

Information sheet for special licence

Section 138 of the Sale and Supply of Alcohol Act 2012

Which area will the event(s) be held in?

- Auckland Central Franklin Manukau North Shore Papakura Rodney Waitākere

Applications received less than 20 working days before the event will require an explanation and may be rejected by the District Licensing Committee. If this application is rejected, the fee is not 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 bring this information sheet when lodging application.

What to include

- Completed application form.
- Land owner's permission in writing (required for any council owned reserve, building or facility).
- A copy of the floor plans of the premises or the conveyance highlighting Restricted or Supervised areas and the Principal Entrance.
- A copy of the site layout or area & marquees etc. (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 a fee. This is not refundable or transferable.

A fee calculator is provided at aucklandcouncil.govt.nz/liquor to assist you in the process.

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

	Special Licence Class	Fee (including GST)
<input type="checkbox"/>	Class 1	\$575.00
<input type="checkbox"/>	Class 2	\$207.00
<input type="checkbox"/>	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 completing this form, contact Alcohol Licensing on 09 301 0101 for advice or visit aucklandcouncil.govt.nz/liquor for more information.

Payment Options

By mail: send your cheque and this form to: Auckland Council, Private Bag 92300, Auckland 1142.

In person: you can pay by cash, cheque, Eftpos or Credit Card (MasterCard or Visa) at Auckland Council Service Centres, a list of which can be found at aucklandcouncil.govt.nz

Office use only	
Receipt No:	
Receipt Amount:	\$
Service Centre name:	
Cashier name:	

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.

Your Details

Section 1

Are you applying for one event?

For information on what counts as one event please visit aucklandcouncil.govt.nz/liquor > Apply for or renew an alcohol licence > Special Licences
Please tick

- Yes Complete the rest of Section 1
 No Go to Section 2

How many people are expected to be at the event? Please tick.

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

What class does this correspond to? Please tick.

Tick	Special licence class	Issued in respect of
	Class 1	1 large event
	Class 2	1 medium event
	Class 3	1 small event

Turn the form over to Page 1 (Fees section) and tick the box that matches your class you have calculated.

Section 2

How many people are expected to be at each event? Please tick.

Tick	Events	Patronage of event on reasonable grounds
	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	Issued in respect of
	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 section) and tick the box that matches your class you have calculated.

Application for a special licence

Section 138 of the Sale and Supply of Alcohol Act 2012

Form 6

Which area will the event(s) be held in?

Auckland Central Franklin Manukau North Shore Papakura Rodney Waitākere

All questions in this application must be filled out completely.

To the Secretary
District Licensing Committee

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

1. Type of special licence applied for

- 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 land owner
(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:

Daytime contact name and telephone number:

Preferred mode of contact:

Has the applicant been convicted of any offence?

Yes No

If Yes, what are the details of each offence?

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 |

Is a licence already held by the premises or conveyance (e.g. bus, train, ferry etc.) concerned? Yes No

What is the principal business?

3. Details of the manager(s)

Full name of manager(s) or responsible persons to be employed, and certificate numbers and expiry date of manager's certificate(s)

Full name of manager(s) or responsible persons:	Certificate number(s) and expiry date(s): (if required)

4. Premises details

Address of event:

Name of the building/licensed premises:

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

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

A restricted area (18 yrs or older):

A supervised area (minors must be accompanied by a legal guardian):

5. Conveyance details

If this application is not for a conveyance (e.g. bus, train, ferry, etc.), please go to Section 6.

Type of conveyance:

Registration number (if any):

Address of home base (if any):

Name used or proposed for conveyance (if any):

6. Event details

Type of event – 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, etc.)

Give details of what activities will be offered at the event in addition to the consumption of alcohol. Please include any supporting documentation, such as letters from a particular charity or group who will benefit from the proceeds of the event.

	Type of event	Date of events(s)	Hours that alcohol will be served	Number of people	Age range of people attending
1					
2					
3					
4					
5					
6					

	Type of event	Date of events(s)	Hours that alcohol will be served	Number of people	Age range of people attending
7					
8					
9					
10					
11					
12					

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:

7. Conditions (please answer each question thoroughly)

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

Non-alcoholic refreshments?

Low-alcohol beverages (Less than 2.5% alcohol)?

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

If no access to mains water, is drinking water available?

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

What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

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?

What containers does the applicant propose to sell alcohol in?

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

Important privacy information

The personal information that you provide in this form will be held and protected by Auckland Council in accordance with our privacy policy (available at aucklandcouncil.govt.nz/privacy and at our libraries and service centres) and with the Privacy Act 1993. Our privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

Signed at (place):

On (date):

Applicant's signature:



NEW ZEALAND POLICE SUPPLEMENT

The District Licensing Committee must send the application to a member of Police in charge of the Police Station nearest to the premises in respect of which the licence is sought for them to report on. You are entitled to receive a copy of that report. The Police cannot report unless you consent to them releasing relevant information to District Licensing Committee, which may include details of previous convictions.

Please complete below (Applicant):

I,

of (address)

consent to the New Zealand Police releasing those details.

Signature of applicant: Date:

Please provide the following information for identification purpose:

Date of birth: Male Female

Driver's Licence / Passport number, or similar: