

# APPLICATION FOR SPECIAL LICENCE



Sections 138, Sale and Supply of Alcohol Act 2012

To: The Secretary  
Hurunui District Licensing Committee  
P O Box 13  
Amberley

Application for a special licence is made in accordance with the particulars set out below.

## 1. Type of special licence applied for, and whether the event was foreseeable

State whether on-site or off-site special: \_\_\_\_\_

State whether the event for which the special licence is applied for could reasonably have been foreseen. (if "No" describe circumstances)

\_\_\_\_\_  
\_\_\_\_\_

## 2. Details of applicant

Company name or full legal name(s) if individual to be on the licence:

\_\_\_\_\_

Name of contact person: \_\_\_\_\_

Date of birth (if Individual): \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

(a) Status of applicant (tick appropriate box):

- |                          |   |                          |                 |
|--------------------------|---|--------------------------|-----------------|
| <input type="checkbox"/> | Natural Person (20 years of age)                                      | <input type="checkbox"/> | Company         |
| <input type="checkbox"/> | Partnership or Limited Partnership                                    | <input type="checkbox"/> | Club            |
| <input type="checkbox"/> | Licensing Trust or Community Trust                                    | <input type="checkbox"/> | Body Corporate  |
| <input type="checkbox"/> | Government Department or other Instrument of Crown                    | <input type="checkbox"/> | Local Authority |
| <input type="checkbox"/> | Manager under the Protection of Personal and Property Rights Act 1998 |                          |                 |

Convictions of Company Directors, Partners, or individuals.

Have you ever been convicted or any offence (including traffic but not parking)? You need not declare any convictions older than 7 years other than convictions relating to imprisonment or indefinite disqualified from driving.

<i>Nature of offence</i>	<i>Date of conviction</i>	<i>Penalty suffered</i>

### 3. Premises details

Address of proposed licensed premises: \_\_\_\_\_

Trading name/known as (if any): \_\_\_\_\_

Is a licence sought conditional upon construction/completion of the premises?

Yes  No

Does the applicant own the proposed licensed premises?

Yes  No

If No: (i) Owner's full name: \_\_\_\_\_

Owner's address: \_\_\_\_\_

(ii) Form and term of tenure: \_\_\_\_\_

Is a licence already held for premises concerned Yes/No

If yes what kind of licence \_\_\_\_\_

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 (all designated areas – including undesignated areas, to be shown on floorplan)

A restricted area: \_\_\_\_\_

A supervised area: \_\_\_\_\_

**4. Details of all managers (continue on separate piece of paper if necessary)**

<i>Name</i>	<i>Address</i>	<i>Certificate number</i>

**5. Event details**

Name and type of event: \_\_\_\_\_

Date and hours proposed for the sale and supply of alcohol: \_\_\_\_\_

Estimate of number of people attending: \_\_\_\_\_

Probable age distribution of people attending: \_\_\_\_\_

Principle purpose of the event: \_\_\_\_\_

Is the applicant engaged, or intending to be engaged, 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 – what is the nature of those other goods or services? \_\_\_\_\_

What types of containers will alcohol be sold in: (*on-licence only*) \_\_\_\_\_

**6. Conditions**

(a) Please state the experience and training of applicant (Company or individual named)

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(b) Describe steps proposed to be taken to prevent the sale and supply of alcohol to prohibited persons. *E.g. intoxicated, under age*

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(c) Describe any other steps the applicant proposes to promote the responsible consumption of alcohol.  
*E.g. purchase limits*

(d) Describe systems (including training systems) and staff in place (or to be in place) for compliance with the Act. *E.g. security and noise management*

*For On-licence specials only*

(e) Describe type and range of food intended to be available

(f) Describe type and range of alcoholic beverages intended to be available for purchase

(g) Describe type and range of non-alcoholic beverages intended to be available for purchase

(h) Describe type and range of low-alcohol beverages intended to be available for purchase

(i) Describe the steps intended to be taken to provide help with and information about transport options from the premises

(j) Describe to what extent, and where, drinking water is intended to be freely available to patrons and if no access to mains water supply, describe potability

## 7. Attachments to be included

- A site/floor plan of the premises defining (by **highlighting**) all indoor and outdoor areas that will be licensed, including:
  - Areas to be designated as a supervised, restricted or undesigned.
  - the location of food outlets (*on-licence only*) and bar(s)
- If more than one alcohol outlet names of the entities that are supplying alcohol at the event and the duty manager(s) of each outlet.

For large scale events a more detailed alcohol management plan must be submitted with the application. Please contact a council officer for assistance, if required.

## 8. Notes

- Applications must be lodged with the Secretary **at least 20 working days** before the licence is required
- This form must be accompanied by the prescribed fee -which is not refundable.
- 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 is attached in a conspicuous place on or adjacent to the site to which it relates.

## 9. Fees

One or two events that are of a small size (fewer than 100 people)	\$63.25
Three to 12 events that are of a small size or one to three events that are a medium size (between 100 and 400 people)	\$207.00
All other including events that are of a large size (more than 400 people)	\$575.00

**Payments** can be made to Hurunui District Council, Westpac, **03-0802-0946666-00**.

If paying by internet banking please include in the reference field the words **ALCOHOL** and your **NAME** or **COMPANY NAME** so our accounts department can identify who the payment is for.

**Contact us and lodge your application at:** [licensing@hurunui.govt.nz](mailto:licensing@hurunui.govt.nz)

Dated at Hurunui this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature