

Application for Special Licence



Form 6

Sections 138, Sale and Supply of Alcohol Act 2012

To the Secretary, District Licensing Committee Waitaki District Council
Application for a special licence is made in accordance with the details set out below.

Offsite (Alcohol sold in sealed containers and consumed elsewhere, free tastings may be available. Note: off-site special licences are only issued to manufacturers, distributors, importers or wholesalers of alcohol)

Onsite (alcohol consumed on licensed premises, opened at point of sale)

Is this application for an event(s) in less than 20 working days? Yes No

If YES, describe the circumstances that have led to a late application:

PART A – APPLICANT

Details of applicant: Licensee applying for the Special Licence (Licensee is the Person / Club / Company / Organisation receiving the profits from the sale of alcohol. Please state full legal name of entity or person applying.

Licensee Name:

Is a licence already held for premises or conveyance concerned

Yes	No	If "Yes" type of licence:	On-Licence	Off-Licence
<u>Status of applicant</u>				
Natural person (<i>over 20 years of age</i>)		Licensing Trust		Body Corporate
Private Company		Partnership		Public Company
Government Department		Club		Incorporated Company
Other (<i>please state</i>) _____				

Contact person: _____

Email: _____ Phone: _____

Postal Address for Service:

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) **if none, please write NIL or NONE**

Conviction _____ Date of Conviction _____

Full name _____

Conviction _____ Date of Conviction _____

Full name _____

Part B – Managers

(details of managers for each manager or proposed manager)

Name _____

Certificate Number _____ Expiry date _____

Name _____

Certificate Number _____ Expiry date _____

Name _____

Certificate Number _____ Expiry date _____

Details of premises or conveyance (on-site special licence)

Address of premises _____

Name, trading name or name of the building _____

Tenure freehold Unit title leasehold under licence

Is the licence conditional on completion of building work

Yes No If "Yes" state details

Do you own the proposed conveyance? Yes No

If no, Full legal number of owner: _____

Address _____

Form of tenure applicant will have of the premises and length of term of tenure _____

Parts (if any) of the premises the applicant intends should be designated a restricted area or a supervised area – attach plan

OR

Type of conveyance (e.g. ship, railway carriage, bus etc) _____

Any registration number _____

Any home-based address _____

Any name used or proposed for conveyance _____

Event Details

Nature of the event _____

Days and hours proposed for sale of alcohol _____

Estimated number of people attending _____

Types of Alcohol provided: Beer Wine RTD's Cider

Probable age distribution of people attending _____

Principal purpose of event _____

Do you intend engaging in the sale or supply or any good other than alcohol and food, or in provision of any services other than those directly related to the sale or supply of alcohol and food?

Yes No If "Yes" state details

Types of containers in which alcohol is to be sold (Glass/plastic/cans/bottles)

Conditions (on-site special licence)

State experience and training of applicant

Provision for the following has been made: (state details)

Food intended to be available for purchase: (describe type and range)

Non-alcoholic beverages intended to be available for purchase (describe type and range)

Low-alcohol beverages intended to be available for purchase: (describe type and range)

To what extent, and where, drinking water is intended to be freely available to patrons: (describe)

If no access to mains water supply, potability of water intended to be available: (describe)

Steps intended to be taken to provide help with and information about transport options from the premises:

Describe other systems (including training systems) and staff in place (or to be in place) for compliance with the Act.

Attachments

- 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.

Dated at _____ Date _____

Signature of applicant _____

NOTE

This form must be accompanied by the prescribed fee. Accepted methods of payment are eftpos or cash. Fees are calculated on how many events and how large the events you are applying for are.

Large – more than 400 people expected	\$575.00	1 large event, more than 3 medium or 12 small events
Medium – 100 – 400 people expected	\$207.00	3-12 small events or 12-3 medium events
Small – less than 100 people expected.	\$ 63.25	1 medium or 1 small event

The fee must be paid prior to, or at the time of, the application and proof of payment must be submitted with the application.

Payment Method as follows: Date of Payment _____

Cash/EFTPOS Bank transfer to account 02-0940-0156400-00 (particulars Name, code: Alcohol)

Visa/Mastercard by phone (03) 433 0300 (*Note: credit cards have a 1.5% surcharge*)

- 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 the conspicuous place on or adjacent to the site to which this application relates.
- Incomplete applications will be returned and may not be issued in time.
- Applications must be lodged with Councils Alcohol Licensing Department **at least 20 working days before** the licence is required.
- Applications can be submitted online or emailed and can be either delivered to Council offices or posted to Waitaki District Licensing Committee 20 Thames Street, Private Bag 50058 Oamaru.