

Licence No. _____
Office use only

Application for a special licence (premises) – checklist

You only need a special licence if the sale of alcohol is part of the event. Alcohol sale includes cash bar, koha or fees included as part of the ticket price or social club membership fee.

Have you provided the following?

Fee

The amount you must pay depends on the size and frequency of your event.

- Class 1 – 1 large event, or more than 3 medium events or more than 12 small events - \$575.00

Large Events further information can be found here:

[Alcohol Resources — A guide to assist licensees of entertainment venues to apply for a special licence](#)

- Class 2 – 1 to 3 medium events; or 3 to 12 small events - \$207.00
- Class 3 – 1 or 2 small events - \$63.20

Supporting documents

You must provide copies of all these documents with your application – if you don't, your application can be delayed or rejected.

- Written consent from the building owner, and body corporate if required (*template attached*)
- Manager certificates (*if not issued by Tasman District Council*)
- Menus and drinks lists (*including prices and ABV% of alcoholic drinks if possible*)
- Floor plan/area to be licensed of the premises (*including location of bar/water station/tables/food etc*)

Extra documents required for a large public event (over 400 people)

- Copies of promotional material and tickets
- Alcohol management plan

Need help?

Phone Tasman District Council and ask for Alcohol Licensing on 03 543 8400 or email regulatory.admin@tasman.govt.nz

Please see the attached **GUIDE NOTES** to assist you with the completion of the application.

It is recommended that volunteers at events requiring a special licence undertake the **ServeWise** training available at [Alcohol Resources — ServeWise](#).

Tasman District Council
Email info@tasman.govt.nz
Website www.tasman.govt.nz
24 hour assistance

Richmond
189 Queen Street
Private Bag 4
Richmond 7050
New Zealand
Phone 03 543 8400

Murchison
92 Fairfax Street
Murchison 7007
New Zealand
Phone 03 523 1013

Motueka
7 Hickmott Place
PO Box 123
Motueka 7143
New Zealand
Phone 03 528 2022

Tākaka
78 Commercial Street
PO Box 74
Tākaka 7142
New Zealand
Phone 03 525 9972

Application for a special licence (premises)

Section 138, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Private Bag 4
Richmond 7050

You must apply at least 20 working days before your event starts. If you haven't applied in time, you must provide a reason for why you didn't know you needed to lodge your application earlier. The District Licensing Committee (DLC) will consider the reason you give before deciding whether to allow your application to proceed. In some cases, a request to lodge a late application is declined.

Please **PRINT** clearly.

Applicant details

Full legal name/s of the person/s or company who will receive any proceeds from alcohol or ticket sales (*list any other names, including a maiden name, you may be known by*):

Date(s) of birth (*if individual or a partnership*):

Postal address for service of documents:

Postcode:

Applicant status. The applicant must be a legally recognised entity, for example, schools and churches must apply as the appropriate governing body (*such as board of trustees, registered charity*):

- Individual
- Private Company
- Partnership
- Body corporate
- Public company
- Club
- Trustee
- Local authority
- Licensing trust
- Government Department or other instrument of the Crown
- Manager under the Protection of Personal and Property Rights Act 1988
- Board, organisation or other body

Contact details

Name of daytime contact:

Phone number(s):

Mobile Number:

Email (*this is our preferred way of contacting you*):

Date of Birth:

Have you been convicted of any offence, diversion or any matter currently before the Court (including traffic but not parking offences)? Please also include any other criminal matters pending.

(Note: as per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinitely disqualified from driving.)

- Yes No

If Yes please state the type and date of conviction.

For an incorporated body, which Act is it incorporated under (*for example, Incorporated Societies Act*):

Is a licence already held for this premises?
 Yes No

If yes, state the type and number of licence held
 Licence type: _____ Licence number: _____

Has the applicant held a special licence before?
 Yes No

If yes, please provide details:

Type of special licence applied for:

- On-site – where alcohol is to be consumed on the premises
- Off-site – where alcohol is to be taken off the premises
- On and off-site

Event details

Event name:

Describe the purpose of the event (*example quiznight, fundraiser, music concert*):

Event date/s (*example Saturday 2 January 2022*):

Time/s when alcohol is to be sold (*use a separate sheet if necessary*):
(example: between the hours of 6.00pm and 9.00pm)

How many people do you think will attend your event(s)?

What ages are the people who will attend?

What types of people will attend the event(s) (*for example, members of the public, friends, club members*)?

What will happen during the event(s) (*for example, DJ, dancing, prizegiving speeches, lunch, dinner – include a time schedule*)?

If there is to be entertainment, what time(s) will it start and finish?

How do people gain entry to the event(s)?

- Pre-sold tickets (*include cost if known*)
- Tickets sold on the day (*include copy of ticket if available*)
- Door sales
- Invitation
- No tickets sold
- Other

How will alcohol be sold to people attending the event?

- Cash Bar
- Ticket
- Koha
- Other

Reminder: You only need a special licence if alcohol will be sold or if this is a ticketed event with a cost. Please Contact Alcohol Licensing if you are unsure.

Full name of any duty manager(s) / nominated person(s) in charge of the supply of alcohol at the event.

If you will have certificated duty managers, provide their certificate numbers and expiry dates.

Name: _____ Date of birth: _____
Certificate number: _____ Expiry date: _____

Name: _____ Date of birth: _____
Certificate number: _____ Expiry date: _____

Name: _____ Date of birth: _____
Certificate number: _____ Expiry date: _____

Nominated person: _____ Date of birth: _____

Nominated person: _____ Date of birth: _____

Premises details

Address:

Trading name or name of building:

Does the applicant own the premises?

- Yes No

If no, provide the full name, address, email and phone number of the owner:

How long has the premises been rented/hired for?

Is building work required at the venue or marquee prior to the event?

Yes No

If yes, describe the work and any consents you may have:

How many people can the premises hold under the fire evacuation scheme? *(It is your responsibility to find out before filling in this application.)*

Tick the box if the premises will have:

- A restricted area *(no under-18s allowed)*
- A supervised area *(under-18s must be with their parent or legal guardian)*
- No designated areas *(all ages allowed)*

Supervised and restricted areas must be shown clearly on your scale plan of the premises.

Are products or services other than alcohol and food to be sold and supplied at the event?

Yes No

If yes, what are the goods or services?

What type of containers will the alcohol be sold in *(for example, glass bottle, cans, plastic cups)*?

Conditions for on-site special licence

What food will be available? *(List at least three types of substantial food. Note: Chips and nuts are not substantial.)*

What non-alcoholic and zero alcohol drinks will be available?

What low-alcohol beverages (1.15%-2.5%) will be available?

What lower alcohol beverages will be available? *(example wine at 9%)*

Describe the range, type and ABV of alcoholic beverages that will be available:

If children will be at the event, where will they access non-alcoholic beverages and food from?

Describe how and where free drinking water is to be available:

Describe the experience and training of the manager or person in charge, relevant to ensure that the sale, supply and consumption of alcohol occurs safely and responsibly.

What actions does the applicant propose to take to make sure the event complies with the Act (*for example, staff training, systems and security*)?

What other actions will the manager or person in charge take to promote responsible alcohol consumption?

What actions does the applicant propose to take to make sure minors (people under 18 years) and intoxicated people are not supplied alcohol?

What information and help with transport options will you provide (e.g. taxi numbers, courtesy bus)?

Will your event have any impact on the neighbourhood (e.g. noise from loud music, parking congestion)?

Please note: The New Zealand Police are required by the Sale and Supply of Alcohol Act to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee of any convictions or concern involving the applicant. The Medical Officer of Health is also required to enquire into the application. Any concerns will be forwarded to the applicant. By signing this form, you consent to the release of this information.

Sign and Date

Dated at (place):	on (date):
Print name:	Applicant's signature:

Payment

Payment can be made by:

- Internet banking to ASB 12-3193-0002048-03
- By cash or card at any Council Office (credit card payments will incur a fee)

GUIDE NOTES

It can take approximately 4 weeks to process a special licence. It is important that we have as much detail and correct information as possible at the time of application so that we can process the application in a timely manner. Here are some guideline tips:

WHEN DO I NEED A SPECIAL LICENCE?

