

INFORMATION SHEET FOR SPECIAL LICENCE APPLICATIONS FOR PREMISE

Disclaimer

This checklist is to be used as a guide only. Applicants should ensure that the application for a liquor licence complies with the relevant provisions of the Sale of Liquor Act and Regulations. Failure to complete the application form and attach additional information could result in processing delays as the Papakura District Licensing Agency will not have sufficient information to process the application.

You need to supply

1. Your completed application form photocopied twice (three copies).
 2. A copy of your hire agreement or a letter from the owner if you do not own the building.
 3. A site plan if you are using a marquee.
 4. A fee is payable – See Fees and Charges Schedule.
Cheques should be made payable to **Papakura District Council**.
- All questions in this application must be filled out completely.
(Failure to complete this section in its entirety may result in you not getting your licence.)
 - Please note: For any birthday function, the person responsible cannot be the person whose birthday it is.
 - Special Licence applications should be into the Agency **no less than 20 working days before the first event**.

Please complete the following questions

1. How many people will be attending each function? _____
2. What is the age range of people attending the function? _____
3. Is this a ticket event? (Please provide a photocopy of the ticket) YES NO
4. How many tickets are printed? _____
5. Will alcohol be sold, supplied or BYO? _____
6. Will you have security? YES NO If yes, how many? _____
7. If fundraising social/event, where will the proceeds go?

8. Type of event _____
9. Do you have the booking confirmation of the hall you are using to show any conditions?
eg. capacity numbers, or any special restrictions of venue YES NO N/A
10. Do you have a site plan? YES NO N/A
11. Will you have a tent erected? YES NO N/A

If you have any queries, please ring 09 2952347 or 2951381
HAVE YOU ANSWERED ALL QUESTIONS?

FORM 10 APPLICATION FOR SPECIAL LICENCE (for Premises)
Section 76, Sale of Liquor Act 1989

To: The Secretary
Papakura District Licensing Agency
35 Coles Crescent
Private Bag 7
PAPAKURA 2244

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

DETAILS OF APPLICANT(S)

(Note: Must be the person or organisation supplying the liquor or receiving profits)

Full Name _____
(First) (Middle) (Surname)

Address _____

D.O.B. *(if applicable)* _____ Occupation _____

ID (Driver's Licence, Passport, etc) _____

Postal Address *(if different from above)* _____

Contact name and telephone number *(daytime)* _____

MANAGER(S) TO BE EMPLOYED: *(For Managers who hold a Manager's Certificate)*

Full Name _____
(First) (Middle) (Surname)

Address _____

D.O.B. _____ Certificate Number _____

NON-CERTIFIED MANAGER PRESENT DURING THE EVENT

(Applies where applicant seeks not to employ a Certificated Manager and is the person or persons responsible at the time of the function or event)

Full Name _____
(First) (Middle) (Surname)

Address _____

D.O.B. _____

STATUS OF APPLICANT *(Please tick one)*

- Natural Person
- Private Company
- Public Company
- Licensing Trust
- Partnership
- Local Authority
- Trustee
- Club
- Manager under the Protection of the Personal and Property Rights Act 1988
- Body Corporate to which section 75(ba) of the Act applies
- Board, organisation, or other body to which section 75(bb) of the Act applies
- Government Department or other instrument of the Crown

PREMISES DETAILS

Address of proposed licensed premises *(Where you are holding your function)*

Proposed trading name for premises (if any)
(Name of building or premise where you are holding the function)

Is a licence sought conditional upon construction or completion of the premises?
 YES NO

Does the applicant own the proposed premises?
 YES NO

If No, what is the full name and address of the owner? (*Who owns the building?*)

What form of tenure of the premises will the applicant have (including term of tenure)?
(*How long are you hiring the premises for, ie one night, several dates?*)

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

Restricted area (*No-one under 18*) _____

Supervised area (*Under 18s with parent or legal guardian*) _____

COMPLETE EITHER

PURPOSES (*To be included for event, or series of occasion or events, in respect of which a licence under section 73 of the Act is sought*) (**To be filled out if the building does not hold a liquor licence or is licensed and using a different location**)

What is the occasion or event, or series of occasions or events, in respect of which the licence is sought? (*ie social, wedding, birthday, etc*)

When is the occasion or event, or series of events, to occur?
(*Dates when function is taking place*)

On which days and during which hours does the applicant intend to sell, supply (or BYO) liquor under the licence? (*What day, date and time is alcohol to be consumed?*)

OR:

PURPOSES (*To be included only where the application is made for a licence under section 74 of the Act*) (**To be filled out only where the premise has a liquor licence**)

Identifying particulars of the on licence or club licence held by the applicant:
(*The number on your liquor licence*)

Address and trading name (if any) of licensed premises:

In respect of what kind or kinds of social gatherings is the licence sought?

When is/are the social gathering(s) to be held? (*Days and dates*)

On which days and during what hours does the applicant intend to sell, supply (or BYO) liquor under the licence? (*When alcohol will be consumed*)

CONDITIONS

What provision does the applicant intend to make for the sale and supply of:

Food? (*Type of food*) _____

Non-alcoholic refreshments? (*Soft drink, juices, water*) _____

Low-alcohol beverages? (*2.5% light beer. State brand if known*) _____

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

(*Phone and numbers displayed for taxis*)

What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? (*Food, non and low alcoholic drinks*)

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed? (*Not admitting intoxicated persons, watching for minors, responsible person and possible security*)

What containers does the applicant propose to sell or dispense liquor in?
(*What are they drinking alcohol out of?*)

Signature of Applicant _____

Date _____

NOTES

1. In respect to the status of the applicant, see section 75 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 14(3) of the Sale of Liquor Regulations 1990.
3. Every application for a special licence shall be accompanied by the following:
 - (a) Three copies of the application.
 - (b) (Where the applicant is a local authority) A reference to the enactment by which the applicant is expressly authorised to hold a Special Licence under the Act;
 - (c) (Where the applicant is a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1989) A copy of the property order;
 - (d) (Where the applicant is a club and holds a club licence under the Act) The number of the club licence;
 - (e) (Where the applicant is a club but does not hold a club licence under the Act) Such of the following particulars as the District Licensing Agency may require:
 - (i) (Where the club is incorporated) A copy of the Certificate of Incorporation or other documentary evidence of its incorporation; and
 - (ii) (Where the club held a charter under the Sale of Liquor Act 1962) Identifying particulars of the club's charter; and
 - (iii) A copy of the club's constitution or rules.
 - (f) (Where the application is made for a licence under Section 74 of the Act), identifying particulars of the on licence or club licence held by the applicant:

Name _____

Licence Number _____
 - (g) A plan showing
 - (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
 - (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
 - (h) (Where the applicant is not the owner of the premises) A written statement from the owner to the effect that the owner has no objection to the grant of the licence.
4. If a special is required for alcohol in a public place, then a dispensation needs to be acquired before a special can be granted. Dispensation needs to be applied for to Council at least 6 weeks prior to the event.
5. See Fees and Charges Schedule for the cost of a Special Licence.