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## How to apply for a special licence

Follow the instructions below to apply for a special licence to sell and supply alcohol for consumption at an event (or series of events).

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## Requirements to be met for a special licence application

An application for a special licence must be lodged:

- **At least 20 working days** before the event(s) to be held.
- **At least 40 working days** before the event for **large** events.

Incomplete applications will not be accepted. Late applications (made less than **20 working days** before the event) will need to be considered by the District Licensing Committee and may be declined.

**Please note**, working days do not include weekends, public holidays and the period from 20 December to 15 January of any year.

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## What you need to do

- Supply a **completed** application form
- Supply all required supporting documents (see 'what to include')
- Calculate and pay fee (refer to page 2)

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## What to include

Completed application form

Application fee (refer to page 2). Please include a screenshot of payment if paying online

Detailed A4 scale map of the interior of the premises showing:

- The areas used for the consumption of alcohol (include outdoor areas)
- The areas that are to be designated (restricted, supervised or undesignated)
- The principal entrance
- Location of any food outlets and/or other relevant activities
- Location of bar/point of sale of alcohol

Food and drinks menu(s) including low and non-alcoholic beverages

Copies of each current manager's certificate for those nominated to manage the sale and supply of alcohol

Details of the event(s) e.g. programme of activities, copy of ticket or invitation, promotional material etc.

An alcohol management plan (for events with over 1,000 attendees)

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 your host or social responsibility policy if you hold an on, off or club licence

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## Important note

Applications may take up to 8 weeks to process. To ensure the application is processed quickly, please include all requested documents **and application fee** upon application, otherwise there may be delays with your application.

## How to calculate your fee

Select one box below to determine which fee applies to your application:

Licence Type	Application Fee	Description
Class 3	\$63.25	1 or 2 small events
Class 2	\$207.00	3 to 12 events <b>OR</b> 1 to 3 medium events
Class 1	\$575.00	1 large event, more than 3 medium events or more than 12 small events

Size of the event	Amount of people in attendance
Small	Less than 100 people
Medium	Between 100 to 400 people
Large	More than 400 people

### Post this form to:

Alcohol and Licensing Department  
 Kaipara District Council  
 Unit 5 The Hub  
 6 Molesworth Drive  
**Mangawhai 0505**

Alternatively, you can pay online and email your application to [kdclicensing@kaipara.govt.nz](mailto:kdclicensing@kaipara.govt.nz)

### Payment Options

You can pay by cash, eftpos or credit card in person at Kaipara District Council offices at:

32 Hokianga Road **Dargaville** OR Unit 5 The Hub 6 Molesworth Drive **Mangawhai Village**

**Direct Credit:** Bank of New Zealand 02-0308-0090743-07  
 Reference the applicants name, special 1401017;GL

### OFFICE USE ONLY

Payment					
Application fee (incl GST)	Receipt no.	Receipt amount	Payment received		Cashier name
		\$	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Administration					
Date application received	Date application vetted	Date application completed	Administrator		

To the Secretary of Kaipara District Licensing Committee, this application for a special licence is made in accordance with the details as set out below.

### Licence details

1 What type of special licence is sought:

On-site: to sell and supply alcohol to people attending the event, for it to be consumed on-site

Off-site: to sell alcohol to people attending the event, for consumption elsewhere

2 Size of the event(s):                      Small                      Medium                      Large

Is this application late?                      Yes - Continue to the next section                      No – continue to question 3

Could this event have been applied for sooner?                      Yes                      No

If there are fewer working days than required (refer to page 1), please explain why this application was submitted late:

### Applicant details

3 Full legal name of applicant:  
*(name to appear on licence)*

Contact name:

Contact phone:

Contact email:

Postal address for service documents:

4 Status of the applicant or club:                      Natural person                      Company                      Partnership

   Club                      Other

5 Has the applicant (or any company directors) been convicted of any offence?                      Yes                      No  
*If yes, what was the nature of the offence, date of conviction and penalty suffered? (other than conviction for offences against provision so the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2014 applies).*

Nature of offence	Date of conviction	Penalty suffered
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Type of event	Day of the week	Date of event	Hours that alcohol will be supplied (from/to)	Number of people attending	Age range of people attending
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					
(11)					
(12)					

**14** 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:

15 Entry to the event will be by:                      Ticket                      Invitation                      Other

16 List of alcohol beverages that will be sold:

Alcoholic beverage	Percentage of alcohol	Price
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17 What types of containers will alcohol be sold in? *e.g. plastic glasses, paper cups, standard bar glasses, cans, bottles*

### Training and experience details

18 Who will be appointed to manage the sale of alcohol for this event?

Certified manager(s)  
*continue to question 19*

Nominated person as per section 213(2) of the Act  
*go to question 20*

19 Manager details – list of all certified managers for the event:

Name	Date of birth	Certificate number	Certificate expiry
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20 Nominated person(s) details who will manage the event:

Name	Date of birth	Address
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**21** Staff and/or volunteers' details who will be present and working the event and their relevant training/experience:

Staff	Number	Experience	Training
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Volunteer(s)

Paid staff

Security

**22** What sort of security arrangements will be made?

*If using private security, please provide a copy of the security registration certificate.*

**23** What relevant experience or training does the applicant have relative to alcohol service and compliance?

Date	Training/Experience
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**24** Describe other systems (including training systems), and staff to be in place for compliance with the Act:

### Steps to minimise alcohol related harm

**25** List of low and non-alcohol beverages that will be sold:

Beverage	Percentage of alcohol	Price
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**26** List of food that will be available/sold. The minimum standard acceptable is to always have **three (3)** substantial food options **at all times** while alcohol is being served.

Food	Price	Food	Price
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**27** Describe where free drinking water is made available to patrons:

**28** Assistance or information with alternative transport options available:

**29** What other steps does the applicant propose to take to promote responsible consumption of alcohol?

**30** What steps does the applicant propose to take to ensure sale of alcohol to prohibited persons is prevented?

### Important Notice

The New Zealand Police report on all applications and provide information on any convictions or concerns involving the applicant to the District Licensing Committee.

Applicant's full name:

Applicant's signature:

Date: