

Special Licences

Special Licences take 20 working days to process they require reporting from the District Licensing Inspector and the Police. To follow are a set of guidelines to enable your application to be speedily processed:

- Make sure that the application form is completed fully and correctly with all the necessary information supplied
- The applicant is the person who will be held responsible for the special occasion or the special event, full name is necessary, maiden name if married, postal address, date of birth and contact daytime phone and fax numbers.
- If the applicant is not the owner of the premise/venue written permission from the owner must be supplied with the application advising they have no objection to alcohol being consumed within the premise/venue.
- If your application incorporates a venue open to the public you will be required to supply a plan showing how the event is going to be managed. A Management Plan must demonstrate the following:
 - A sketch plan to scale of the venue showing all facilities provided – the designated bar area, provision of food stalls, provision for refuse disposal, toilet and hand washing facilities and how the venue is going to be secured prohibiting underage persons from entering the bar area.
 - A potable water supply for drinking purposes.
 - If the public event is selling or serving food from a variety of food stalls you or the stall provider will be required to complete the application form to sell/serve foods at special events. This information is for Council's records only and no fee is charged.
 - Depending on the size or duration of the special occasion or special event an appropriate number of Managers/Supervisors must be named to cover all dates/days and hours that alcohol is to be sold, supplied or consumed.
- The applicant needs to demonstrate their understanding of all the items as set out in the host responsibility guidelines pamphlet.
- Ensure that the application form is signed and dated

Host Responsibility

What is Host Responsibility?

Host Responsibility is being responsible with the serving of alcohol at any venue, licensed premises, special occasion or special event to reduce the problems that can be caused from excessive drinking.

To follow is a set of guidelines that supports this aim.

As a responsible supplier of alcoholic drinks, you are legally required to ensure that Host Responsibility is followed at all times while alcohol is being served or consumed.

- 1 Provide and promote substantial food as long as alcohol is being served
- 2 Provide and promote non-alcoholic and low alcohol beverages
- 3 Offer free non-alcoholic drinks to designated drivers
- 4 Do not encourage promotions eg. happy hours, specials, give-aways.
- 5 Have a telephone accessible for your patrons to use to arrange transport options.
- 6 Have a system in place for checking the age of patrons and for refusing service to underage patrons.
- 7 Ensure staff are trained to watch for and be able to recognise patrons that have had too much to drink and prevent driving under the influence of alcohol.
- 8 Ensure that alcohol is not supplied to intoxicated persons.

District Licensing Inspectors together with the Police conduct routine inspections of licensed premises and venues where special licences have been granted to ensure compliance with the requirements of the Sale of Liquor Act 1989 and licence conditions

If you are applying for a licence for a special occasion or a special event you will need to supply adequate information for the application to be processed speedily. Application forms, Host Responsibility and Special Licence information sheet guidelines are available from the Council offices at Kaiwaka and Dargaville for your assistance.

r 14(1)
Section 76, Sale of Liquor Act 1989
Form 10
Fee: \$64.40

To: The Secretary
The District Licensing Agency
Kaipara District Council
Private bag 1001
Dargaville

Details Of Applicant

Full Name: Maiden Name:

Postal Address for service of document:.....

.....

Date of Birth:..... Daytime Contact Name:

Daytime Telephone No: Fax No:

Supervisor's name or full name and address of manager(s)
to be employed, and certificate numbers of Manager's certificate(s).....

.....

.....

Status of Applicant: (Tick appropriate box)

- Natural Person
- Board, Organisation, or other body to which section 75 (bb) of the Act applies
- Public / Private Company
- Government Department of Other instrument of Crown
- Manager under the Protection of Personal and Property Rights Act 1988
- Body Corporate to which section 75 (ba) of the Act applies
- Licensing Trust
- Partnership
- Local Authority
- Club
- Trustee

Premises Details

Address of Proposed Licensed Premises:

Proposed Trading Name (if any):

.....
Is a licence sought conditional upon construction or completion of the premises Yes/No

Does the applicant own the proposed licensed premises: Yes/No

If No:

Full Name and address of Owner:.....
.....

Form and term of the premises tenure:

What part (if any) of the premises does the applicant intend should be designated as:

A restricted area:

A supervised area:.....

Purposes- Section 73 of the Act

(To be included only where the applications made for a licence under Section 73 of the Act)

What is the occasion or event, or series of occasions or events, in respect of which the licence is sought?
.....

When is the occasion or event, or series of occasions or events, to occur?

On which days and during which hours does the applicant intend to sell liquor under the licence?

Purposes – Section 74 of the Act

(To be included only where the applications made for a licence under Section 74 of the Act)

Identifying particulars of the on-licence or club licence held by the applicant?

Address and Trading name (if any) of licensed premises

In respect of what kind or kinds of social gatherings is the licence sought?

When are the social gatherings to be held?

On which days and during which hours does the applicant intend to sell liquor under the licence?

Conditions

What provision does the applicant intend to make for the sale and supply of:

Food:.....

Non-Alcoholic and low-alcohol beverages?

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

.....

What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

.....

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor prohibited persons are observed?

.....

What containers does the applicant propose to sell liquor in?

.....

Dated at this day of 20.....

Signature of Applicant:

Notes

- 1 In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989.
- 2 For the matters that are to accompany this application, see regulation 14 (3) of the Sale of Liquor Regulations 1990.

Sale of Liquor Act, 1989. - Section 80(3)

[(b) The District Licensing Agency may have regard to the site of the premises in relation to neighbouring land use and, where the premises are located in a building, to whether -

(i) The building has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975; or

(ii) The building, by reason of the activity which is associated with the issue of the licence, requires an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975.]

Part IV - Special Licences

73 Special Licenses

A Special Licence shall authorise the holder of the licence to sell and supply liquor, on the

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Special Licence App for Premise March 2009

premises or conveyance described in the licence, for consumption on the premises or conveyance, to any person attending any particular occasion or event or series of occasions or events described in the licence.

74 Special Licences for Social Gatherings

Without limiting anything in Section 73 of this Act, a Special Licence may be granted in accordance with this Part of this Act to the holder of an On-Licence in respect of a hotel or tavern, or to the holder of a club Licence, authorising the holder from time to time to sell and supply liquor for consumption on the premises at any time when the premises are required to be closed for the sale of liquor, to persons attending social gatherings of any kind or kinds specified in the licence.

75 Who may hold Special Licence

A Special Licence may be held by:

- (a) Any person who has attained the age of 20 years; or
- (b) Any company within the meaning of the Companies Act 1955, or any company or other body corporate incorporated outside New Zealand, that is authorised to sell liquor or to hold a licence under this Act or under the provisions of any previous enactment relating to the sale of liquor; or
- (c) Any licensing trust; or
- (d) Any partnership comprising any persons, companies, or trusts referred to in paragraphs (a) to (c) of this subsection; or
- (e) Any Government Department or other instrument of the Crown; or
- (f) Any Local Authority expressly authorised by any other enactment to hold a Special Licence under this Act; or
- (g) Any club; or
- (h) Any trustee within the meaning of the Trustee Act 1956; or
- (i) Any Manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988, if the order authorises the Manager to hold such a licence.

76 Applications for Special Licences

- (1) Every application for Special Licence shall:
 - (a) Be made in the name of the person who will hold the licence if the application is granted; and
 - (b) Be made in the prescribed form and manner; and
 - (c) Contain the prescribed particulars; and
 - (d) Be accompanied by the prescribed fee.
- (2) An application in respect of any premises shall be made to the District Licensing Agency for the district in which the premises are situated.
- (3) An application in respect of any conveyance shall be made to the District Licensing Agency for the district in which the applicant's principal place of business is situated.
- (4) The applicant shall, if required to do so by the Secretary, give public notice of the application in the prescribed form within such period as the Secretary may specify.

Sale of Liquor Regulations 1990

14 Application for Special Licence

- (1) An application for a Special Licence in respect of any premises shall be in form 10.
- (2) An application for a Special Licence in respect of any conveyance shall be in form 11.
- (3) Every application for a Special Licence shall be accompanied by the following:

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- (a) Three copies of the application;
- (b) *(Where the applicant is a local authority)* A reference to the enactment by which the applicant is expressly authorised to hold a Special Licence under the Act;
- (c) *(Where the applicant is a Manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988)* A copy of the property order;
- (d) *(Where the applicant is a club and holds a club licence under the Act)* The number of the club licence;
- (e) *(Where the applicant is a club but does not hold a club licence under the Act)* Such of the following particulars as the District Licensing Agency may require:
 - (i) *(Where the club is incorporated)* A copy of the certificate of incorporation or other documentary evidence of its incorporation; and
 - (ii) *(Where the club held a charter under the Sale of Liquor Act, 1962)* Identifying particulars of the club's charter; and
 - (iii) A copy of the club's constitution or rules.
- (f) *(Where the application is made for a licence under Section 74 of the Act)* Identifying particulars of the On-Licence or Club Licence held by the applicant;
- (g) A plan showing:
 - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
 - (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas;
- (h) *(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;
- (i) The prescribed fee.

15 Special Licence

- (1) A Special Licence in respect of any premises shall be in form 12.
- (2) A Special Licence in respect of any conveyance shall be in form 13.
- (3) The District Licensing Agency, may direct that any Special Licence shall have attached to it a scale plan of the premises showing:
 - (a) The part or parts of the premises in which liquor may be sold; and
 - (b) The part or parts of the premises designated as restricted areas or as supervised areas.
- (4) No such scale plan shall be deemed to be part of the licence for the purposes of Section 83 of the Act.
- (5) Where a scale plan is attached to the licence, the licensee shall produce it for inspection whenever required to do so by a member of the Police or an inspector.