



Information Sheet for completing a Special Licence Application

Section 138 of the Sale and Supply of Alcohol Act 2012

Application must be lodged (including application fees paid in full) **at least 20 working days** prior to the event, or **40 working days** for a large-scale event (more than 400 people attending).

Applications received outside these timeframes will be considered only if, in the opinion of the District Licensing Committee, the need for the licence could not reasonably have been foreseen earlier. If the application is rejected, the fee is non-refundable or transferable.

To complete this application, you will need to answer **all** the questions, supply **all** requested documentation and pay the prescribed fee. Please include this information sheet when lodging the application.

Please note: If all the information is not provided this will delay processing of your application.

What to include:

	The completed application form.
	A written statement from the owner of the property giving consent to the applicant for alcohol to be sold or supplied on the property (this includes any Council-owned reserve, building or facility).
	A copy of the floor plan of the premises or the conveyance (e.g. bus, train, ferry) showing the highlighted defined alcohol area ¹ including Restricted or Supervised areas and the Principal Entrance.
	A copy of the site layout or area and marquees etcetera (if the event is outside).
	A copy of your alcohol management plan for events with more than 400 people

When you have all the required documentation, you can lodge your application.

Note: Failure to supply all the required documents may result in this application being returned. Your application must be accompanied by the appropriate fee. **This fee is non-refundable or transferable.**

Please use the table overleaf to calculate your special licence class and tick the appropriate box below.

Tick	Special Licence Class	Fee (including GST)
	Class 1	\$575.00
	Class 2	\$207.00
	Class 3	\$63.25

Ensure you have accurately assessed your fee. Any errors will incur a further application payment and your licence will not be issued until all outstanding monies are received. If you need help working out the fees, please contact the alcohol licensing team on 0800 727 059.

¹ The defined alcohol area is the area where the manager/nominated person must be on the premises while alcohol is sold under the special licence – if the manager/nominated person leaves the area then it is unauthorised sales of alcohol.

Payment options

In person: Pay by cash or eftpos at either Council office; Unit 5, 6 Molesworth Drive, Mangawhai Village or 32 Hokianga Road, Dargaville

Direct Credit: Bank of New Zealand 02-0308-0090743-07
 Reference: Special Licence/Applicant Name

Please email: kdclicensing@kaipara.govt.nz if you pay by direct credit.

Fee Assessment

You will need to assess the fee payable with your application. Please complete **all** the questions in order to calculate the fee owing.

How many people are expected to be at each event? [please tick]

Tick	Events	Patronage of event
	Large	More than 400 people
	Medium	Between 100 and 400 people
	Small	Fewer than 100 people

How many events are you applying for? [please tick only one option. If you have multiple options, separate applications must be made.]

Tick	Special Licence class	Category
	Class 1	1 large event: OR
		more than 3 medium events: OR
		more than 12 small events
	Class 2	3 to 12 small events: OR
		1 to 3 medium events
	Class 3	1 or 2 small events

Turn the form over to Page 1 (Fees table) and tick the box that matches the Class you have calculated.

OFFICE USE ONLY	Cashier's Name	Comments
Receipt Number		
Receipt Amount \$		
NAX Customer Number		

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 e.g. happy hours, specials, giveaways.
- 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 that 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.
- 9 Clean drinking water must be freely available and supplied free of charge.

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 and Supply of Alcohol Act 2012 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 or on Council's website.



Application for a Special Licence

Section 138 of the Sale and Supply of Alcohol Act 2012 Form 6

In which area will the event(s) be held?

All questions in this application must be filled out completely.

To: The Secretary
Kaipara District Licensing Committee

Email: kdclicensing@kaipara.govt.nz

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

1 Type of Special Licence

	On-site – the licensee can sell or supply alcohol for consumption on-site to people attending the event.
	Off-site – the licensee can sell alcohol for consumption elsewhere, to people attending the event.
	Combined on-site and off-site.

If applied for less than 20 working days before the event and the need for a Special Licence could not have been foreseen earlier, please describe the circumstances:

If more than one event is applied for, how many in the series of events? _____

Will children be at this event?	Yes		No	
Is this a ticketed event? (please provide a copy of the ticket for each date)	Yes		No	
Do you have permission in writing from the landowner (required for any Council-owned reserve, building or facility)?	Yes		No	

2 Details of the applicant/entity

Full legal name to be on licence (e.g. individual or organisation name):			
Address:			Postcode:
Postal address for service of documents:			Postcode:
Email address (required):			
Occupation:		Male	Female
Date of birth:	Place of birth:		
Preferred daytime contact name and telephone number:			
Preferred mode of contact:			

Identification	
NZ Drivers Licence _____ Please include your number above.	or
Passport _____ Please include your number above.	

Criminal Conviction

Has the applicant been convicted of any offence?	Yes		No	
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. If Yes , what are the details of each offence?				
Nature of offence				
Date of conviction				
Penalty suffered				
Nature of offence				
Date of conviction				
Penalty suffered				

Status of applicant/s (tick appropriate box)

<input type="checkbox"/>	Natural person	<input type="checkbox"/>	Private company
<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Local authority
<input type="checkbox"/>	Public company	<input type="checkbox"/>	Licensing Trust
<input type="checkbox"/>	Trustee	<input type="checkbox"/>	Government department or other instrument of the Crown
<input type="checkbox"/>	Board, organisation or other body to which section 28 (1) (c) of the Act applies	<input type="checkbox"/>	Body Corporate to which Section 28(1)(b) of the Act applies
<input type="checkbox"/>	Manager under the Protection of Personal and Property Rights Act 1988	<input type="checkbox"/>	Club

3 Details of the Manager/s

Please provide:

- The full name of Manager/s, responsible persons and all people selling or supplying alcohol for the event.
- Certificate numbers and expiry date of Manager's Certificate/s.
- Copies of identification e.g. New Zealand driver's licence and completed NZ Police Supplement Form for all named managers, responsible persons and all people selling or supplying alcohol for the event.

Full name of Manager/s, responsible persons, or persons selling or supplying alcohol:	Certificate number	Expiry date of Certificate

How many untrained staff (who will not be consuming alcohol) will be assisting?				
Will in-house training be provided to untrained staff on the Sale and Supply of Alcohol Act 2012 prior to the event by a qualified person?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
What other systems (including training) and staff are in place (or to be in place) for compliance with the Act?				

4 Premises details (i.e. a building)

Physical address of event			
Name of the building/licensed premises			
Is a licence sought conditional upon construction or completion of the premises?	Yes	<input type="checkbox"/>	No
<p>What part (if any) of the premises does the applicant intend should be designated as:</p> <p>a) A restricted area (18 years or older):</p> <p>b) Supervised areas (minors must be accompanied by a legal guardian):</p> <p>Ensure that you include a floor plan of the premises or the conveyance (e.g. bus, train) highlighting any Restricted or Supervised areas and the Principal Entrance.</p>			

5 Conveyance details (e.g. bus, train, ferry)

Type of conveyance
Registration number (if any):
Address of home base (if any)
Name used or proposed for conveyance (if any):

6 Event details

What is the occasion or event, or series of occasions or events, in respect of which the licence is being sought? (e.g. social, birthday, wedding). Give details of what activities will be offered at the event in addition to the consumption of alcohol.

Note: for a series of events, they must be “like’ events i.e. if the event types and conditions differ, separate special licence applications (and fees) are required e.g. an annual general meeting, and a fishing competition would require two separate applications.

