

## Checklist

# Special licence (On-site or Off-site)

Sale and Supply of Alcohol Act 2012



## The following must be included in your application or it will be returned

**Allow as much time as possible to obtain the consents you need.** Unopposed special licence applications take **20 working days** to process; **40 working days** for large events. Applications received outside these timeframes might not be processed in time for the event.

Please tick when completed:

- Completed application
- Prescribed fee paid (non-refundable)
- A menu with food descriptions and prices (*or any other indication of the standard and style of food*)
- A beverage list showing beverage range and prices (*alcoholic, low alcohol and non-alcoholic*)
- Completed Building Owner's Approval/Building Evacuation Declaration (*attached*)
- A4 or A3 to scale plan of the premises, clearly labeled, showing all of the following (*if required*):
  - The parts of the premises to be used for the sale or consumption of alcohol
  - The parts of the premises (*if any*) intended to be restricted, supervised or undesignated areas
  - The full layout of the event (*location of the bar, food, water, stage, etc.*)
- Map showing location of premises, or a route map for conveyances (*if required*)
- Copy of Certificate of Incorporation (*if applicable*)
- Copies of any Managers' Certificates
- A copy of the invitation, ticket and any promotional material
- An alcohol management plan (*required for large events*)

### Notes:

- *The applicant must be the person or entity that will take any money from the sale of alcohol.*
- *Additional information may be requested during the processing period.*
- *A building consent may be required for marquees or tents, or if you intend to use a building not normally used as a licensed premises. Contact the Council's building department.*
- *A resource consent may be required if the proposed activity is not allowed under the Wairarapa Combined District Plan. Contact the Council's planning department.*

## Fees

Fees include GST and are non-refundable. If it is determined that the class fee category should be changed, any additional fee must be paid before the licence is issued.

- Small event:** Fewer than 100 people attending  
**Medium event:** Between 100 and 400 people attending  
**Large event:** More than 400 people attending

Special Licence Class	Class description	Fee
Class 1	1 large event; 4 or more medium events; 13 or more small events	\$575
Class 2	3 to 12 small events; 1 to 3 medium events	\$207
Class 3	1 or 2 small events	\$63.25

## Office Use Only

Class:  Fee:  Payment received:  /  /

Application

# Special licence (On-site or Off-site)

Sale and Supply of Alcohol Act 2012



To: The Secretary  
District Licensing Committee

(Please tick one)

- Carterton
- Masterton
- South Wairarapa

NCS No. \_\_\_\_\_

## I Application Details

a) Application type:

- On site (alcohol will be consumed on the premises/at the event)
- Off site (alcohol will be consumed somewhere else, e.g. takeaways)  
Note, only manufacturers, distributors, importers or alcohol wholesalers can apply for an off site licence)

b) Is there an existing licence for the premises or conveyance?

- Yes** - Licence type:  On-Licence  Off-Licence  Club Licence

Licence number:

- No**

c) **Late applications:** State the reason why you are applying less than 20 working days before the event/first event, and if the event could have been reasonably foreseen.

d) Have you or your organisation previously held a Special Licence?  **Yes**  **No**

## 2 Applicant Details

a) Full legal name(s) to be on licence:

b) Status of Applicant:

- |  |   |
|--|---|
| <input type="checkbox"/> Private Company                       | <input type="checkbox"/> Club   |
| <input type="checkbox"/> Partnership                           | <input type="checkbox"/> Public Company   |
| <input type="checkbox"/> Registered Limited Partnership        | <input type="checkbox"/> Natural Person (over 20 years old)   |
| <input type="checkbox"/> Body Corporate                        | <input type="checkbox"/> Board, Organisation or other Body  |
| <input type="checkbox"/> Trustee                               | <input type="checkbox"/> Licensing Trust or Community Trust   |
| <input type="checkbox"/> Territorial Authority                 | <input type="checkbox"/> Department of State (or other instrument of the Crown Manager under the Protection of Personal and Property Rights Act 1988) |
| <input type="checkbox"/> Incorporated Society/Charitable Trust |   |

c) Postal address for service of documents:

**d) Applicant Details:**

Name

Date of Birth  Occupation

Telephone  Mobile

Email

Website

Preferred means of formal contact  Mail  Email

**e) Business details (describe the principal business; any other businesses):**

**f) State all criminal convictions (other than convictions for offences against provision of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies):**
 No criminal convictions

 Convictions - list here:

**4 Manager/Supervisor Details**

Full Name	Certificate Number	Expiry Date	Driver's licence number (if no certificate)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**5 Premises or Conveyance Details****PREMISES ONLY:**

a) Address

b) Trading name for premises

c) Is the licence sought conditional on completing building work?  Yes  No

d) Does the applicant own the proposed licensed premises?  Yes  No  
If **no** attach a completed building owner's approval form (page 6 of this form)

**CONVEYANCE ONLY:**

e) Type (car, bus, etc.)

f) Trading name for conveyance

g) Home base address (if any)

## 6 Event Details

Describe the event in detail and attach a separate sheet if necessary:

a) What is the general nature of the event?

b) The days and hours proposed for the sale of alcohol:

c) Estimated number of people attending:

d) Probable age distribution of people attending:

e) Entry arrangements (*tickets, invitation, door sales, members, etc.*):

f) Principal purpose of the event (*fundraiser, prize-giving, birthday*):

g) How will alcohol be sold:

Cash bar

Other (*please describe*):

h) Do you intend to sell or supply goods other than alcohol and food, or provide any services not directly related to the sale and supply of alcohol and food?  **Yes**  **No**

If **yes**, please describe:

i) Parts (if any) of the premises intended to be designated as a:

Restricted area (*no under-18s*):

Supervised area (*under-18s with a legal guardian*):

j) What type of container will alcohol be sold in:

Glass - size \_\_\_\_\_

Paper/plastic - size \_\_\_\_\_

Cans - size \_\_\_\_\_

k) Will you do sample alcohol tastings?

**Yes**

**No**

(*note: tastings are defined as 40ml or less*)

l) **On-site Special Licence only** - Please attach a menu or list of food and beverages, including descriptions and prices.

## 7 Conditions

a) Describe to what extent and where drinking water will be freely available to patrons:

b) If there is no access to mains water supply, please comment on the potability of the water that will be available:

c) Describe the steps that will be taken to prevent the sale and supply of alcohol to minors and intoxicated people:

d) Describe what steps will be taken and what information will be provided to help with transport options from the licensed premises (e.g. *taxis, shuttles, etc.*):

e) Describe what experience and training that applicant has in relation to the sale and supply of alcohol:

f) Describe any other systems (including training and security) and staff that are, or will be, in place to comply with the Act:

g) Describe any steps that will be taken to promote the responsible consumption of alcohol:

## Special Licence

### NOTES:

1. The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.
2. This application, including personal information, will be available to the public and media as part of the District Licensing Committee's decision-making process.
3. If required by the secretary of the District Licensing Committee, the applicant must ensure that notice of this application (in Form 8) is attached in a conspicuous place on or adjacent to the site to which this application relates, within 10 working days of filing with the District Licensing Committee. The Secretary of the District Licensing Committee may waive this requirement if it is deemed impracticable or unreasonable to display the notice.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

### Applications must be submitted to the local council where the premises is located:

<p><b>District Licensing Committee Masterton District Council</b> PO Box 444 Masterton 5840  T 06 370 6300 E alcohol@mstn.govt.nz www.mstn.govt.nz</p>	<p><b>District Licensing Committee Carterton District Council</b> PO Box 9 Carterton 5743  T 06 379 4030 E info@cdc.govt.nz www.cdc.govt.nz</p>	<p><b>District Licensing Committee South Wairarapa District Council</b> PO Box 6 Martinborough 5741  T 06 306 9611 E health@swdc.govt.nz www.swdc.govt.nz</p>
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## Special Licence

**Owner's Approval**

*This form must be completed, even if the applicant is the owner of the property. Before completing this declaration, check with the Fire Service to ensure the building your premises are in has a Building Evacuation Scheme. Contact the Fire Safety Officer at the NZ Fire Service on 0800 347 346 or email [evacmanagehutt-wairarapa@fire.org.nz](mailto:evacmanagehutt-wairarapa@fire.org.nz).*

I have no objection to (name of applicant):

Using my premises situated at:

For the purpose of:

To take place on (date):

**As the building/property owner, by signing this declaration I HEREBY STATE** that the building or temporary structure has the appropriate Building Evacuation Procedure or Scheme for this event under the Fire Services Act 1975.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Name (print)

\_\_\_\_\_  
Date

