

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

About this application:

Please note: Incomplete applications will be returned and may not be issued in time.

Applications must be lodged with Council's Alcohol Licensing Inspector at least **20 working days** before the licence is required.

- The application must be accompanied by the correct fee. Accepted methods of payment are either cash, eftpos or cheque (cheques made payable to 'Waitaki District Council').
- Applications cannot be submitted online or emailed and must be either delivered to Waitaki District Council offices, 20 Thames Street, Oamaru or posted to Waitaki District Licensing Committee, Waitaki District Council, Private Bag 50058, Oamaru.

Application for special licence is made in accordance with the details set out below:

1. s.22(2) On-site specials

Permit a licensee to sell or supply alcohol for consumption on those premises to people attending an event as described in the application. Additionally the holder of an On or Club Licence may be permitted to sell or supply alcohol for consumption on the premises at a time not ordinarily permitted by the licence or in an area not specified in the licence.

2. s.22(5) Off-site specials

Permit the holder of a special licence to sell, at an event as described in the licence, the licensee's alcohol for consumption somewhere else. Whilst the off-site special is being utilised the licensee may also supply alcohol free, as a sample, for consumption on the premises.

1. Application details:

On-site Off-site **Note:** An off-site special licence cannot be used for a conveyance.

2. Calculate your fee:

Fees are based on how many events and how large the events you are applying for are. The questions and table below will help you work out what fee you can expect to pay.

How many people do you expect to be attending each event?

- Large – more than 400 people expected*
- Medium – 100 to 400 people expected*
- Small – less than 100 people expected*

How many events are you applying for?

Use the table below to calculate your fee (including GST):

Class 1	\$575.00	*1 large event, more than 3 medium events or 12 small events
Class 2	\$207.00	*3-12 small events or 1-3 medium events
Class 3	\$63.25	*1 or 1 small events

For office use only:

Fee: Receipt number: Date:

3. Details of applicant

a. Full legal name to be on licence (i.e. individual or organisation):

b. Date of birth (if individual): Sex (if individual): male female

c. Postal address:

d. Daytime contact name (first name and surname):

Phone: Mobile:

Fax: Email:

Website:

Preferred mode of contact:

e. Status of applicant: (tick appropriate box)

- Natural Person Licensing Trust Trustee
 Private Company Partnership Public Company
 Government Department Club Incorporated Company
 Manager under the protection of Personal and Property Rights Act 1988
 Body Corporate to which section 28(1)(b) of the Act applies. Authority incorporated under:
 Board, organisation, or other body (section 28(1)(c))

4. Details of managers:

For each manager or proposed manager, full legal name, Manager's certificate number and expiry date of Manager's certificate:

Full legal name:	Manager's Certificate Number:	Expiry date of Manager's Certificate:

5. Premises details:

a. Address of premises:

b. If premises is a conveyance:
type of conveyance (ship, bus, plane, railway carriage):

Registration number:

Home base address:

c. Proposed trading name for premises/conveyance (if any):

d. Is a licence already held for these premises or conveyance?: Yes No
If YES, licence number:

e. Does the applicant own the proposed licensed premises? Yes No

If No:
Owners full name:

Owners address:

Form and term of tenure:

- f. What part (if any) of the premises does the applicant intend should be designated as:
- **Restricted designation:** no person under 18 may be present on the premises.
 - **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 19 cannot be sold alcohol, but may be supplied by the parent or guardian.
 - **Undesignated:** any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

Area:	Designation:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

g. FIRE SAFETY

I certify that the building: **has** **does not require** an Evacuation Scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975.

Name of owner:

Signature: Date:

A registered Evacuation Scheme is required when:

- A building can hold more than 100 people;
- There are more than 10 employees in the entire building; or
- Overnight accommodation is provided for more than 5 people.

Please contact the NZ Fire Service for more information about evacuation schemes and fire safety requirements.

6. Event details:

a. Nature of event:

b. Date of event (or series of occasions or events) in respect of which the licence is sought?

c. Days and hours proposed for sale of alcohol:

d. Estimate number of people attending:

e. Probable age distribution of people attending:

f. Does the applicant intend 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?

7. Conditions

a. Experience and training of applicant:

b. What provision does the applicant intent to make for the sale and/or supply of:
Food (please note that being a good host, and normal practice now dictates, that food is continuously available). State type of food to be provided:

Non-alcohol refreshments:

Low-alcohol beverages:

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

- c. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? (e.g. free telephone available, taxis, courtesy vehicle, etc):

- d. What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol? (e.g. free non-alcohol drinks to designated drivers, free water, signage):

- e. 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? (Prohibited persons are minors, intoxicated persons, persons not attending/invited to the event/occasion/gathering):

- f. Any other steps the applicant proposes to promote the responsible consumption of alcohol:

- g. What staff, systems and training will be in place to ensure compliance with the Act?

- h. How will you ensure there is no disorderly behaviour/general nuisance or increase in vandalism caused by your event or by persons attracted to your event?

8. Please attach the following:

1. A plan of the building/detailed site plan of the area to be licensed
2. Any relevant publicity material related to your application
3. Alcohol Management Plan if the number of expected guests exceeds 150
4. Menu (if applicable)
5. Fee

Please note:

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 – public notice special licence) is attached in a conspicuous place on or adjacent to the site to which this application relates.

Please complete the Public Health South questions below:

Will there be children/young people under the age of 18 present: Yes No

Which types of alcohol beverages will be available for sale at your event (tick as many as appropriate)?

Beer/cider Wine Spirits RTDs

Will alcohol be through a cash bar? Yes No

9. Authorisation:

Dated at Oamaru this _____ day of _____ 2014

Applicant's signature:.....