  
(Show these areas on a floor plan or site plan)

- Tent  Bar  
 Booth  Tray service  
 Other

**What type of alcohol will be available?**

- Beer  Wine  
 RTD's  Spirits  
 Cider  Other

**Do you intend to sell wine by 750ml bottles?**

- Yes  No

If yes, what time will wine bottle sales cease?

**Type of containers alcohol will be sold in?**

- Glass  Cans  
 Bottles  Plastic

**Is there a limit on how many drinks can be sold as part of a single transaction?**  Yes  No

If yes, how many?

**Location of freely available drinking water for patrons:**

**What is the source of the water?**

- Town supply  
 Bottled water

Other:

(please specify)

**Event Host Responsibility Provisions:** *(not required for off-site applications)*

**Detail the type and amount of food that will be available:**

Remember that food (e.g. pies, sandwiches, savouries, filled rolls, etc.) must be available AT ALL TIMES alcohol is for SALE and SUPPLY – even before and after suppers. Give details if a meal is being provided together with an approximate time of when meal/supper will be served. If you have a menu please supply with application. NOTE: potato crisps, dips, lollies, ice-creams and nuts are NOT considered substantial food.

**How will this food be promoted?**

**Name or details of person(s) providing catering:**

**What steps would you propose to take if the food, non-alcoholic drinks or low-alcoholic drinks are exhausted?** (Remember that food must be available at all times alcohol is for SALE or SUPPLY, even before and after suppers).

**What type of non-alcoholic drinks will be available?**

**What type of low alcohol drinks will be available?** (Please state brand. Must be 2.5% alcohol or less)

**What assistance and information do you have in place about alternative forms of transport?**

Please tick what is available?

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Taxi Service | <input type="checkbox"/> Courtesy Coach                                  |
| <input type="checkbox"/> Telephone    | <input type="checkbox"/> Cell phone                                      |
| <input type="checkbox"/> Other        | <div style="border: 1px solid black; width: 150px; height: 15px;"></div> |

**How will your Host Responsibility provisions be promoted?**

- Signage
- Other

**Other matters**

**Provide details of steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people:**

**Provide details of any other steps the applicant proposes to promote the responsible consumption of alcohol:**

**Provide details of other systems (including training systems) and staff in place (or to be in place) for compliance with the Act:**

**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 and food?**

- Yes       No

If yes, please describe the nature of other goods and services:

**Smoke Free Environments Act 1990:**

- Is the event smoke free?       Yes       No
- If no, is signage displayed?       Yes       No


**Provide details of the outside designated smoking area: (please detail this area on your floor plan)**

NOTE: Work places must be compliant with the Smokefree Environments Act 1990 and that work places include areas where volunteers are used.

Signature of Applicant\*:

Date:

*\*If this form is completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and that you have made the above representations, warranties and certification.*

 Please ensure you have attached everything on the list of attachments listed on page 6.

**Checklist for attachments:**

- Application fee attached (Class 1 = \$575, Class 2 = \$207, Class 3 = \$63.25)
- A plan of the premises
- Copy of ticket, invitation or any promotional material (e.g. poster etc.)
- Any Risk Management Plan if prepared. Requirement for events with 250 people or more
- Event programme / timeline
- Copy of manager's certificate if not issued by this Council

OFFICE USE ONLY – LATE APPLICATIONS

**Authorisation**

S. 137 (2) I am/am not (delete one) satisfied that the need for a special licence could not reasonably have been foreseen earlier.

Or

S. 208 I do/do not (delete one) authorise a waiver under Section 208 of the Sale and Supply of Alcohol Act 2012 to receive this late application.

Signed

**Regulatory Administrator – Alcohol Licensing**

Date by which reports must be received by the Police and MOH subject to consultation :

4.00 pm on \_\_\_\_/\_\_\_\_/\_\_\_\_

Consultation notes:  ≥15 days  14 to 5 days  ≤4 days



## Details of manager

This section is to be filled in and signed by the person who will manage the event/s. These are the details of the individual who will manage the sale and supply of alcohol at the event.

(If there is more than one manager for the event(s), please copy this page and get each manager to complete).

Full name of proposed manager:

Preferred name if different:

Date of birth:

Place of birth:

Postal address:

Daytime contact number:

During event:

Email:

Have you managed an event similar to this in the past?

Yes

No

If yes, please give brief details:

Do you hold a managers certificate?

Yes

No

Certificate number:

Expiry date:

(If your certificate was not issued locally please attach a copy of that certificate with this application).

If you do not hold a certificate, you MUST give brief details of any relevant experience that you have had in the hospitality industry:

Criminal convictions of manager:

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).

How many staff members will you have working on the date of the event? (including yourself)

What training is in place for your staff?

What steps do you intend to take to manage the sale and supply of alcohol, with the aim of helping to reduce alcohol harm and help with host responsibility?

What controls are in place to deal with persons who are intoxicated to ensure their safety and the safety of others, and that alcohol is not sold or supplied to them?

What controls are in place to ensure that alcohol is not sold or supplied to persons under the age of 18 years?

Detail what food the applicant intends to provide?

I acknowledge that I understand my obligations as prescribed by the Sale and Supply of Alcohol Act 2012.

Signature of Manager\*:

Date:

*\*If this form is completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and that you have made the above representations, warranties and certification.*