

## What you need to have to apply for a Special Licence:

- A completed application form submitted at least 20 working days before your event.
- The prescribed fee (which will be advised at the time you apply)
- May need a certified General Manager

**Please Note: Payments for applications cannot be accepted until approved by the Liquor Licensing Inspector.**

If you have any questions about applying for a Special Licence then please feel free to contact your Liquor Licensing Inspector who will be happy to answer any questions you have.

Do you want to be on our mailing list for a half yearly newsletter, it has information on current issues and events to do with Liquor Licensing. If you have any topics, ideas or issues you wish to be included in future newsletters, please contact me.

### **Lisa Roiri**

Liquor Licensing Inspector  
Ph: 06 366 0999 Extn: 6845  
lisar@horowhenua.govt.nz

# Applying for a Special Licence



6656 Dry Crust Communications 10/09

The Sale of Liquor Act is overseen nationally by the Liquor Licensing Authority (LLA) and locally by the District Licensing Agency (DLA). Your DLA is the Horowhenua District Council. They have the power to issue licences and certificates to people who wish to sell and supply liquor to the public.

## What is a Special Licence?

If you are holding a function, event, occasion or series of events or occasions and liquor is being sold over the bar, by ticket system or where the cost of liquor is included in pre-sold tickets, you are deemed to be selling liquor and therefore you require a Special Licence. If your event, occasion or function is in an already licensed premises such as a bar, café, tavern, hotel, club or sports club and is within the conditions of their 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.**

**Horowhenua District Council requires any person, organisation or club that hires council owned premises and intends to sell or supply alcohol to get a Special Licence.**

## Timeframe

You need to allow at least 20 working days for your application to be processed. The police have 15 working days to report on your application. If your application is opposed then it will require a hearing by the District Licensing Agency which will take longer than the 20 working days. Please make sure the application is completed in full and has start and end times and dates of your function, occasion or event. If information is missed out this will delay your application.

## Do we need a certified manager?

The District Licensing Agency or Police may require, as a condition of a Special Licence, that the holder of a General Manager's certificate be present and responsible for the sale of liquor under the licence.