Type of event (e.g. wedding, quiz, 70 th birthday party) Include full name of whom the event is for.	Day of the week	Date of event	Hours that alcohol will be supplied (from/to)	Number of people attending	Age range of people attending
<i>Example: Zonta Club Fundraising Dinner Ball and Auction for Zonta Club of Mangawhai</i>	<i>Saturday</i>	<i>11 May 2024</i>	<i>6.00pm - 9.00pm</i>	<i>65</i>	<i>20-85</i>
<i>Example: 70th Birthday party for: William John Smith</i>	<i>Saturday</i>	<i>4 May 2024</i>	<i>6.00pm - 11.00pm</i>	<i>100</i>	<i>20-85</i>
1					
2					
3					
4					
5					
6					

Type of event (e.g. wedding, quiz, 70 th birthday party) Include full name of whom the event is for.	Day of the week	Date of event	Hours that alcohol will be supplied (from/to)	Number of people attending	Age range of people attending
7					
8					
9					
10					
11					
12					

Number of onsite carparks		Gross floor area (m ²) of building associated with the activity		Outdoor area (m ²) associated with the activity	
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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , what is the nature of those other goods or services:					

7 Conditions and Host Responsibility (please answer each question thoroughly)

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

7.1 Food

- The minimum standard acceptable is to always have **three (3)** substantial food options **at all times** while alcohol is being served.
- List the types and range of food below that will be supplied e.g. roast meat, vegetables, salads, filled rolls, toasted sandwiches, paninis, pies, sausage rolls, hot chips **OR**
- Provide a menu outlining three substantial food options that will be available for the duration of the event.

How will you promote and/or advertise food? (*i.e. how will attendees know what food is available and when*)?

7.2 Supply of water, non-alcoholic refreshments, low-alcohol beverages

a) Water

Potable drinking water **must** be readily available and free of charge. Where in the premises will water be freely available (e.g. at tables or at the bar)

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b) Non-alcoholic refreshments

List of non-alcoholic beverages that will be supplied or sold:

Beverage	Price	Beverage	Price

c) Low alcoholic beverages – between 1.15% and 2.5% alcohol

Please list at least 2 options

Beverage and brand	Percentage of alcohol	Price
<i>Example: DB Export Citrus Lemon</i>	<i>2%</i>	<i>\$6.50</i>

7.3 Transportation

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

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b) Transport options

How will most people travel to the event?	Walk		Drive	
Is a taxi service available?	Yes		No	
Is public transport available?	Yes		No	
Details				
Is a courtesy vehicle available?	Yes		No	
Details				

7.4 Alcohol consumption, sale and requirements of Act

- a) What steps does the applicant propose to take aimed at promoting the **responsible consumption of alcohol** and how do you ensure attendees do not become intoxicated?

- b) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the **sale of alcohol to prohibited persons** are observed?

- c) What **containers** (e.g. glassware, cans or bottles) does the applicant propose to sell alcohol in?

	Size and type of container e.g. 300ml can, 750ml bottle for the following	price per standard drink
Beer		\$
Wine		\$
Spirits		\$
Premix/RTD's		\$
Other		\$

- d) Free or complementary alcohol

Will you be providing any free or complimentary alcohol?	Yes		No	
If Yes, please provide details:				

e) Purchase of alcohol

Cash Bar Yes No

Open Tab Yes No

Signed at (place)	Date
Applicant's signature	
Applicant's name (printed)	

Please remember to sign and date your application before lodging with Council.

Security Arrangements (If security personnel are being employed, they need to be certified crowd controllers).

What security arrangements do you have?			
Name of certified MOJ security personal and ID number			
Volunteers/other			
Will someone be responsible for supervising the area immediately outside the event?	Yes	<input type="checkbox"/>	No

Intoxicated Patrons

It is an offence to sell or supply alcohol to an intoxicated person.

a) How will you prevent intoxicated attendees entering your event?

b) How will you identify if a person is intoxicated?

c) What process do you have to deal with intoxicated attendees?

Undertaking From Licensee

I[full name], the Licensee*/Authorised Agent/Nominated Contact for this application acknowledge that I have read and understood each of the above questions. I agree to comply with the host responsibility measures outlined here throughout the duration of the licence. I also acknowledge that Compliance Officers, on behalf of the Medical Officer of Health, may visit in order to undertake a Sale and Supply of Alcohol Act 2012 compliance check.

Signed: Dated:

Position/Title: