



**"HELPING YOU SELL ALCOHOL SAFELY"**

# **Application for special licence**



The Secretary  
Hastings District Licensing Committee  
Private Bag 9002  
HASTINGS 4156  
Phone: 06 871 5000  
Fax: 06 871 5115

TRIM Ref: REG-35-14-96



## ITEMS TO ACCOMPANY THIS APPLICATION

Please ensure the following documents accompany the application	Tick where Provided
1. The application form.	<input type="checkbox"/>
2. This form must be accompanied by the prescribed fee (see note below). <b><u>Application fees –</u></b> <b>Class 1 Special Licence the fee is \$575.00 (including GST).</b> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <u>Class 1 is:</u> <ul style="list-style-type: none"> <li>• 1 large* event</li> <li>• More than 3 medium** events</li> <li>• More than 12 small*** events</li> </ul> </div> <b>Class 2 Special Licence the fee is \$207.00 (including GST).</b> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <u>Class 2 is:</u> <ul style="list-style-type: none"> <li>• 3 to 12 small*** events</li> <li>• 1 to 3 medium** events</li> </ul> </div> <b>Class 3 Special Licence the fee is \$63.25 (including GST).</b> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <u>Class 3 is:</u> <ul style="list-style-type: none"> <li>• 1 or 2 small*** events</li> </ul> </div> <p>*<b>Large event</b> means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.</p> <p>**<b>Medium event</b> means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people.</p> <p>***<b>Small event</b> means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.</p>	<input type="checkbox"/>
3. <ol style="list-style-type: none"> <li>1. A site plan of the proposed licensed premises (if the premises has no current liquor licence).</li> <li>2. A Floor plan showing:               <ul style="list-style-type: none"> <li>• each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and</li> <li>• the principal entrance.</li> </ul> </li> </ol>	<input type="checkbox"/>

4.	<p>An <u>Alcohol Management Plan</u> (AMP) is required for a Large Event (see 2 above).</p> <p>The plan should detail how alcohol sale and supply and alcohol-related risks will be managed, aligning those risks with proven procedures to manage them.</p> <p>It should detail how the event will comply with the Sale and Supply of Alcohol Act as well as the conditions of the Special Licence.</p> <p>For guidelines on preparing a plan go to <a href="http://www.alcohol.org.nz">www.alcohol.org.nz</a> (go to Research &amp; Resources – “Guidelines for Managing Alcohol at Large Events” - keyword search “large events”).</p> <p>Further assistance in developing the AMP may be obtained from Hawkes Bay District Health Board – Healthy Populations Team (Ph 834-1815).</p>	□
5.	A copy of the menu	□

**Please Note that:**

- An On-site Special Licence authorises the holder to sell or supply alcohol for consumption on the particular premises the special licence is issued in respect of, to people attending the event described on the licence.
- An Off-site Special Licence authorises a manufacturer, distributor, importer or wholesaler of alcohol to sell or supply its own alcohol, to people attending the event described on the licence, for consumption off the premises the licence is issued in respect of.
- At least **twenty five working days** are required for the processing of special licences. In addition, should any objections be received, further processing time will be required to allow for a hearing to be held.
- Special licences are **not** automatically granted. They are subject to approval from the Police, Medical Officer of Health, Liquor Licensing Inspector and the requirements of the Sale and Supply of Alcohol Act 2012, Resource Management Act 1991 (including District Plan Rules) and Building Act 2004. If there are objections to the application, a hearing of the application by the District Licensing Committee will be required.
- 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 in form 8 (enclosed with this application form) is attached in a conspicuous place on or adjacent to the site to which this application relates.

**FOR OFFICE USE ONLY**

Event fee type	Date of first event

# APPLICATION FOR SPECIAL LICENCE

Section 138, Sale and Supply of Alcohol Act 2012

Form 6

To the Secretary  
Hastings District Licensing Committee

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

## Part 1 - Special licence type

Please indicate what type of special licence the application is being made in respect of:

On-site type

Off-site type

Is any licence already held for the premises concerned?  Yes  No

If Yes, please provide the details of the licence(s) held:

.....  
.....

