

Application for a Special Licence

Section 138, Sale and Supply of Alcohol Act 2012

Form 6



The Secretary
 South Waikato District Licensing Committee
 C/- South Waikato District Council
 Private Bag 7 (Torphin Crescent)
 TOKOROA 3444
 Email: info@southwaikato.govt.nz

Telephone (07) 885 0340
 Fax (07) 885 0718

Fee: As prescribed (see details below)

Important information:

An application for a special licence MUST be lodged at least 20 working days prior to the event (s) being held. Some exceptions will be made for events which could not have been reasonably foreseen (e.g. funerals) which will be considered on a case by case basis. If your application is accepted and it has been filed with less than 20 working days until the event you **may** be charged an urgent processing fee of \$160.00.

Checklist for Special Licence Applications

Tick

1. Application Fee (see below for details)	<input type="checkbox"/>
2. Have you signed the "Privacy Act - release of information" section?	<input type="checkbox"/>
3. A detailed floor plan showing the design and layout of the premises: (a) Highlight the parts of the premises to be used for the sale or supply of alcohol (bar area); and (b) Those parts of the premises (if any) are intended should be designated as restricted areas or as supervised areas.	<input type="checkbox"/>
(c) Indicate clearly the principal entrance and exits (including emergency) and toilets.	<input type="checkbox"/>
4. Where the applicant is not the owner of the premises, a written statement from the owner, to the effect that the owner has no objection to the grant of the licence.	<input type="checkbox"/>
5. A complete list of food and non/low alcoholic beverages to be provided (menu).	<input type="checkbox"/>
6. If a Public Event - A copy of the ticket and/or a copy of any promotional material	<input type="checkbox"/>
7. If a Private Event - A copy of the invitation	<input type="checkbox"/>
8. If more than 100 attendees are expected at your event please ensure you have completed the Alcohol Management Plan Template. (AMP).	<input type="checkbox"/>
9. Does the building have an Approved Fire Evacuation Scheme? If the number of attendees is expected to exceed 100 please fill in the Evacuation Scheme Procedure Data Form.	<input type="checkbox"/>

Application Fee (GST inclusive)

Licence Type	Application Fee	Description
Class 3	\$63.25	1 or 2 events covered by the licence that are of a 'small size'
Class 2	\$207.00	3 to 12 events covered by the licence that are of a 'small size', OR 1 to 3 events that are of a 'medium size'
Class 1	\$575.00	All other special licences, including licences for events that are of a 'large size', 13 or more events that are of a 'small size', OR 4 or more events that are of a 'medium size'

- A 'small size' event is an event that will be attended by less than 100 people
- A 'medium size' event is an event that will be attended by between 100 - 400 people
- A 'large size' event is an event that will be attended by more than 400 people

If you need any assistance calculating your application fee, please contact us on the details above.

Will the licensee be seeking an exemption under Section 213(2) of the Sale and Supply of Alcohol Act 2012? This exemption allows a suitable uncertified individual to be responsible for compliance with the Act pursuant to the licence.

YES

NO

Do any of the named managers above have any convictions? If yes please elaborate.

Details of premises or conveyance

Address of premises:

Trading name:

Tenure *[state whether to be held as freehold, unit title, leasehold, or under licence]*

Is licence conditional on completion of building work?

Yes

No

If Yes, state details:

Does the applicant own the proposed licensed premises or conveyance?

Yes

No

If No, form of tenure of premises applicant will have (including term of tenure) - Please attached written permission from the owner stating that they have no objection to the sale of alcohol being undertaken from within the conveyance, building or property.

Important. Does the Building have an Approved Fire Evacuation Scheme?

If the number of attendees are expected to exceed 100 the building **MUST** have an Approved Fire Evacuation Scheme and it must be maintained.

Yes

No

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

Registration number

Home base address:

Name used or proposed for conveyance:

Full legal name

Address of owner:

Event details - Please note if the event is for a birthday please include their date of birth.

Days and hours proposed for sale of alcohol
Note: the premises must be vacated no later than 30 minutes after the indicated "stop" time

Event 1		Number attending:	
Start time:	am/pm	Stop time:	am/pm
Date:			
Age distribution of people attending:			
Designation:			

Specifics of Event:

Event 2		Number attending:	
Start time:	am/pm	Stop time:	am/pm
Date			
Age distribution of people attending:			
Designation:			

Specifics of Event

Event 3		Number attending:	
Start time:	am/pm	Stop time:	am/pm
Date			
Age distribution of people attending:			
Designation:			

Specifics of Event

Event 4		Number attending:	
Start time:	am/pm	Stop time:	am/pm
Date			
Age distribution of people attending:			
Designation:			

Specifics of Event

Event 5		Number attending:	
Start time:	am/pm	Stop time:	am/pm
Date			
Age distribution of people attending:			
Designation:			

Specifics of Event

Event 6		Number attending:	
Start time:	am/pm	Stop time:	am/pm
Date			
Age distribution of people attending:			
Designation:			

Specifics of Event

****Please Note: If you have additional events to add please complete these on the Special Licence Supplementary Sheet for Additional Events.**

Types of containers in which alcohol will be contained?

Is the applicant intending 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?

Yes

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No

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If "Yes", describe the nature of other goods and services:

On- Site Conditions *(Off-site special licence applicants answer questions 1,6,7 & 10 ONLY)*

1. Experience and training of applicant:

2. Provision of –

(a) Food Substantial *(describe type and range) please note that potato chips and nuts are not classed as substantial food items.*

(b) Non-alcoholic beverages *(describe type and range)*

(c) Low-alcohol beverages *(describe type and range)*

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

4. If no access to mains water supply, portability of water intended to be available *(describe)*

Attachments (see checklist on front page)

Notes

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 is attached in a conspicuous place on or adjacent to the site to which this application relates.

To assist in completing this application, please see Check List on front page

Privacy Act 1993

1. Personal information obtained in this application is primarily for establishing applicant identity and, when this application has been granted or declined, for administration, monitoring and enforcement.
2. The information may be released to any inquirer about the application, the refusal of the application, or in relation to the exercise of the approval of this application.
3. The information will be held by South Waikato District Council, Torphin Crescent, Tokoroa.
4. The information may be provided to the Medical Officer of Health or Liquor Licensing Authority, and will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
5. You have the right to access the information and to request its correction.
6. Disclosure of Police Information: Applicants for this Special Licence (for Premises) are required to sign the authorisation below. Failure to allow the Police to disclose this information may result in your application not being determined.
7. Authorisation: The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report.

Do you consent to the release of this information?

Yes

No

Dated at

this

day of

20

Applicant's Signature:

For Office Use Only

Date
Received:

Receipt No:

Amount: