



Explanations in this guide are intended to assist you to complete the Special Licence Form—numbers on the form relate to the explanatory notes in this guide

## General information

s.73 A special licence authorises the holder of the licence to sell and supply liquor, on the premises or conveyance described in the licence, to any person attending any occasion or event or series of occasions or events described in the licence.

s.74 A special licence may be granted to the holder of an on-licence or club-licence, authorising the holder from time to time to sell and supply liquor for consumption on the premises at any time when the premises are required to be closed for the sale of liquor, to persons attending social gatherings of any kind or kinds specified in the licence.

## Process

### Cost

The special licence application fee is \$64.40.

This will incur further time delays.

### Processing times

It could take up to two—three weeks to process your application. If there is opposition from either the liquor inspector or Police your application will be heard before the Wanganui District Licensing Agency.

The processing time is very much dependent on the applicant submitting a complete application with all attachments.

## Guidance notes

### 1. Application details

**1a.** The applicant's name must be the individual or organisation who will be receiving any profits from the sale.

**1c.** The Agency needs someone who can be contacted during normal office hours. If we can't contact you the application may not be processed by the date you wanted.

**1d.** Someone has to be on duty and responsible for compliance with the condition of the licence. Depending on the function the Agency may insist on a certificated manager.

All applications received need to be accompanied with a Alcohol Management Plan & a detailed floor plan.

### 2. Applicant details

**2e.** If the applicant does not own the premises then a written statement from the owner must be provided to the effect that the owner has no objection to liquor being supplied on the premises.

**2f.** Designations of the following types may be granted to the entire premises or specified areas.

- (i) Restricted: only those aged 18 years of age or over may be present.
- (ii) Supervised: Those under 18 years of age may be present if accompanied by their parents or legal guardians.

### 3. Purposes—Section 73 application

**3c.** In relation to the hours requested, bear in mind that although your event may commence and finish at certain times the licence does not necessarily need to cover those same hours e.g. we would require convincing argument that an event (such as bowls, wood chopping, wedding) commencing at 8.00am also requires liquor from that same time.

**\*An application for a Special Licence WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached**

#### 4. Purposes—Section 74 application

- 4a. Provide number of the On or Club licence held by the applicant.
- 4c. As for 3c overleaf.

#### 5. Conditions—Host responsibility

These questions need to be given serious thought and answered by the applicant. Don't expect council staff to complete this section for you!

- 5b. You must provide some assistance to your patrons to get them home safely e.g. provision of a minibus, taxi, safe driver etc.
- 5c. What are you going to do to promote the responsible consumption of liquor.
- 5d. 'Prohibited persons' are intoxicated, minors and any person not authorised by the licence e.g. if the licence states "invited guests only" then someone who walks in off the street is a prohibited person.
- 5e. The reason for this question is to enable the licensing inspector and Police to evaluate any problems likely to occur from their use e.g. jugs or cans can be used as missiles, glass can break and create safety issues.

#### 6. Signature(s)

Please sign and date the form to confirm that the details provided in your application are true and correct. This must be signed by the licensee(s), not their agent.



Fill this form out with the assistance of the Application for Special Licence Guide—numbers on this form relate to explanatory notes in the guide.

**1. Applicant details**

**Fee \$64.40**

*(Tick appropriate circle)*

1a. Full name details of whom ever will profit from the sale of liquor

  


1b. Postal address for the service of documents

  


1c. Contact numbers

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Phone

Mobile

Fax

Date of birth (if applicant is an individual)

 /  / 

1d. Whom will be on duty during the event?

Name/Address/Certificate No.

Name/Address/Certificate No.

Name/Address/Certificate No.

1e. Status of applicant

- |                                       |                                       |  |   |
|---------------------------------------|---------------------------------------|--|---|
| <input type="radio"/> Natural person  | <input type="radio"/> Private company | <input type="radio"/> Body Corporate to which section 75(1)(ba) of the Act applies | <input type="radio"/> Manager under the Protection of Personal & Property Rights Act 1988 |
| <input type="radio"/> Licensing Trust | <input type="radio"/> Partnership     | <input type="radio"/> Government department or other instrument of the Crown       | <input type="radio"/> Body Corporate to which section 75(1)(bb) of the Act applies        |
| <input type="radio"/> Local authority | <input type="radio"/> Trustee         |  |   |
| <input type="radio"/> Club            | <input type="radio"/> Public company  |  |   |

**2. Premise details**

2a. Type of conveyance  Not applicable  Details

2b. Address of proposed licence premise, or address of homebase of conveyance (if any)

  


2b. Proposed trading name (if any) of premises or conveyance

2d. Is a licence sought conditional upon construction or completion of building of the premise of conveyance  Yes  No

2e. Does the applicant own the proposed licensed premise or conveyance?  Yes  No

**If no:** (i) What is the full name and address of the owner?

  


(ii) What tenure of the premises will the applicant have?

2f. What part (if any) of the premises does the applicant intend to designate as:

(i) A restricted area

(ii) A supervised area

(iii) Undesignated area (specify reason)

### 3. Purposed—Section 73 application

3a. What is the occasion or the event, in respect of which the licence is sought?

3b. When is this occasion or the event, or series of occasions or events, to occur?

3c. On which days and during which hours does the applicant intend to sell liquor under the licence?

Day	Date	Start Hours	Finish Hours	Occasion

### 3. Purposes—Section 74 application

4a. Identifying particulars of On or Club Licence held by the applicant

  


4b. Address and trading name (if any) of licensed premise

  


4c. In respect of what kind(s) of **social gathering** is the licence sought?

  


4d. When are the **social gatherings** to be held?

  


4e. On which days and during which hours does the applicant intend to sell liquor under the licence?

Day	Date	Start Hours	Finish Hours	Occasion

## 5. Conditions

5a. What provision does the applicant intend to make for the sale and supply of:

(i) Food?


(ii) Non-alcoholic refreshments


(iii) Low alcohol beverages


**What steps does the applicant propose to take in regard to:**

5b. Provision of assistance with or information about alternative forms of transport?


5c. Promoting responsible consumption of liquor?


5d. 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?


5e. What type of containers does the applicant propose to sell liquor in?


5f. Activities (such as amplified music) are likely to create adverse effects on neighbouring land use. What actions does the licensee intend to take to mitigate any adverse effects?


5g. Does the premise have an Evacuation Scheme for public safety, which meets the requirements of Section 21A of the Fire Service Act 1975?

Yes

No

## 6. Applicant signature

	Dated at		this		day of	
Signature	(town/city)	(month)	(year)			

Name (print clearly)

## 7. Notes

**Notes:**

1. In respect of 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.

**\*This WILL NOT BE ACCEPTED unless 2 photocopies of the application form are attached**