

Special Licence Checklist

Sale and Supply of Alcohol Act 2012

Application Process

1. Complete the attached application form and gather the required supporting documents. *
2. Contact Council on **06 366 0999** to arrange an appointment with the Alcohol Licensing Inspector.
3. Bring this checklist, your completed application form and supporting documents with you to the meeting along with the appropriate fee.
4. For advice please contact the Alcohol Licensing Inspector on 06 366 0999.

*** DID YOU KNOW - You can complete this application form online, securely upload electronic copies of all your required documents, and pay the fee online too?**

For more information see <https://www.horowhenua.govt.nz/AlcoholForms>

Supporting Documentation

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

- Responsible Person's full name, date of birth and copy of photo ID (eg drivers licence)
- Copies of certificate(s) held by the Responsible Person
- Manager's Certificate number for all persons who will be managing the event
- Copies of all Manager's Certificates if not issued by Horowhenua District Council
- A written statement from the owner of the premises giving you approval to sell and supply alcohol on the premises. This must also include confirmation that the building is safe and suitable for the event
- An A4 plan showing:
 - Principal entrance
 - Fire exits
 - Evacuation assembly points
 - Position where alcohol will be sold or supplied, and area where it will be consumed
 - Kitchen
 - Toilets
 - Smoking area
 - Security
 - Access to free drinking water
- An aerial map showing the exact location of the premises
- A copy of food and alcohol menus
- A copy of the tickets, if you are using them
- Evidence of promotional material (flyers, radio and newspaper advertising, posters) for public events
- Alcohol Management Plan for large events (greater than 400 people)
Refer resources.alcohol.org.nz

Application Fee

You will require a special licence if there is the sale of alcohol as part of the event. Alcohol sale includes cash bar, koha or fees included as part of the ticket price or social club membership fee.

More than one event can be on the same application, however these events must be of a similar nature, eg a 21st birthday and a 50th birthday, or a jazz night and a country music show, or different fundraisers, etc.

Class	Description	Fee
Class 1	1 large event More than 3 medium events More than 12 small events	\$575
Class 2	1 to 3 medium events 3 to 12 small events	\$207
Class 3	1 or 2 small events	\$63.25

Special Licence definitions:

Large Event – patronage will be more than 400 people

Medium Event – patronage will be between 100 to 400 people

Small Event – patronage will be fewer than 100 people

Disclaimer

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.

Applications must be submitted at least 20 working days before your first event.

If it is less than 20 days until your first event you must contact the Alcohol Licensing Inspector on 06 366 0999.



I understand that by submitting this application I am consenting to the application being circulated to partner agencies (NZ Police, Te Whatu Ora Health New Zealand and the Alcohol Licensing Inspector) for comment, before the Horowhenua District Licensing Committee makes a final decision.

A copy of our privacy statement can be viewed online at <https://www.horowhenua.govt.nz/PrivacyStatement>

FORM 6

Application for Special Licence

Section 138, Sale and Supply of Alcohol Act 2012

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

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

1. Type of Licence

1.1 This application is for a:

- Class 1 – 1 large event / more than 3 medium events / more than 12 small events
- Class 2 – 1 to 3 medium events / 3 to 12 small events
- Class 3 – 1 or 2 small events

1.2 What sort of event(s) are you holding?

- | | |
|---|--|
| <input type="checkbox"/> Family event, eg birthday, wedding | <input type="checkbox"/> Funeral |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Regular meeting / event |
| <input type="checkbox"/> Sports event / tournament | <input type="checkbox"/> Theatre production |
| <input type="checkbox"/> Other (state): _____ | |

1.3 Will the event(s) be on-site or off-site?

- On-site Off-site Both On-site and Off-site

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 conveyance, ie bus, train, ferry or other vehicle)

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.

