

The following ***must*** be included with your application:

- Completed and Signed application form
- Full Names of Person Responsible
- Managers Certificate Number (where applicable)
- DOB and Drivers Licence Number of Person Responsible
- Owner's Permission
- A4 Plan Showing:
  - Principle entrance
  - Fire exits
  - Evacuation assembly points
  - Position where alcohol will be sold or supplied
  - Kitchen
  - Toilets
  - Smoking area
  - Security
  - Access to free drinking water
- Google Earth Aerial map showing the exact location of the premises
- Special Licence Fee (please see Council's website for the fees list – [www.horowhenua.govt.nz/LiquorLicensingFees](http://www.horowhenua.govt.nz/LiquorLicensingFees) - dependent on numbers at the event as to how much the fee is.
- This checklist.

**Please note: If the information listed above is not provided with your application it will not be formally accepted and will be placed on hold until the relevant information has been provided.**

**FORM 6**  
**Application for Special Licence**  
*Sections 138, Sale and Supply of Alcohol Act 2012*

To: The Secretary  
 District Licensing Committee Horowhenua  
 C/- Horowhenua District Council  
 Private Bag 4002  
 Levin 5540

Application for special licence is made in accordance with the particulars set out below.

**1. Type of special licence applied for, and whether event foreseeable**

a. Please state whether onsite, offsite or both: \_\_\_\_\_

\_\_\_\_\_

b. Could the event that the special licence is applied for have been foreseen? Yes / No

If No, describe circumstances: \_\_\_\_\_

\_\_\_\_\_

c. Is a licence already held for this premise or conveyance: (please circle one) Yes / No

If yes, please provide details of licence: \_\_\_\_\_

d. This application is for a: (please tick one)

Class 1	1 large event; more than 3 medium events; more than 12 small events	
Class 2	3 to 12 small events; 1 to 3 medium events	
Class 3	1 or 2 small events	
Special Licence Definitions: <b>Large Event</b> – patronage will be more than 400 people <b>Medium Event</b> – patronage will be between 100 and 400 people <b>Small Event</b> – patronage will be fewer than 100 people.		

**2. Details of Applicant**

a. Full name or names to be on licence

\_\_\_\_\_

b. Postal address for service of documents

\_\_\_\_\_

c. Applicant Status (tick appropriate box)

Natural Person		Licensing or Community Trust	
Trustee		Territorial Local Authority	
Limited Partnership		Partnership	
Government Department or instrument of crown		Manager under the Protection of Personal and Property Rights Act 1988	
Body Corporate to which section 28(1)(b) of the act applies		A board, organisation or other body to which section 28(1)(c) of the act applies (Club or Company)	

**3. Contact details for Applicant that is a Natural Person (If the Licence is in your name)**

Name: \_\_\_\_\_

Alias: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Gender: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_

Preferred daytime contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

**4. Contact details for Applicant that is not a Natural Person (Company, Club or Society)**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

**5. Details of Business (describe principal business and any other businesses)**

\_\_\_\_\_

**6. Details of 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)**

\_\_\_\_\_

\_\_\_\_\_

**7. Details of Managers**

1a. Full legal name: \_\_\_\_\_

1b. Number: \_\_\_\_\_

1c. Expiry date of manager's certificate: \_\_\_\_\_

1d. Date of Birth: \_\_\_\_\_

**8. Details of Premises or conveyance (on-site special licence)**

a. Address of premises: \_\_\_\_\_  
\_\_\_\_\_

b. Proposed trading name for premises: (if any) \_\_\_\_\_

c. Does the applicant own the proposed licensed premise? (please circle one) Yes / No

If no please provide the following details:

d. Full name and address of owner: \_\_\_\_\_  
\_\_\_\_\_

e. Tenure of the premises that the applicant will have: \_\_\_\_\_  
\_\_\_\_\_

Is the licence sought conditional on the completion of building work? Yes / No

If yes please provide details: \_\_\_\_\_

Or:

f. Type of conveyance: \_\_\_\_\_

g. Any registration Number: \_\_\_\_\_

h. Any home base address: \_\_\_\_\_

i. Any name used or proposed for conveyance: \_\_\_\_\_

**9. Event details (on-site special licence)**

a. Nature of event: \_\_\_\_\_  
\_\_\_\_\_

b. Days and hours proposed for sale of alcohol: \_\_\_\_\_

c. Estimate of number of people attending: \_\_\_\_\_

d. Age of people attending: \_\_\_\_\_

e. Principal purpose of event: \_\_\_\_\_

f. Is the applicant engaged, or intending to be engaged, 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 state the nature of those other goods or services: \_\_\_\_\_  
\_\_\_\_\_

g. What containers will the alcohol be sold in? \_\_\_\_\_

**10. Conditions (on-site special licence)**

- a. What experience and training does the applicant have? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. What provision does the applicant intend to make for the sale and supply of -  
Food: \_\_\_\_\_  
Non-alcoholic beverages: \_\_\_\_\_  
Low-alcohol beverages: \_\_\_\_\_
- c. To what extent and where; will drinking water be freely available to patrons: \_\_\_\_\_  
\_\_\_\_\_
- d. If no access to mains water supply, portability of water intended to be available: (describe) \_\_\_\_\_  
\_\_\_\_\_
- e. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? \_\_\_\_\_  
\_\_\_\_\_
- f. 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? \_\_\_\_\_  
\_\_\_\_\_
- g. What other steps does the applicant propose to take to promote the responsible consumption of alcohol? \_\_\_\_\_  
\_\_\_\_\_
- h. Are any changes sought to the present conditions of the licence? Yes / No  
If yes what changes are being sought? \_\_\_\_\_  
\_\_\_\_\_

**Attachments (on-site special licence)**

- Floor plan showing - each area to be designated as a supervised area or restricted area; and indicating whether supervised or restricted area; and the principal entrance.

