

How to apply for a special licence

(under Section 138 of the Sale and Supply of Alcohol Act 2012)

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

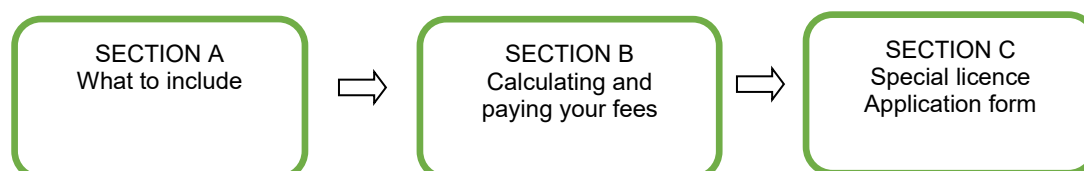
Where the words 'you' or 'yours' are used this refers to the person, company or entity that is to be licensed.

When should I lodge my application?

- An application for a special licence **MUST** be lodged at least 20 working days before the event(s) is to be held
- For large events the application should be lodged at least 30 working days before the event(s).

What do you need to do?

To apply for a special licence, you need to complete the following Sections:



How do you submit your application?

Choose any of the following ways to submit your application:

- Submit your application at any of our council offices, visit mpdc.govt.nz for our contact details.
- Submit your application online by emailing it to info@mpdc.govt.nz.

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SECTION A – What to include (please tick)

You must supply all the documents listed below. We will not be able to process your application if any documents are missing and it will be sent back to you.

- This completed application form
- A detailed A4 scale site plan (with measurements) of the premises/site showing:
 - The areas used for the sale of alcohol
 - The areas that are to be restricted or supervised
 - The principal entrance
 - Location of all food outlets and other relevant activities
- Written statement from the owner of the property/building consenting to the applicant selling alcohol on the premises. **(Note: this consent must be for the same party as detailed in the applicant section of the application form)**
- Copy of a proposed food menu (what is available and when)
- A list of alcoholic and non-alcoholic refreshments that will be provided
- Copies of each current manager's certificate for those managing the event
- Proof establishing the event(s) as genuine, special or particular occasion(s).
 - For example programme of activities
 - Copy of ticket for public event
 - Invitation for private events
 - Promotional material etc

If you are applying for an event with more than 400 people:

- A copy of your alcohol management plan

If you are applying for an event on a reserve or in a building or facility owned by Matamata-Piako District Council:

- The council's permission in writing

You must also supply any of the documents below that apply to your application:

If you use an alcohol-licensing consultant:

- A letter of authorisation for the consultant

If you apply for the special licence on behalf of someone else, you must also provide:

- A copy of the authority to act as an agent of the applicant, signed by the applicant

SECTION B – Calculating and paying your fees

You must pay the correct application fee to receive your licence.
To calculate your application fee, follow the instructions below

If you are applying for **one event**, complete **Step 1**

If you are applying for a **series of events**, complete **Step 2**

Check the event definitions below first.

Event definitions:

One event (see Step 1) for a special licence is:

- an occasion or gathering which takes place without a break, or on consecutive days (e.g. sports tournament or a food and wine show).

A series of events (see Step 2) for a special licence is:

- a group of related individual events which take place over several weeks or months (e.g. monthly club meetings or a multi-week sports tournament). The number of people expected to attend each individual event determines the class.

Step 1 – Find the applicable category fee for ONE EVENT

For **one event** use the number of people expected to be at the event to find and tick your special licence class

Number of people expected at the event	Event size	Special licence class	Tick
More than 400 people	1 Large event	Class 1	<input type="checkbox"/>
Between 100 and 400 people	1 Medium event	Class 2	<input type="checkbox"/>
Fewer than 100 people	1 small event	Class 3	<input type="checkbox"/>

After determining the special licence class above, go to **Step 3: Paying your fee**

Step 2– Find the applicable category fee for a SERIES of EVENTS

Enter the number of events at each event size

Number of people expected at the event	Event size	Tick	Number of events
More than 400 people	Large	<input type="checkbox"/>	
Between 100 and 400 people	Medium	<input type="checkbox"/>	
Fewer than 100 people	Small	<input type="checkbox"/>	

Use the number of events you calculated at the table above, select the special licence class applicable to your series of events (only tick one class)

Your event(s)	Special licence class	Number of events
1 large event OR	Class 1 <input type="checkbox"/>	
More than 3 medium events OR		
More than 12 small events		
3 to 12 small events OR	Class 2 <input type="checkbox"/>	
1 to 3 medium events		
1 or 2 small events	Class 3 <input type="checkbox"/>	

After determining the special licence class above, go to **Step 3: Paying your fee**

Step 3 - Paying your fee

Tick the box that matches the special licence class you have calculated.

You must pay this fee to apply for a special licence

Special licence class	Total of Fees (including GST)	Tick
Class 1	\$575.00	<input type="checkbox"/>
Class 2	\$207.00	<input type="checkbox"/>
Class 3	\$63.25	<input type="checkbox"/>

Remember your fee is not refundable or transferable.

How to pay?

- **Pay at one of our three offices:**
35 Kenrick Street, Te Aroha
56-62 Canada Street, Morrinsville
Cnr Tainui and Tui Streets, Matamata
- **Online via Internet Banking:**
Please use the following details:
Account Name: Matamata-Piako District Council
Bank: Bank of New Zealand
Branch: Te Aroha
Bank Account No: 02 0436 0021611 00
Payee Name: < your name >

SECTION C – Special licence application form
(Under Section 138 of the Sale and Supply of Alcohol Act 2012)

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

Applicant details

Full legal name to appear on licence (Organisation name):
(the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to):

Name of applicant: _____

Date of birth (if the applicant is an individual): _____

Occupation (if the applicant is an individual): _____

Status of applicant:

- | | |
|--|--|
| <input type="checkbox"/> Individual person | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Private company |
| <input type="checkbox"/> Licensing trust or community trust | <input type="checkbox"/> Public company |
| <input type="checkbox"/> Club | <input type="checkbox"/> Local authority |
| <input type="checkbox"/> Other _____
(advise what authority under which incorporated) | |

Postal address (for service of documents): _____

_____ Postcode: _____

Home phone: _____ Work phone: _____

Mobile phone: _____

E-mail address: _____

Daytime contact details *(if different from above)*:

Name: _____

Phone number: _____ Mobile number: _____

E-mail address: _____

Does the applicant (or any company directors) have any criminal convictions?

Yes No

(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, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

What relevant experience and training does the applicant have relevant to alcohol service and compliance?

Premises details

Address of premises where event(s) is to be held: _____

Trading name of premises or name of building:

Does the premises already hold a licence? Yes No

If YES, what type(s) of licence are currently held and what is the licence number?

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, what is the full name and address of the owner?

What form of tenure and term of tenure will the applicant have?

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

A restricted area (no one under 18 years of age allowed on site)?

A supervised area (minors allowed only with parent or legal guardian)?

Undesignated (any age allowed)?

Event Details

Will alcohol sold at the event(s) be for consumption on site or off site?

On site

Off site

Both

State the nature of the event(s) or occasion(s):

(NB – if the event is a fundraiser please clarify what/whom the funds are going towards.)

Will tickets be sold for this event? Yes No

On which day(s) and during what hours is alcohol to be sold under the licence?

Number of people attending (estimate of not known)

Probable age distribution of people attending:

Does the applicant intend to engage in the sale and 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 and services?

What types of container will alcohol be sold in?
e.g. plastic glasses, paper cups, standard bar glasses, cans, bottles etc

What is the range (types) of alcohol products you intend to sell – and the alcohol percentage (%)? *e.g. Lion Red stubbies 4%, Woodstock 5% etc*

For off-site applications only

If providing tastings, please specify what products, alcohol percentage (%), and the size of each tasting (ml).

For large events only,

What security will you be providing and evidence of their qualifications?

Managers (or persons responsible) Details

The Sale and Supply of Alcohol Act 2012 requires the appointment of managers for special licences unless exempted by the District Licensing Committee (DLC). Therefore, for large events and many medium events certificated manager(s) are essential. For other events the DLC may consider a 'responsible person'.

For each manager or responsible person, please state the full legal name, date of birth and residential address. If they are certificated managers, please supply a copy of their manager's certificate(s):

Name	Address	Date of birth	Manager's certificate number (if applicable)

Conditions for on-site applications only

What provision will be made for the sale and supply of:

Food

Low alcohol beverages (2.5% or less) and non-alcoholic beverages?

What steps will be taken to provide assistance with or information about alternative forms of transport from the premises?

Conditions for on-and off-site applications

To what extent, and where, is drinking water to be freely available to patrons?

What steps will be taken to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

What steps will be taken to promote the responsible consumption of alcohol?

What other systems (including training systems) and staff will be in place for compliance with the Act?

Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant.

Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the fees (application, building and planning) are paid
- I understand that my application will not be lodged with Council until all required documents are supplied. Incomplete applications will be returned.
- I understand that my licence will not be issued if the annual fee has not been paid

Applicant name: _____ Designation: _____

Signature: _____ Date: _____

Contact us:

Phone: (07) 884 0060

E-mail: info@mpdc.govt.nz

Website: www.mpdc.govt.nz

Location: 35 Kenrick Street, Te Aroha