

# Special Licence Application

(On site applications only)  
(Section 138, Sale and Supply of Alcohol Act 2012)



*This application must be sent to the Secretary of the District Licensing Committee not less than twenty (20) working days before the event is scheduled.*

## Notes to assist you in completing your application:

This application cannot be processed unless you have included all of the required information. If you are unsure about completing any part of this form, contact our Customer Services staff or a Licensing Inspector.

## Use this checklist to ensure you have included all the required information. :

- Application lodged 20 clear working days before the event. (If not go to Page 5)
- All parts of the form have been completed (incomplete forms will result in processing delays)
- One copy of the application form enclosed
- Menu of food to be supplied at Special event/events
- Correct application fee enclosed:
  - \$575.00 – Class 1
  - \$207.00 – Class 2
  - \$63.25 – Class 3

*(Please see further information in regards to classes of events at the end of this form.)*

## For premises not already licensed:

- Floor plan showing ;
  - Each area to be designated as a supervised area or restricted area, and
  - The principal entrance
- A written statement from the owner of the premises

## Send completed application form and attachments to:

Secretary  
District Licensing Committee  
c/- Matamata-Piako District Council  
PO Box 266  
Te Aroha, 3342

## Office use only

File no.:

Document no.:

Receipt no.:

Date received:

Application due:



## Applicant details

Name of applicant: \_\_\_\_\_

Name of the organisation (if applicable): \_\_\_\_\_

Status of applicant (See Section 28 of Sale and Supply of Alcohol Act 2012):

- |  |  |
|--|--|
| <input type="checkbox"/> Natural person (20 years of age and over)                                       | <input type="checkbox"/> Private company   |
| <input type="checkbox"/> Public company  | <input type="checkbox"/> * Body corporate to which section 28(1)(b) of the Act applies.        |
| <input type="checkbox"/> Board, organisation, or other body to which section 28(1)(c) of the Act applies | * Authority incorporated under: _____  |
| <input type="checkbox"/> Licensing Trust or Community Trust  | <input type="checkbox"/> Partnership   |
| <input type="checkbox"/> Government Department of other instrument of The Crown                          | <input type="checkbox"/> Local Authority   |
| <input type="checkbox"/> Trustee   | <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988 |
| <input type="checkbox"/> Club  |  |

Postal address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Day time contact: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

Other licences held on the premises:  On  Off  Club  None

Licence number \_\_\_\_\_ expiry date: \_\_\_\_\_

## Event Details

What is the nature of the event/occasion (including name) the licence is sought for?

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(For example, 21<sup>st</sup> birthday for John Smith)

Dates and hours that you intend to sell alcohol under the licence:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Number of people attending and probable age distribution:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(Attach a separate sheet listing the events if you are proposing more than two events.)

Are you 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?  Yes  No

If yes, state the nature of other goods and services: \_\_\_\_\_  
\_\_\_\_\_

Types of container in which alcohol to be sold: \_\_\_\_\_  
\_\_\_\_\_

Experience and training of applicant: \_\_\_\_\_  
\_\_\_\_\_

What provision do you intend to make for the sale and supply of:  
Food: \_\_\_\_\_  
\_\_\_\_\_

Non-alcoholic refreshments: \_\_\_\_\_  
\_\_\_\_\_

Low-alcohol beverages: \_\_\_\_\_  
\_\_\_\_\_

What steps do you propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? (*For example, supplying a phone, courtesy bus etc.*) \_\_\_\_\_  
\_\_\_\_\_

To what extent, and where will drinking water be available for patrons? (*For example, a water cooler with a stock of clean recyclable plastic cups etc.*) \_\_\_\_\_  
\_\_\_\_\_

Potability of water if access to municipal water supply is not available: \_\_\_\_\_  
\_\_\_\_\_

What other steps do you propose to take to promote the responsible consumption of alcohol? \_\_\_\_\_  
\_\_\_\_\_

What steps do you propose to take to ensure that the requirements of the Act, in relation to the sale and supply of alcohol to prohibited persons, are observed? \_\_\_\_\_  
\_\_\_\_\_

## Event Managers Details

Name of Manager 1: \_\_\_\_\_

Certificate No.: \_\_\_\_\_ expiry date: \_\_\_\_\_

Name of Manager 2: \_\_\_\_\_

Certificate No.: \_\_\_\_\_ expiry date: \_\_\_\_\_

Please state any criminal convictions: *(other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences under the Criminal Records (Clean Slate) Act 2004):*

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## Premises Details

Proposed address: \_\_\_\_\_

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Proposed trading name (if any): \_\_\_\_\_

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

Yes  No

Do you own the proposed licensed premises?

Yes  No

i. **If no**, what is the full name and address of the owner?

*(Note: A letter from the owner advising that they have no objection to the issue of a licence must be attached to this application)*

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ii. **And**, what form of tenure/lease of the premises will you have (including the term of tenure/lease)?

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What part (if any) of the premises do you intend to be designated as:

i. A restricted area? \_\_\_\_\_

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ii. A supervised area? \_\_\_\_\_

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*(A floor plan showing proposed designated areas and the principle entrance must be included with all applications for unlicensed premises)*

## Declaration

This application for a special licence is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Application lodge less than 20 working days before the proposed event:

*Only complete the following question if the application is to be lodged less than 20 working days prior to the event being held (please be aware that a late application will be required to show exceptional circumstances and that prior to staff processing the application the Licensing Committee must give approval to waiver the timeframe)*

Could the event that the licence is being applied for have been foreseen?

Yes  No

If no, describe the circumstances: \_\_\_\_\_

## Application fees –

### Class 1 Special Licence the fee is \$575.00 (including GST).

- 1 large\* event
- More than 3 medium\* events
- More than 12 small\* events

### Class 2 Special Licence the fee is \$207.00 (including GST).

- 3 to 12 small\* events
- 1 to 3 medium\* events

### Class 3 Special Licence the fee is \$63.25 (including GST).

- 1 or 2 small\* events

**\*Large event** means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people.

**\*Medium event** means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people

**\*Small event** means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people.