

ŌPŌTIKI / KAWERAU / WHAKATĀNE DISTRICT LICENSING COMMITTEE

APPLICATION FOR SPECIAL LICENCE

NAME OF APPLICANT(S): _____

For ALL applications we require:

- ONE copy of the **original application form** signed by the applicant. . If employing an agent or lawyer who signs on your behalf we require a written “authority to act.”
- The **NZ Police Authorisation Form** signed and dated by the applicant.
- Supporting documentation** relevant to the event which establishes this application as a genuine “special” event, including:
 - o The names of the wedding couple, or birthday celebrant, or graduating person etc
 - o A copy of any invitation or advertising pamphlet or ticket which establishes this application as a genuine “special” event.
- A **sample menu** or list of food to be supplied at the event.
- Clear information about the **types and numbers of people** that will be attending the event (Public or Invitation only)
- A **Premise Plan** outlining the floor layout, clearly showing the areas where alcohol is to be sold and consumed, the principle entrance, and identifying any areas to be designated as supervised (adult supervised) or restricted (over 18 only). (If the premise is an existing licensed premise and the area is within your existing definition, a premise plan is not required)
- A written signed **statement from the owner of the premises** authorising the sale of alcohol, if the premise is not owned by the applicant.
- Identifying particulars** of the applicant .i.e. - for existing licensed premises the licence number and details; for a non-licensed club or society proof of its lawful establishment such as Club constitution or rules and where the club is incorporated a copy of the Certificate of Incorporation or other documentary evidence of its incorporation. For an individual we require a letter clearly stating you are authorised to apply for this licence on behalf of the event organisers.
- The **application fee** to be paid at the time the application is submitted.

For large events the following additional information may also be required:

- A Management plan covering such matters as security, monitoring, interaction with local residents and public health concerns.
- The provision of a certificate from the Territorial Authority that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the NZ Building Code.
- Evidence that the applicant has liaised with the Police and Territorial Authority on planning for the event.

Applications for Special Licences must be filed at least 20 working days (30 calendar days) prior to the date of the event unless the requirement for a licence could not reasonably have been foreseen. IF this is a late application a written explanation is required.

Reports/Interviews - The District Licensing Committee will obtain reports from the Police, Medical Officer of Health and their own Licensing Inspector. You may be contacted after you file your application by one of these agencies and the Licensing Inspector for an interview.

**Application for Special Licence
Section 138, Sale and Supply of Alcohol Act**

Form 6

Application fee: Class 1

\$575.00

Class 2 \$207.00

Class 3 \$63.25

To: The Secretary
District Licensing Committee
Ōpōtiki District Council
PO Box 44
ŌPŌTIKI 3122

To: The Secretary
District Licensing Committee
Kawerau District Council
Private Bag 1004
KAWERAU 3169

To: The Secretary
District Licensing
Committee
Whakatāne District Council
Private Bag 1002
WHAKATĀNE 3158

(Cross out Councils that are NOT applicable)

Application for a Special Licence is made in accordance with the details set out below:

TYPE OF SPECIAL LICENCE			
State whether On site or Off site, i.e., On site (alcohol consumed at event), Off Site (alcohol taken away to be consumed somewhere else)		On site <input type="checkbox"/>	Off Site <input type="checkbox"/>
(Tick one)			
LATE APPLICATIONS AND WHETHER EVENT FORESEEABLE			
Applications must be filed at least 20 working days (30 calendar days) prior to the date of the event to process the application. If your proposed event is less than 20 working days please explain why the application is late and your event could not have reasonably been foreseen.			
Reason for late application:			
DETAILS OF APPLICANT (i.e. Club name or organisation)			
Full name/s of applicant/s to be on licence:			
Postal Address for Service:			
Contact person for application:			
Telephone: (Daytime 8 am – 5pm):		(Evening):	Mobile:
EMAIL:			
STATUS OF APPLICANT (tick appropriate box)			
Natural person	<input type="checkbox"/>	Private Company	<input type="checkbox"/>
Club	<input type="checkbox"/>	Licensing Trust	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	Trustee	<input type="checkbox"/>
Board, organisation or other body to which section 30(1)(bb) of the Act applies	<input type="checkbox"/>	Public Company	<input type="checkbox"/>
Body corporate to which section 30(1) of the Act applies	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Manager under the Protection of Personal and Property Rights Act 1988	<input type="checkbox"/>		<input type="checkbox"/>
Government Department or other instrument of Crown	<input type="checkbox"/>		<input type="checkbox"/>

NOMINATED PERSON

A Special Licence requires a **nominated person to take responsibility for the safe and responsible consumption of alcohol** at the event(s)

Name of Nominated Person:

Occupation of nominated person:

Date of Birth: (must be over 20)

Telephone: (Daytime 8 am – 5pm):

Evening:

Mobile:

Relevant experience and training:

NOMINATED PERSON CRIMINAL CONVICTIONS

Have you had any 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).

