



Form 6

APPLICATION FOR SPECIAL LICENCE

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

Section 138, Sale and Supply of Alcohol Act 2012

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

Is this application for an event in more than 20 working days? Yes No

If **NO**, describe the circumstances: _____

Type of special licence applied for-

- On-site (The alcohol will be consumed on the licensed premises)
- Off-site (The alcohol will be sold in sealed containers and will be consumed elsewhere)

Number of events _____

Details of applicant:

Full name or names to be on licence (*ie Full legal name or Company name*)

Applicant status: (*tick appropriate box*)

- Natural person (Must be at least 20 years) Licensing trust or community trust
- Any body corporate ie incorporated clubs Limited partnership
- Partnership of any of the above entities
- Other, please state _____

Contact details for Applicant

Contact Name: _____

Phone Number: _____ Mobile Number: _____

Fax Number: _____ Email Address: _____

Postal address for service: _____

Email Address for a copy of the licence to be sent to : _____

Criminal convictions of the applicant:

[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)]

Experience and training of applicant in running special licence events:

Office Use Only

Area Office Stamp	Knowledge	LIQ -
		Container: L
	Doc No:	Payment: Cash/Cheq/EFT/CtCd/DC
		\$63.25 \$207.00 \$575.00

Details of premises:

Address of premises : _____

Trading name for premises (if any) : _____

Does the applicant own the premises? Yes No

If **NO** please provide full name and address of owner :

PLEASE NOTE: the owner of the premises needs to complete the box on the page 5 of this application if you do not own the premises.

Is the licence conditional upon completion of building work or construction of a marquee larger than 100m² Yes No

If **YES**, state details of Building Consent: _____

Is a licence already held for premises concerned? Yes No

If **YES**-

On Licence Off Licence Club Licence Licence Number: 072/_____

Is there a Fire Evacuation scheme for public safety in place for the premises? Yes No Unknown

Licence Floor Plan:

Describe the area that the licence will cover (*eg inside hall, inside hall and outside garden, clubrooms and sports grounds*)

Please provide with this application a plan of the area to be covered by the licence, showing:

- The entire area to be licensed including any outside area
- Entrance(s)
- Location and number of toilets available for patrons
- Where alcohol will be sold and/or supplied from
- Where security will be stationed (if any)
- Place of safety (if any)
- Outside Smoking Area
- Location of free water
- Location of where food will be available
- Location of Host Responsibility and prohibited persons signage

Do you intend the premises to be designated?:

- Restricted Area** *No person under 18 may be in the area*
NOTE: Mark on a plan of the premises which areas are to be designated "restricted".
- Supervised Area** *Persons under 18 may be present if accompanied by a parent or legal guardian.*
NOTE: Mark on a plan of the premises which areas are to be designated "supervised".
- No designation** *Means that there is no restriction on the age of people who may be present*

Event details:

Event title: _____

Date of the event: _____

Nature/Principle purpose/timetable of event:

Hours of the event: Start: _____ Finish: _____

Hours alcohol will be sold: Start: _____ Finish: _____

Estimated number of people attending: _____

(Please note: Events over 250 people will need a Risk Management Plan).

Is this attached? Yes No N/A

Probable age distribution of people attending: _____

How will admission to the event be controlled: Pre-sold tickets Door Sales
 Invitation only Other _____

Is the event Public Private

Will this event be advertised? Yes No

If **YES**, details of how the event will be advertised ? (eg website, Facebook, newspaper, radio, school newsletters):

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 No

If **YES**, please describe the nature of other goods and services:

Who will monitor the entrances to the event?: Security Bar staff
 Individual Family members

Describe how the event will be monitored (eg Security be stationed at entranceway, duty manager circulating):

Where will alcohol be sold or supplied from?(this area is to be shown on floor plan):

Tent Bar Booth Tray service Other _____

Will alcohol be sold through a cash bar?: Yes No

If **NO**, describe how alcohol will be sold/supplied (dry till, tab, included in ticket price etc):

What types of alcohol will be available?

