



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 **20 working days** before the licence is required.
- The application fee for each Special Licence is \$64.40.
- Accepted methods of payment are cheque, cash, eftpos and direct credit.
- Please make cheques payable to the Hurunui District Council.
- The bank account number for direct credits is 03-0802-0946666-00. Please include;

Reference: Liquor

Particulars: Applicants Name

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 100m², you will require a building consent. Please contact the Building Department for appropriate forms.*

2.1 FIRE SAFETY

I certify that the building;

has an Evacuation Scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975.

does not require an Evacuation Scheme under 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. ALCOHOL MANAGEMENT PLAN

For large scale events a more detailed alcohol management plan must be submitted with the application. Please contact a representative of the Hurunui District Licensing Agency for assistance, if required.

(a) Site Plan

Attach a plan of the site and venue showing

- the areas to be used for the sale or supply of liquor
- any areas to be designated as restricted or supervised

If applicable please show:

- a safe zone or detoxification area
- water stations
- the location of food outlets
- toilets

(b) Liquor Outlets/Bars (if more than one)

Name the entities that are supplying alcohol at the event and the duty manager(s) of each outlet.

Entity	Duty Manager(s)
_____	_____
_____	_____
_____	_____
_____	_____

(c) Food

Being a good host, and normal practice, now dictates that food must be continuously available. Provide details of the food that will be available at the event, the times that it will be available and who will be supplying it.

Type of Food	Supplied by	Time available
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(d) Alcohol

Provide details of the alcohol you will have available for purchase, the containers that this can be purchased in and any limits you will impose on the quantity that can be purchased at one time.

Alcohol	Container (eg can, stubby, plastic, glass, 750ml bottle)	Purchase limits
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name the **low alcohol beverage(s)** that will be available at this event eg Macs Light, Light Ice.

(e) Non-Alcoholic Beverages

A range of non-alcoholic beverages must be available at the event. Which non-alcoholic beverages will be available and from where?

Non-alcoholic beverage	Available from
Soft drinks	_____
Fruit Juice	_____
Tea & Coffee	_____
Other _____	_____
Other _____	_____

(f) Prohibited Persons

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

Intoxicated persons _____

Minors (under 18 years of age) _____

Persons that are not invited to the event _____

(g) Promoting the responsible consumption of liquor

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?

Water - Where will the supply of free water be located and what drinking vessels will be provided?

Signage – Provide details of the signage that will be displayed eg intoxicated persons will not be served, minors will not be served, alcohol is not to be taken beyond this point etc

Other steps that will be taken to promote responsible consumption of liquor – eg free non-alcoholic drinks to designated drivers.

(h) Designated areas

How will designated areas be defined eg fenced off, roped off, within a specific building?

(i) Safe transport options

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?

(j) Security

Will there be security present at this event? If so, provide details on how many security staff will be present and what their role will be?

Dated at Hurunui this _____ day of _____ 20 _____

Applicant signature