- Where alcohol is being sold at a venue that does not hold a licence.
- Sporting, fundraising or social events with a cash bar.
- Ticketed event where alcohol is being supplied as part of the ticket price.
- Licensed premises where a licence is held but the event is not covered by the normal licence hours or the area that is licensed.

WHEN DO I NOT NEED A SPECIAL LICENCE?

- You are using a caterer who holds an endorsed caterers licence to sell or supply alcohol at events.
- A BYO event – an event where no alcohol is sold.
- You are supplying alcohol to your guests in your home or your guests are bringing alcohol to your home.

TYPES OF SPECIAL LICENCE:

- On site special - where alcohol is sold and drunk at the venue, e.g. festivals, concerts, quiz evenings, fundraising dinners, sporting events.
- Off site special - when alcohol is purchased to be taken away unopened to drink somewhere else, e.g. farmers market, auction. The off site licence also allows the supply of complimentary samples (tastings). Please note: Under section 42 of the Sale and Supply of Alcohol Act 2012 an off site special licence can only be granted to a person who is a manufacturer, distributor, importer or wholesaler of alcohol.

CAN I APPLY FOR ONE SPECIAL LICENCE TO COVER SEVERAL EVENTS?

You can have up to 12 events on the same licence. The events must be related or one event that runs over several days, e.g. horse race meetings, bowling club tournaments. If the events are unrelated then separate applications will be required

HOST RESPONSIBILITY

There are important responsibilities for the applicant to take into consideration when running a special licence event.

Checking ID:

- Ask to see the customer's ID if they look 25 or under. By law there are three types of ID you can accept.
 - New Zealand passport or overseas passport;
 - New Zealand driver's licence;
 - 18+ - Kiwi Access Card.
- Check the date of birth (know the cut-off birth date at which you must deny customers access to your premises).

Preventing Intoxication:

- Prevent anyone becoming intoxicated at the premises
- Refuse or slowing down service to anyone who is intoxicated
- Ensure intoxicated patrons leave the premises (ensure their safety first)
- Prevent intoxicated patrons from entering the premises
- Remove quarrelsome, disorderly patrons from the premises

Use the Intoxication Prevention Tool to further explain intoxication. Explain the need to act early, spotting potential for trouble and limiting someone's drinking before they become intoxicated.

Alcoholic/Low Alcoholic and Non-Alcoholic options

Ensure bar staff are aware of the alcoholic content and the number of standard drinks per glass/can/ bottle - check the label to confirm. This is used as a monitoring tool for patron's consumption.

It's up to you, as the applicant, to make sure processes and practices are in place so patrons are aware of the low and non-alcoholic options, and to serve them willingly.

Make sure water is always freely available (at no cost) and ensure the more specific details of the water location is implemented as per your licence. It is ideal if specific staff are tasked with ensuring that water containers are topped up and that sufficient cups are available.

Food:

With your licence application you will have identified the food options to be available - "the key thing is that these food options are promoted, seen by patrons and available at all times."

Safe Transport

Part of caring for your patrons is helping them to get home safely. You need to have information clearly available for patrons about alternative transport arrangements. This is to ensure that patrons can readily access information to get home safely. These can include; taxi cards, phone availability, courtesy transport options. Announcements will also help to ensure awareness of these options.

Premises or conveyance owner's consent - template

To: The Secretary
District Licensing Committee
Private Bag 4
Richmond 7050

Person giving consent

Name _____ Date _____

Company (if applicable) _____

Address _____

Dear Secretary

I am the owner Body Corporate Chair building manager other*: _____

of _____
(name or address of building)

I confirm that I

consent to am authorised by the owners to consent to

the proposed sale and supply of alcohol by

_____ on the following days and hours

_____ (days and hours must match application)

The following extra conditions apply to this consent (write none if none applicable)

Yours faithfully,

(Name of person giving consent)

(Signature)

* If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building owner.