1.4 Is a licence already held for this premises or conveyance? Yes No

If yes please state the type and number of the licence held: _____

1.5 Are any changes sought to the present conditions of the licence? Yes No

If yes please specify: _____

2. Details of Applicant

The **Applicant** is the person(s) or organisation whose name will be on the licence and will receive any proceeds from alcohol or ticket sales.

Full legal name or names: _____

Postal address for service of documents: _____

Contact name (if different from above): _____

Contact phone number: _____

Contact email address: _____

2.1 What is the type of Applicant?

- | | |
|--|--|
| <input type="checkbox"/> Natural person (Individual) | <input type="checkbox"/> Board, organisation or other body |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Licensing or Community Trust |
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Body Corporate |
| <input type="checkbox"/> Public Company | <input type="checkbox"/> Territorial Local Authority |
| <input type="checkbox"/> Club | <input type="checkbox"/> Government Department or instrument of Crown |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988 |

For an Incorporated body, under which authority is it incorporated?

2.2 Has the Applicant held a special licence before? Yes No

If yes, enter the details: _____

2.3 Has the Applicant ever been convicted of any criminal offences? Yes No

If yes, 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.

Nature of Offence	Date of Conviction	Penalty/Sentence

3. Details of Responsible Person

Please Attach

Copy of photo
identification

The **Responsible Person** is the person or person(s) who will be in charge at the event. They must be over 20 years old, and must not be drinking during the event. The Responsible Person may be a Manager but does not have to be.

Full name: _____

Any other names you are known by: _____

Postal address for service of documents: _____

Contact phone number: _____

Contact email address: _____

Date of birth: _____

Gender: _____

Occupation: _____

Please Attach

Copies of all
certificates

What experience and training does the Responsible Person have?

ServeWise

LCQ

Manager's Certificate

4. Details of Managers/Responsible Persons to be Employed

Manager 1 - Full legal name: _____

Date of birth: _____

Please Attach

Copy of Manager's
Certificate if not
issued by HDC

Manager's Certificate held? Yes No

Was their Manager's Certificate issued by Horowhenua District Council? Yes No

Manager's Certificate number: _____

Manager's Certificate expiry date: _____

Manager 2 - Full legal name: _____

Date of birth: _____

Please Attach

Copy of Manager's
Certificate if not
issued by HDC

Manager's Certificate held? Yes No

Was their Manager's Certificate issued by Horowhenua District Council? Yes No

Manager's Certificate number: _____

Manager's Certificate expiry date: _____

Manager 3 - Full legal name: _____

Date of birth: _____

Please Attach

Manager's Certificate held? Yes No

Copy of Manager's
Certificate if not
issued by HDC

Was their Manager's Certificate issued by Horowhenua District Council? Yes No

Manager's Certificate number: _____

Manager's Certificate expiry date: _____

Manager 4 - Full legal name: _____

Date of birth: _____

Please Attach

Manager's Certificate held? Yes No

Copy of Manager's
Certificate if not
issued by HDC

Was their Manager's Certificate issued by Horowhenua District Council? Yes No

Manager's Certificate number: _____

Manager's Certificate expiry date: _____

Continue on separate sheet if necessary

5. Details of Premises or Conveyance

- If the licence is for a **Premises** - go to **section 5.1**
- If the licence is for a **Conveyance** (i.e. any vehicle used to transport people) - go to **section 5.2**

5.1 Details of Premises

Trading name for premises or name of building: _____

Street address of premises: _____

5.2 Details of Conveyance

Type of conveyance (eg ship, railway carriage, bus, etc): _____

Trading name, or name of conveyance: _____

Registration number of conveyance: _____

Street address of home base: _____

5.3 Details of ownership/lease (premises only)

Does the applicant own the premises/conveyance? Yes No

Please Attach

Written statement from the owner giving you approval to use the premises.