### Was the need for the licence foreseeable?

Is the application filed less than 25 working days before the event?  Yes  No

If yes, could the need for the special licence have been foreseen earlier?  Yes  No

If No, please describe the circumstances:

.....  
.....

## Part 2 - Applicant

Full legal name to be on licence (applicant):

First Name	Middle Name(s)	Last Name

Address:

	Postcode:
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Email address:

Occupation:	<input type="checkbox"/> Male <input type="checkbox"/> Female
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Date of birth:

Place of birth:

Postal address for service of documents:

	Postcode:
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### Daytime contact details:

Preferred daytime contact name: .....

Preferred daytime contact number: .....

**Status of the applicant (tick appropriate box)**

- Natural person
- Local Authority
- Trustee
- Board, organisation or other body to which section 28 (1) (c) of the Act applies
- Manager under the Protection of Personal and Property Rights Act 1988
- Body Corporate to which section (28 (1) (b) of the Act applies
- Private Company
- Public Company
- Government department or other instrument of the Crown
- Partnership
- Licensing Trust

**Business details:**

Describe the principle business, or any other business conducted by the applicant:

.....

.....

.....

.....

.....

.....

.....

**Criminal convictions:**

Has the applicant been convicted of any criminal convictions?  Yes  No

If Yes, provide details including dates of convictions and penalties imposed.

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.....

.....

*\*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)]*

**Part 3 – Managers**

Please provide the following details for every manager or proposed manager.

<i>Full Legal Name of Managers</i>	<i>Manager Certificate Number</i>	<i>Expiry Date</i>

**Part 4 - Premises**

Address of premises: .....

.....

Any trading name or name of the building: .....

Is a licence sought upon construction or completion of the premises?  Yes  No

Tenure (state whether to be held as freehold, unit title, leasehold, or under licence).....

.....

**Part 4 - Conveyance**

Type of conveyance (e.g., bus, limo, train etc.):.....

Registration number (if any): .....

Address of home base (if any):.....

.....

Name used or proposed for conveyance (if any): .....

**Part 5 - Event details**

What is the principle purpose of the event: .....

.....

.....

Please describe the nature of the event: .....

.....

.....

Days and hours proposed for the sale of alcohol: .....

.....

.....

Estimate number of people attending the event: .....

.....

Likely age distribution of people attending the event: .....

.....

In what types of containers will alcohol be sold in? .....

.....

Types of alcohol sold (i.e. RTDs, beer, spirits, wine etc): .....

.....

**Other goods & services**

Is the applicant intending to engage 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, if Yes, state the nature of those other goods or services:

.....

.....

**Part 6 - Conditions**

**What steps shall be made for the provision of:**

Food:

.....

.....

Non-alcoholic beverages:

.....

.....

Low-alcoholic beverages:

.....

.....

**Drinking water**

To what extent, and where, will drinking water will be freely available to patrons:

.....  
.....

If no access to mains water exists, potability of water intended to be available:

.....  
.....

**Transport**

Please describe what steps will be taken to provide assistance with and information about alternative forms of transport from the premises:

.....  
.....

**Prohibited persons**

Please describe what steps will be taken to prevent the sale and supply of alcohol to prohibited people:

.....  
.....

**Additional matters**

List any relevant experience or training the applicant has:

.....  
.....

Please describe any other steps the applicant proposes to promote the responsible consumption of alcohol:

.....  
.....

Describe any other systems (including training systems) and staff in place for compliance with the Act:

.....  
.....

**Part 7 – Attachment (floor plans)**

- Is a copy of the floor plans of the premises attached?  Yes  No
- Is the area intended to be licensed clearly highlighted?  Yes  No
- Is the design and layout of the premises clearly visible?  Yes  No

**Applicant signature:** .....

**Applicant name:** .....

**Signed at (place):** ..... **On (date):** .....