



Application for a Special Licence

Sections 138, Sale and Supply of Alcohol Act 2012

To: The Secretary,
 Selwyn District Licensing Committee,
 C/- Food and Health Standards (2006) Ltd
 PO Box 7469,
 CHRISTCHURCH 8240

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

1. Applicant details

(a) Full Name of applicant:

(b) Contact Name:

(c) Postal Address

(d) Contact Number(s):

(e) Email:

(f) Is this Licence sought for a ☐ premise / site or ☐ conveyance (eg.
 vehicle, ship, train)

(g) Is this a ☐ On-site application or ☐ Off-site application
 or ☐ Combined on/off-site application

(h) Have you applied for this Special Licence **20 working days** before the event?

Yes ☐ No ☐

If no, was this event reasonably foreseeable? Please provide details?

(i) Status of applicant: (This must be the entity receiving any monies from the event(s))

Natural Person <input type="checkbox"/>	Private Company <input type="checkbox"/>	Public Company <input type="checkbox"/>
Licensing Trust <input type="checkbox"/>	Partnership <input type="checkbox"/>	Club <input type="checkbox"/>
Local Authority <input type="checkbox"/>	Trustee <input type="checkbox"/>	Government Department <input type="checkbox"/>
Body Corporate to <input type="checkbox"/>	Other <input type="checkbox"/>	(Or instrument of the Crown)

which Section 391bb
 of the Act applies

2. Further details where the licensee is a company

(a) Date of incorporation:

(b) Place of incorporation:

Full details of each director and the secretary

Name

Address

.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

.....

Name

Address

.....

Position held:.....

Place and date of birth:.....

State any criminal convictions

3. Further details where the licensee is a partnership**Full details of each partner**

Name

Address

.....

Signature:.....

Place and date of birth:.....

State any criminal convictions

Name

Address

.....

Signature:.....

Place and date of birth:.....

State any criminal convictions

4. Details of premises

(a) Trading name for premises (if any):

(b) Address of (proposed licensed) premises:

(c) Does the licensee own the (proposed licensed) premises?

Yes

☐

No

☐

If no:

i. What is the full name and address of the owner?

.....

.....

5. Details of conveyance (if applicable)

(a) Type of conveyance (eg. ship, railway carriage, bus):

(b) Does the licensee own the proposed conveyance?

Yes

☐

No

☐

If no, what is the full name and address of the owner?

.....

.....

(c) Home base address:

(d) Any name used or proposed for conveyance:

(e) Provide registration number:

6. Designated Areas

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

i. A restricted area (state)

No persons under 18 years of age allowed to be present at all

ii. A supervised area (state)

Persons under 18 years of age can be present but must be accompanied by parent/legal guardian

iii. An undesignated area (state)

Any person of any age can be present

7. Event Details

(a) What is the principal purpose of this event?

(b) On which days and during which hours does the applicant propose to sell alcohol under the licence?

(c) Is the applicant engaged, or intending to be engaged, in the sale or supply of

any goods other than alcohol and food, or in the provision of any services

Yes

☐

No

☐

other than those directly related to the sale or supply of alcohol and food?

If yes, what is the nature of those other goods or services?

(d) Estimate number of people attending the event?

(e) Estimate the number of people under the age of 18 years?

(f) What types of containers do you intend to sell alcohol in?

(g) What alcoholic drinks do you intend to sell? (eg. wine, beer, RTD's)

8. Conditions

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

(b) What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

(c) State the experience and training of the applicant:

(d) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

(On-site Special Licence Only)

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

- i. Food? (details of food)
- ii. Non-alcoholic refreshments? (details of these)
- iii. Low-alcohol beverages? (details of these)
- iv. Water? Where is it freely available?

9. Details of Manager (Certified or acting as manager)

How many managers have been/will be appointed?

Manager	details
Name	
Address	
.....	
Certificate Number:.....	

Name	
Address	
.....	
Certificate Number:.....	

10. Signature and Date

Dated at.....this.....day of..... 20

Signature of applicant

Notes:

- This form must be accompanied by the prescribed fee, and the items in the checklist.