

# SPECIAL LICENCE

## Section 138, Sale and Supply of Alcohol Act 2012

Applications for a Special Licence **must** be submitted **at least 20 working days before** the date of the event. Please note working days **do not include** weekends, public holidays or the period between 20 December to 15 January inclusive. Applications made less than 20 working days prior to the event **may be refused** by the District Licensing Committee.

<b>USE THIS COVER PAGE TO ENSURE YOU LODGE A COMPLETE APPLICATION YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:</b>		
1.	This application form and <b>ALL</b> documentation, signed and dated	<input type="checkbox"/>
2.	<b>Application Fee – see below</b> <b>Class 1</b> – 1 large event or more than 3 medium events or more than 12 small events \$575.00 <b>Class 2</b> – 3 to 12 small events or 1 to 3 medium events \$207.00 <b>Class 3</b> – 1 or 2 small events \$63.25 <b>Large Event – more than 400 people</b> <b>Medium Event – between 100 and 400 people</b> <b>Small Event (fewer than 100 people)</b>	<input type="checkbox"/>
3.	Signed consent from the owner of the premises where event to be held <b>If the owner of the premises is Nelson City Council, please email Gary Alsop for written permission to include with your application: gary.alsop@ncc.govt.nz</b>	<input type="checkbox"/>
4.	Details of the dates and times when the licence is to apply	<input type="checkbox"/>
5.	A4 site plan of the premises clearly showing the area to be licensed, entrance/exits, area(s) where alcohol will be sold (e.g. bar) and what parts of the premises (if any) are to be designated as restricted or supervised areas	<input type="checkbox"/>
6.	A complete list of all food, alcoholic, low-alcohol and non-alcoholic drinks that are to be provided. Include details of how free water will be made available	<input type="checkbox"/>
7.	Information on the control of sale to minors and intoxicated persons	<input type="checkbox"/>
8.	If a <b>large event</b> , a Host Responsibility Policy and Alcohol Management Plan. For large events the applicant will be required to meet with the Licensing Inspector. You will be contacted after your application has been received to arrange an appointment	<input type="checkbox"/>

Applications can be delivered to Nelson City Council, 110 Trafalgar Street, Nelson or posted to PO Box 645, Nelson 7010.

For enquiries please contact 546 0200 or email [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)

To: The Secretary  
Nelson District Licensing Committee  
PO Box 645, Nelson 7040

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

**1. Applicant Details**

Full legal name or names to be on licence

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If individual/s please provide date of birth

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Postal Address for service of documents

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Daytime contact name

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Phone number

Mobile

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Email

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Preferred mode of contact

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**2. Applicant Status**

- Natural Person(s)     Private Company     Partnership     Club  
 Body Corporate     Public Company     Board, organisation or other body  
 Other (please state): \_\_\_\_\_

Where the applicant is a body corporate, state the authority under which incorporated

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**3. Criminal History**

Has the Applicant (or any of the directors if the Applicant is a company)\*:  
*\*including traffic offences*

- (a) Been convicted of **any** offence;                       Yes                       No  
(b) Been given diversion;     Yes                       No  
(c) Received any warnings;     Yes                       No  
(d) Have any matter(s) currently before the Courts;                       Yes                       No

If **Yes**, what are the details of each matter?

Details of offence, diversion, warning or matter before the Courts	Date of conviction, diversion, warning	Penalty Imposed

**4. Matters before the Alcohol Regulatory & Licensing Authority**

Does the Applicant (or any of the directors or other related businesses of the directors if the Applicant is a company), have any matters before, or had any matters determined by, the Alcohol Regulatory & Licensing Authority (or previous Liquor Licensing Authority) for any reason?

Yes  No

If **Yes**, what are the details?

Reason for appearance	Date of ARLA decision	ARLA decision

**5. Event Details**

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

- On-site (for consumption at event)
  On-site conveyance (bus, ship, caravan)
  Off-site (for consumption away from event)

*Note: An **Off-site** special licence can only be held by a manufacturer, distributor, importer, or wholesaler of alcohol. An off-site special licence allows free samples to be supplied at the event. An off-site licence cannot be issued for a conveyance.*

Occasion or event, or series of events, for which the licence is sought

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Principal purpose of the event (e.g. birthday party, prize-giving, fundraising, community event)

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Date(s) and hours proposed for sale or supply of alcohol

Date(s)

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Hours

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*Note: If a series of events, attached a schedule showing dates and times*

Entry Arrangement:

- Ticket Holders
  Invitation Only
  Club Members only
  Members & Guests
  Other: \_\_\_\_\_

Estimate of number of people attending \_\_\_\_\_

Probable age distribution of people attending \_\_\_\_\_

**6. Details of Premises**

Address of premises where event to be held

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Any name, trading name, or name of building

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Is there a licence already held for premises concerned?

Yes  No

If "Yes", state kind of licence:

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Does the applicant own the proposed licensed premises?

Yes  No

If "No",

Name and address of owner

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**Owners Consent** *(to be completed by owner or attach letter of consent)*

Name:

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I consent to the use of my premises situated at:

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Owner's (or their agent's) signature:

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Date:

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**7. Conditions**

1. Please state what part (if any) of the premises is intended to be designated as:  
*(e.g. bar area, whole premises)*

(a) A restricted area (no one under 18 years of age allowed on the premises)

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(b) A supervised area (people under the age of 18 must be with a parent or legal guardian while on the premises)

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(c) Undesignated (any age allowed on the premises)

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2. What provision does the applicant intend to make for:

- (a) **Food** (*describe specifics types of food and range or attach a menu*)

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Who/how will food be prepared? (*describe*)

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- (b) **Alcoholic drinks** (*describe type and range or attach list*)
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- (c) **Non-Alcoholic drinks** (*describe type and range or attach list*)
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- (d) **Low Alcohol drinks (2.5% ABV or less)** (*describe type and range or attach list*)
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- (e) To what extent, and where, is **drinking water** intended to be **freely** available to patrons?
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- (f) What containers will beverages be served in? (*e.g. glass bottles, wine glasses, plastic cups*)
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- (g) What steps will be taken to provide help or information about alternative forms of transport from the premises? (*e.g. free telephone available, taxis etc*)
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- (h) What steps will be taken to prevent the sale and supply of alcohol to prohibited persons? (*minors, intoxicated persons*)
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- (i) What other steps are proposed to promote the responsible consumption of alcohol? (*e.g. free non-alcoholic drinks to designated drivers, signage, security*)
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(j) How does the applicant intend to staff (number and experience) the premises to ensure compliance with the law? What training will be provided to staff?

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(k) What other systems will be put in place to ensure compliance with the law?

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*Note that for large events a Host Responsibility Policy and/or Alcohol Management Plan will be required. Visit [www.alcohol.org.nz](http://www.alcohol.org.nz) for more information.*

**8. Details of Managers**

If the applicant and/or proposed manager for the event(s) **does not hold a Manager's Certificate**, state any relevant experience or training.

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Where any proposed manager holds a Manager's Certificate please provide full details below.

Name	Date of Birth	Certificate number	Certificate expiry

**9. Conveyance Details**

*(Further details to be included **only** where the licence application is for a conveyance)*

Type of conveyance (e.g. ship, bus)

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Registration number (if any)

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Address of home base

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**10. Applications submitted less than 20 working days before event date**

If this application has been lodged **less than 20 working days before the date of the event** please advise why the need for a special licence could not have been foreseen and the application lodged earlier.

*\* Working days do not include weekends, public holidays and the days 20 December to 15 January inclusive*

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**11. Signature**

**Location signed at:**

**Date:**

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*(e.g. Nelson)*

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**Applicant's Name**

**Signature**

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 informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

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.

**Notes**

- This form must be accompanied by the prescribed fee
- If required to do so by the Secretary of the District Licensing Committee, the applicant must, within 10 working days after filing this application, ensure that notice of this application is attached in a conspicuous place on or adjacent to the site to which this application relates.

**What next?**

- Your application will be assessed to make sure you have provided all of the required information and you will receive acknowledgement of your application.
- Once all the correct information is provided and if no objections to the application are received it generally takes 20 working days for the licence to be issued.

Applications can be delivered to Nelson City Council, 110 Trafalgar Street, Nelson or posted to PO Box 645, Nelson 7010.

For enquiries please contact 546 0200 or email [regulatory@ncc.govt.nz](mailto:regulatory@ncc.govt.nz)