YES / NO
(circle one)

Nature of offence

Date of conviction

Penalty

EXEMPTION FROM REQUIREMENT TO APPOINT CERTIFIED MANAGER

If you do not have certified managers, but have nominated a person responsible for the event, you can apply for an exemption from the requirement to appoint a manager in accordance with S.213(2) of the Act.

A nominated person is provided above who will be responsible for the sale and supply of alcohol at the event.

YES / NO
(circle one)

I wish to apply for an exemption for the requirement to appoint a manager

YES / NO
(circle one)

DETAILS OF ANY CERTIFIED MANAGER/S EMPLOYED or VOLUNTEERING FOR THIS EVENT

Full Name

Address

Date of Birth

Certificate No.

EVENT DETAILS – ON & OFF SITE *For Special applications with multiple events on one application please complete attached table detailing each event.*

Describe nature / purpose of event (*i.e.*, Smith/Wesson wedding, Joe Blogg's birthday, Bob Dylan music concert, XYZ Sports Club fundraiser etc)

Nature of event:

Who is event for:

What is the day and date of your first event?

Day of event:

Date of event:

What are the start and finish times for your event?

Start:

Finish:

Estimate number of people attending and who will be attending i.e, ticket holders or public event

Type:

Numbers:

Probable age distribution of people attending event

Age range:

Is 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, i.e. T-shirts, merchandise or expo	YES / NO (circle one)
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If yes, describe nature of other goods and services:	
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Describe types of container in which alcohol is to be sold, i.e., standard glass, cans, bottles	
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CONDITIONS: What provision does the applicant intend to make for the sale and supply of:

Food (Type of food and range must be provided here). Are you providing a full meal? *(Please attach Menu)	YES / NO (circle one)
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If a full meal is not provided, please give details of the range of food & estimate pieces per person	
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Non-alcoholic refreshments (describe types and range to be provided)	
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Low-alcohol beverages (describe type and range of 2.5% alcohol or less to be provided)	
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Alcoholic beverages Which type of alcoholic beverages will be available for sale at your event? Beer <input type="checkbox"/> Wine <input type="checkbox"/> RTD's <input type="checkbox"/> Spirits <input type="checkbox"/> Cider <input type="checkbox"/>

What quantity of alcoholic beverages will be available?	Limited quantity / Open cash bar / Other (Circle one)
If 'Other' please describe:	

Describe how and where free potable drinking water will be available at this event: (e.g. in carafes on tables; on tap at the bar, etc)	
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Please advise where the potable drinking water is sourced from? i.e, main town water supply/private supply	
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Explain how will you provide assistance with arranging alternative forms of transport as a responsible host? i.e, appropriate signage displayed that phone available to call for a ride home or taxi service details for pickup(s)

Explain how you will prevent sales to minors or intoxicated persons? (i.e, Asking for proof of age and monitor for intoxicated persons and appropriate signage will be displayed)

Explain how you will ensure compliance with the Act, manage other risks and maintain adequate supervision throughout the event?

Explain how you intend to train staff/volunteers in their responsibilities under the Sale and Supply of Alcohol Act?

(ON- SITE only) What steps, if any, will you take to ensure your event will not create a nuisance to nearby residents? (maintaining amenity and good order)

DETAILS OF PREMISE – ON & OFF SITE SPECIAL LICENCE

Address of premises:		
Any name, trading name or name of building:		
Is a licence sought conditional upon construction or completion of building work?		YES / NO (circle one)
If "Yes" please state details:		
Does the applicant own the proposed licensed premise(s)?		YES / NO (circle one)
If "No" what is the full name and address of the owner:	Name: Address:	
Describe the form and tenure of the premises (e.g. freehold, unit title, leasehold, or under licence), you as the applicant have	Form: Term:	
Parts (if any) of the premise the applicant intends should be designated as restricted area or a supervised area		

PREMISE PLAN

Attach to the application a floor plan showing design and layout of any premises, specifically showing where the bar is to be located and:

- (i) Each area to be designated as a supervised area or restricted area
- (ii) The principal entrance.

LICENCE DETAILS

Is a licence already held for premises or conveyance concerned? If "Yes" state type of licence and licence number.	YES / NO (circle one)
Type of Licence:	Licence No:

CONVEYANCE ONLY

Type of conveyance (e.g. ship, railway carriage, bus etc)	
Any registration number	
The home base address for the conveyance	
Any name used or proposed for conveyance	

Dated at Ōpōtiki / Kawerau / Whakatāne this _____ day of _____ 201 .
(circle one)

Signature of Applicant

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.

DLC OFFICE USE ONLY	
Date lodged:	
Fee paid:	Receipt No:

Opotiki District Council,
PO Box 44, 108 St John Street, OPOTIKI
Telephone: (07) 315 3030 Facsimile (07) 315 7050
Email: info@odc.govt.nz Website: www.odc.govt.nz

Kawerau District Council
Private Bag 1004, Kawerau 3169
Telephone: (07) 306-9009 Fax: (07) 323-8072
Email: info@kaweraudc.govt.nz Website: www.kaweraudc.govt.nz

Whakatane District Council
Private Bag 1002, Whakatane 3158
Telephone: (07) 306-0500 Fax: (07) 307-0718
Email: info@whakatane.govt.nz Website: www.whakatane.govt.nz

TO BE COMPLETED BY NOMINATED PERSON RESPONSIBLE / IN CHARGE OF SALE AND SUPPLY OF ALCOHOL AT PROPOSED EVENT

NEW ZEALAND POLICE SUPPLEMENT

As applicant for this Special Licence you are requested to sign the authorisation below. Failure to allow Police to disclose this information may result in your application only being determined at a hearing held by the District Licensing Committee where you will be required to attend and present information for this Authority's consideration.

AUTHORISATION

"The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?"

YES / NO

SIGNATURE OF NOMINATED PERSON: _____

FULL NAME OF NOMINATED PERSON: _____

DATE: _____

SUPPLEMENTARY SPECIAL LICENCE APPLICATION DETAILS FOR MULTIPLE EVENTS

NAME OF APPLICANT _____

Event number	Date of event	Describe name, nature and purpose of event (e.g. dinner and show, fundraiser)	Hours that alcohol will be sold	Number of people & ages expected	Is this a ticketed event? (If so please give more details on next page)

Event number (from list above)	Water How free drinking water will be provided.	Non Alcoholic Drinks, (e.g. tea, coffee, juice, fizzy)	Low alcoholic drinks (2.5% or less)	Alcohol Types (>2.5% alcohol) e.g. beer, wine, spirits, RTD's, cider etc	Food sold/supplied (attach menu's also)

Ticketed event details		
Event number	Date of event	Describe cost and what is provided with purchase of ticket

FEE & CHARGES

Sale and Supply of Alcohol (Fees) Regulations 2013

Special Licences and Manager Certificates

Fees must be paid at the time of application and no application will be accepted without the relevant fee.

Special licences

The fee payable for a Special Licence is also assessed using a cost/risk rating system depending on the size of the event and the number of events applied for.

Large event: Means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people

Medium event: Means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people

Small event: Means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people

Class	Issued in respect of	Application fee \$ inc GST
1	1 large event: More than 3 medium events: More than 12 small events	\$575.00
2	3 to 12 small events: 1 to 3 medium events	\$207.00
3	1 or 2 small events	\$63.25

There are two types of Special Licences;

On-site Special	The licensee can sell and supply alcohol for consumption on the specified premises, to people attending an event or series of events described in the licence. Also for holders of On or Club Licences to allow the sale and consumption of alcohol on their premises when such sales would otherwise be unlawful provided the patrons are attending an event or series of events as described in the licence.
Off-Site Special	The licensee can sell and supply the licensee's alcohol for consumption somewhere else. The licensee can also supply free alcohol, as a sample, for consumption on the premises.

There are also three different classifications of special licences;

Large events Events that the Territorial Authority believes on reasonable grounds will have patronage of more than 400 people

Medium events Events that the Territorial Authority believes on reasonable grounds will have patronage of between 100-400 people

Small events Events that the Territorial Authority believes on reasonable grounds will have patronage of less than 100 people

The fee applicable for special licences depends on the size and number of events – see Fee & Charges attachment for further information.

- Special licence applications must be for a particular event or series of events. They cannot be used to 'extend' ordinary operating hours.
- The applicant must be whomever the profits from the sale of liquor are going to. If it is not an individual person (i.e. a club, existing licensee, or organisation) then there must be a stated individual taking responsibility for the event. Applicants must be over the age of 20.
- Certificated Managers are required unless the District Licensing Committee grants an exemption under section 213(2) of the Act.
- The District Licensing Committee **may** also require that you display a notice of the application in the prescribed form (Form 8) in a conspicuous place on or adjacent to the site to which the application relates.