Beer Wine Ready to Drink (RTDs) Spirits Other _____

How many alcoholic drinks can be purchased at one time? _____

Type of containers in which alcohol will be sold? Glass Cans
 Bottles Other _____

Event Host Responsibly Provisions: (not required for off-site applications)

Food to be provided:

*(Please note that being a good host, and normal practice now dictates, that food is continuously available).
NOTE: potato crisps, dips, lollies, ice-creams and nuts are not considered substantial food.*

Non-alcoholic drinks : _____

Low-alcoholic drinks (upto 2.5% alcohol) : _____

Location of freely available drinking water for patrons : _____

What is the source of the water? Town supply
 Other - Details of water source _____

What alternative forms of transport from the premises? Please tick what is available:

- Taxi service
- Telephone
- Other, please detail: _____
- Courtesy Coach
- Cell phone

How will your Host Responsibly provisions be promoted?

- Signage
- Other _____

Other matters: (required for all applications)

Provide details of steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: _____

Provide details of any other steps the applicant proposes to promote the responsible consumption of alcohol: _____

Provide details of other systems (including training systems) and staff in place (or to be in place) for compliance with the Act: _____

Additional information required:

Name of caterer/group preparing food: _____

Smoke Free Environment Act 1990:

All work places must be compliant with the Smokefree Environmental Act 1990 and that work places include areas where volunteers are used

Is the event smoke free? Yes No

If NO, is signage displayed? Yes No

And ensure the outside designated smoking area is detailed on the licensed plan.

Applicant's Signature: _____ **Date:** _____

Checklist for attachments

- Application fee. Any cheques should be made payable to the Southland District Council.
Class 1 = \$575.00 , Class 2 = \$207.00 , Class 3 = \$63.25
- A plan of the premises
- Copy of ticket or invitation and any promotional material (eg. poster etc.)
- Any Risk Management Plan if prepared. Required if event has more than 250 people

Please note:

1. Have you fully completed the application form?
Incomplete applications WILL be returned and may not be issued in time.
2. If you have not received a copy of the licence by the time of the event, then the sale/supply of alcohol is not permitted. If the licence has not arrived in the post or by email, then please ring a Licensing Inspector at Council who will be able to send a copy by email or fax.

Property Owner Approval *(not required if it is a Council property)*

I/we _____ being the owner of the premises described as _____ (place) have no objection to the granting of this Special Licence application.

Telephone numbers: Work: _____ Home: _____
 Cell: _____ Email: _____

Property owners signature

Date

Details of manager:

This section is to be filled in and signed by the person who will manage the event/s. These are the details of the individual who will manage the sale and supply of alcohol at the event. *(If there is more than one manager for the event(s), please copy this page and get each manager to complete):*

Full legal name: _____

Postal address: _____

Date of birth: _____ Place of birth: _____

Telephone numbers: Work: _____ Home: _____

Cell: _____ Email: _____

Have you managed an event similar to this in the past? Yes NoIf **YES**, please give brief details: _____Do you hold a manager's certificate? Yes NoIf **YES**, what is your certificate number? _____ Expiry date _____*(If your certificate was not issued locally please attach a copy of your certificate.)*If **NO**, you **NEED** to give brief details of any relevant experience that you have had in the hospitality industry: _____

How many staff will you have working (not including yourself)? _____

What training is in place for your staff? _____

What steps do you intend to take to manage the sale and supply of alcohol, with the aim of helping to reduce alcohol abuse and help with host responsibility?

What controls are in place to deal with persons who are intoxicated to ensure their safety and the safety of others, and that alcohol is not sold or supplied to them?

What controls are in place to ensure that alcohol is not sold or supplied to persons under the age of 18 years?

What steps would you propose to take if the food, non-alcoholic drinks or low-alcoholic drinks are exhausted? *(Remember that food must be available at all times alcohol is for sale or supply, even before and after suppers.)*

I acknowledge that I understand my obligations as prescribed by the Sale and Supply of Alcohol Act 2012.

Signature of manager: _____ Date: _____