



APPLICATION FOR SPECIAL LICENCE (For Premises)

SECTION 76, SALE OF LIQUOR ACT 1989

HURUNUI DISTRICT LICENSING AGENCY

P O BOX 13 AMBERLEY

Ph (03) 3148816

- Applications must be lodged with the Agency at least 10 working days before the licence is required.
- The application fee for each Special Licence is \$63. **Please make cheques payable to the Hurunui District Council.**
- If the premises is not presently licensed, please attach a plan showing:
 - the areas to be used for the sale or supply of liquor, and
 - any areas to be designated as restricted or supervised

1. DETAILS OF APPLICANT

(a) Full Name i.e. individual or organisation:

Date of birth (if Individual): _____

(b) Postal address: _____

(c) Daytime contact name: _____

Telephone number: _____

(d) Full name of proposed manager: _____

Address of proposed manager: _____

Holder of current General Manager's Certificate? Yes No

(e) Status of applicant:

Trustee Incorporated Club Natural person

Private Company Public Company Licensing Trust

Partnership Natural person Club

Government Department or other instrument of the Crown

Manager under the Protection of Personal and Property Rights Act 1988

Body Corporate to which section 75 (ba) of the Act applies

Board, organisation, or other body to which section 75 (bb) of the Act applies

2. PREMISES DETAILS

(a) Address of proposed licensed premises: _____

(b) Trading name (if any): _____

(b) Is a licence sought conditional upon construction/completion of the premises?
Yes No

(d) Does the applicant own the proposed licensed premises? Yes No

If No: (i) Owners full name: _____

Owners address: _____

(ii) Form and term of tenure: _____

- (e) Please list the areas of the premises to be used, and any designations sought.
- **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 18 cannot be sold liquor, 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 liquor, but may be supplied by their parent, or legal guardian.

Area	Designation
_____	_____
_____	_____

NB *If a marquee or tent will be used and is over 30m², you will require a building consent. Please contact the Building Department for appropriate forms.*

2.1 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:

- the 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 Fire Safety/Hazard Management Service (telephone 03 371 3707) for more information about Evacuation Schemes and Fire Safety Requirements.

3. EVENT DETAILS

Name of organiser: _____

Telephone number: _____

Entry arrangements (eg tickets/invitation/manager/membership, etc): _____

Numbers expected: _____ Ages of those attending: _____

Details of any entertainment (eg band, time booked etc): _____

4. **SECTION** (Complete *either* Section 73 *or* Section 74)

Section 73 Applications: Please answer the following questions if you seek a licence to sell and supply liquor to any person attending any occasion(s) or event(s).

- (a) What is the occasion or event (or series of occasions or events) in respect of which the licence is sought? _____

- (b) When is this occasion or event, or series of occasions or events, to occur? _____

- (c) On which days and during which hours does the applicant intend to sell liquor under the licence? _____

Section 74 Applications: Please answer the following questions if you are the holder of an On Licence or Club Licence, and seek a Special Licence to sell and supply liquor to persons attending social gatherings on the premises at any time when the premises would be unlicensed.

- (a) Number of the on-licence or club-licence held by the applicant: _____
- (b) Address and trading name (if any) of licensed premises: _____

- (c) In respect of what kind or kinds of social gatherings is the licence sought? _____

- (d) When are the social gatherings to be held? _____

- (e) On which days and during what hours does the applicant intend to sell liquor under the licence? _____

5. **CONDITIONS**

- (a) What provision does the applicant intend to make for the sale and supply of -
 - (i) Food? Please note that being a good host, and normal practice now dictates, that food is continuously available.
Type: _____

Provided by: _____
 - (ii) Non-alcoholic refreshments? _____

 - (iii) Low-alcoholic beverages? _____

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- (b) 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 _____

- (c) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? E.g. Free non-alcoholic drinks to designated drivers, free water, signage _____

- (d) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed? (Prohibited persons are minors, intoxicated persons, persons not attending/invited the event/occasion/gathering) _____

- (e) What containers does the applicant propose to sell liquor in? _____

Dated at Hurunui this _____ day of _____ 20 _____

Applicant signature