**11. Details of Premises or conveyance (off-site special licence)**

- a. Address of premises: \_\_\_\_\_  
\_\_\_\_\_
- b. Proposed trading name for premises: (if any) \_\_\_\_\_
- c. Does the applicant own the proposed licensed premise? (please circle one) Yes / No

If no please provide the following details:

d. Full name and address of owner: \_\_\_\_\_

e. Tenure of the premises that the applicant will have: \_\_\_\_\_

f. Is the licence sought conditional on the completion of building work? Yes / No

If yes please provide details: \_\_\_\_\_

Or:

g. Type of conveyance: \_\_\_\_\_

h. Any registration Number: \_\_\_\_\_

i. Any home base address: \_\_\_\_\_

j. Any name used or proposed for conveyance: \_\_\_\_\_

12. Event details (off-site special licence)

a. Nature of event: \_\_\_\_\_

b. Days and hours proposed for sale of alcohol: \_\_\_\_\_

c. Estimate of number of people attending: \_\_\_\_\_

d. Age of people attending: \_\_\_\_\_

e. Principal purpose of event: \_\_\_\_\_

f. Is the applicant engaged, or intending to be engaged, 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 state the nature of those other goods or services: \_\_\_\_\_

g. What containers will the alcohol be sold in? \_\_\_\_\_

13. Conditions (off-site special licence)

a. What experience and training does the applicant have? \_\_\_\_\_

\_\_\_\_\_

b. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? \_\_\_\_\_

\_\_\_\_\_

c. 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? \_\_\_\_\_

\_\_\_\_\_

d. What other steps does the applicant propose to take to promote the responsible consumption of alcohol? \_\_\_\_\_  
\_\_\_\_\_

e. Are any changes sought to the present conditions of the licence? Yes / No  
If yes what changes are being sought? \_\_\_\_\_  
\_\_\_\_\_

The questions below must be filled in by anyone applying for a On or Off Site Special Licence.

**14. Additional Questions**

a. The granting or renewal of this application will not decrease the amenity or good order of the area by more than a minor extent because we: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. The design and layout of our premises complies with the Act because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. The granting or renewal of this application will contribute to the Object of the Act by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. How many staff/volunteers will be present to observe/serve those attending the event? \_\_\_\_\_  
\_\_\_\_\_

e. Are staff/volunteers trained to crease serving liquor to a person before that person is allowed to become intoxicated? (refer to Intoxication Guidelines on ALAC website). \_\_\_\_\_  
\_\_\_\_\_

f.(i) Are the following resources on site: Yes/No

(ii) If you need any of these resources please tick which ones

Under 18 Signs  Host Responsibility leaflets  Intoxication Signs  Smoke free Signs

g. All internal areas must be smoke free.

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 or adjacent to the site to which this application relates.

Fee enclosed: \$ \_\_\_\_\_

DATED at Levin this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Applicant Signature: \_\_\_\_\_



## **Applications for On, Off, Club and Special Licences - New and Renewals SALE AND SUPPLY OF ALCOHOL ACT 2012**

**This is to help you answer Question 14 - Additional questions.**

### **The Object of the Act**

All applications must be considered in light of the object of the Act (section 4):

- The sale, supply and consumption of alcohol should be undertaken safely and responsibly;
- The harm caused by the excessive or inappropriate consumption of alcohol should be minimised.

Harm includes crime damage, death, disease, disorderly behaviour, illness or injury, directly or indirectly caused or directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol. It also includes harm to society generally or the community directly or indirectly contributed to by the excessive or inappropriate consumption of alcohol.

### **Design and Layout**

Design and layout can help reduce alcohol-related harm occurring within licensed premises. For example, bar layout, seating, sound, lighting, access and a host of other design elements can be used to improve security, reduce tension and improve the atmosphere in licensed areas.

Guidelines and examples on the types of concepts that design and layout could include are contained in Crime Prevention Through Environmental Design (CPTED). Guidelines on CPTED can be obtained by emailing or phoning the Liquor Licensing Inspector.

### **Amenity and Good Order**

- What appropriate systems, staff, and training is in place or will be put in place to ensure compliance with the law.
- Current and possible future noise levels (if relevant what they intend to do to mitigate them).
- Current and possible future levels of nuisance and vandalism (if relevant what they intend to do to mitigate them).
- The number of other licensed premises in the area. Will the granting of this licence increase negative effects in the area?
- The purposes for which land near the premises is being used for, and will that change if the licence is issued?