If no: Full legal name of owner: _____

Postal address of owner: _____

Email address of owner: _____

Phone number of owner: _____

Tenure (e.g. leasehold, tenancy, licence, charter): _____

5.4 Details of building work (premises only)

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

If yes, please provide details: _____

Building Consent number: _____

Please Attach

5.5 Details of site

A4 plan of premises

Aerial map of location (premises only)

What part (if any) of the premises/conveyance are you designating as a supervised area?
Note: If no parts of the premises/conveyance are to be designated, write NONE

What part (if any) of the premises/conveyance are you designating as a restricted area?
Note: If no parts of the premises/conveyance are to be designated, write NONE

How many people can the premises hold under the fire evacuation scheme?
Note: It is your responsibility to find this out before filling in the application

6. Details of Event

Please complete a separate page for each event

6.1 Event Details:

Name of event: _____

Details of event: _____

Date(s) of event: _____

What time will the event start and finish: _____

Is this the same hours that alcohol will be sold and supplied? Yes No

If no, what hours will alcohol be sold and supplied: _____

6.2 Name(s) of those person(s) who will be in charge of the event:

Please Attach

Copy of promotional material if any

Copy of ticket/s if used

6.3 Who will attend the event:

Public Friends Club Members

How many people do you think will attend your event: _____

What is the age range of the people attending: _____

How will people get admittance to the event?

Pre-sold tickets Invitation Door sales
 Tickets sold on the day No tickets sold

What will happen during the event: _____

How will alcohol be sold to people attending the event?

Cash bar Ticket Koha

What type of container will the alcohol be sold in: _____

Are products or services other than alcohol and food to be sold/supplied? Yes No

If yes, what are the goods or services: _____

7. Health Questions

7.1 What is the type of event?

7.2 How many staff/volunteers will be present to observe/serve those attending the event?

7.3 Are staff/volunteers trained to cease serving alcohol to a person before that person is allowed to become intoxicated?

7.4 What actions will the Manager/Responsible Person take to ensure minors (persons under 18 years) and intoxicated persons, are not supplied alcohol?

Please Attach

7.5 Fully describe what is to be available at the event with regards to: (On-site licence only)

Copy of food
and alcohol
menus

Food (enter at least three types of substantial food you will have on offer):

Non-Alcoholic refreshments (eg fizzy drink, coffee, tea, etc):

Low-Alcohol beverages:

7.6 Describe how and where free drinking water is to be available: (On-site licence only)

7.7 Do you have access to mains water supply for drinking water? (On-site licence only)

Yes No

If no, please describe how you intend to have potable drinking water available:

7.8 What information will you have available and how will you provide assistance with alternative forms of transport (please tick all that apply)?

Signage

Free telephone

Courtesy coach/bus

Other: _____

7.9 Do you need any of these resources?

Under-18 signs

Host responsibility leaflets

Intoxication and minor signs

Smoke and/or vape free signs

All internal areas must be smoke and vape free

8. Licence Conditions

8.1 What other actions will the Manager/Responsible Person take to promote the responsible consumption of alcohol?

8.2 What processes does the Applicant have in place to ensure the event complies with the Act (eg staff training, security procedures, etc)?

9. Additional Questions (see page 12 for more information)

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

9.2 The design and layout of our premises complies with the Act because:

9.3 The granting of this application will contribute to the object of the Act by:

10. Declaration

Dated at _____ this _____ day of _____ 20____
town day month year

Signature of Applicant: _____

NOTES

1. This application 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 or adjacent to the site to which this application relates.
3. Personal information contained in your application and any supporting information will be held by Horowhenua District Council. It will be provided to the District Licensing Committee, NZ Police, Te Whatu Ora Health New Zealand and Licensing inspectorate, and may be provided to the licensing authority, as part of the licensing process. Personal information and supporting information may be included in the District Licensing Committee's decision which will be publicly available.

New and Renewal Applications for On, Off, Club and Special Licences Sale and Supply of Alcohol Act 2012

This is to help you answer the 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 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 of the types of concepts that design and layout could include are contained in Crime Prevention Through Environment Design (CPTED). Guidelines on CPTED can be obtained by emailing or phoning the Alcohol 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?