



Application for Special Licence

Application kit contains:

- ☒ Checklist
- ☒ Application Form
- ☒ Fees Notes

All forms must be completed and returned to the office.

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

Please ensure to read the **Application Guidelines** to assist you in your application.



Special Licence Application Checklist

PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION

Use this cover page to assist you to lodge a complete application. Applications for special licences must be lodged **no less than 20 working days before the event.**

FEE (inclusive of GST)

Fee may be paid by

- Cash
- Cheques are payable to Food and Health Standards (2006) Ltd
- Internet Banking details: Account Name: Food and Health Standards, Account Number: 02-0828-0032109-02, Reference: Name of Applicant or Organisation.

☐ If this is a large public event, please supply an Alcohol Management Plan with this application. The guidelines for this are available from the Council.

☐ Detailed A4 scale plan of the premises showing the areas used for sale of alcohol and the areas to be designated as restricted or supervised areas plus all principal entrances.

☐ A marquee over 100 square metres requires a building consent.



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):

ii. A supervised area (state):

iii. An undesignated area (state):

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

Yes

☐

No

☐

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.

Fees Notes - Special Licence Application

Sale and Supply of Alcohol Act 2012

Introduction

The Sale and Supply of Alcohol Act 2012; "the Act" has brought with it a raft of changes including a new fee system for alcohol licensing, as set out in the Sale and Supply of Alcohol (Fees) Regulations 2013, "the Regulations".

The Regulations sets out, amongst other things, a Default Fees framework for Special Licences, which can cover one-off or short duration events, but can also cover large events such as wine and food festivals.

Please note: The current Selwyn District Council Liquor Policy only allows for six events in six months.

Size of Event

The Regulations defines the size of events as follows:

- Small event: Less than 100 attendees
- Medium event: Between 100 and 400 attendees
- Large event: More than 400 attendees

Applicable Fee

The Default fee to be applied takes into account the above sizing but also allows for other considerations to be taken into account e.g. irrespective of the number of attendees, whether any additional processing and/or monitoring of the event is required i.e. Large public events.

Using the default fees framework as a guide, Selwyn District Council has therefore categorised the default fees in line with the size, type and number of event(s) as follows:

- Class 3: One or Two Small events: \$63.25
- Class 2: Three to Twelve Small events, or
One to Three Medium events: \$207.00
- Class 1: A Large event, or
Thirteen or More Small events, or

Four or More Medium events and/or

Large public event (eg Rodeo or similar event): \$575.00

Note Selwyn District Council reserves the right to increase the event level of fee to be applied, if the Council has reasonable grounds to consider additional processing and monitoring of the event is required i.e. The event is a Rodeo or of a similar nature and irrespective of the number of attendees poses an increased risk.

Indicate Size of Event (s)

Is/are the event(s):

- | | | |
|--|-----|----|
| • A Small event with less than 100 attendees: | Yes | No |
| • A Medium event with between 100 and 400 attendees: | Yes | No |
| • A Large event with more than 400 attendees: | Yes | No |
| • Irrespective of numbers attending, the event is a Rodeo or similar | Yes | No |

Indicate Category For The Number and Size of Events:

- | | | | |
|-------------------|-------------------------------|-----|----|
| • Class 3: | One or Two Small events | Yes | No |
| • Class 2: | Three to Twelve Small events | Yes | No |
| | One to Three Medium events | Yes | No |
| • Class 1: | Large event | Yes | No |
| | Thirteen or More Small events | Yes | No |
| | Four or More Medium events | Yes | No |
| | A Rodeo or similar event | Yes | No |

Applicant to Indicate Fees to be Applied

- | | | | |
|------------|----------|-----|----|
| • Class 3: | \$63.25 | Yes | No |
| • Class 2: | \$207.00 | Yes | No |
| • Class 1: | \$575.00 | Yes | No |

Note: Selwyn District Council reserves the right under the Act to increase the level of event Category being applied for, if the Council has reasonable grounds to consider the application and event requires additional processing and monitoring.

