

## 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) – NON-REFUNDABLE

Fee may be paid by:

- Cash
- Eftpos/Credit Card  
Food & Health Standards, Level 1, 110 Mandeville Street, Riccarton
- Internet Banking Details  
Account Name: Food & Health Standards, Account Number: 02-0828-0032109-002  
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 premises showing the areas used for sale of alcohol & the area (if any) to be designated, as well as the location of the principal entrance.

☐

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  
Sydenham  
CHRISTCHURCH 8240

Email: alcohol@selwyn.govt.nz

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

1. Applicant Details	
(a)	Company/Individual/Club Name:  Date of birth (if applicant is an individual:
(b)	Contact Name:
(c)	Postal Address:
(d)	Contact phone number(s):  Email address:
(e)	Is this licence sought for a  <input type="checkbox"/> Premise/Site  <input type="checkbox"/> Conveyance (Vehicle, Ship, Train)
(g)	Is this a  <input type="checkbox"/> On-site application <input type="checkbox"/> Off-site application <input type="checkbox"/> Combined on/off-site application
(h)	<b>Have you applied for this Special Licence <u>with at least 20 working days</u> before the event?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  If no, please provide evidence which meets the criteria for “unforeseeable” as described in section 137 (2) of the Act. Refer to <b>appendix 1</b> and provide the details below:  _____ _____

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>			
(i) Status of applicant: (This must be the entity receiving any monies from the event (s))			
Natural Person	Body Corporate	Trustee	Club
Licensing Trust	Private Company	Other	Government Department
Local Authority	Partnership	Public Company	
<b>2. Director details where the applicant is a company</b>			
(a) Date of incorporation:			
Full details of each director			
Name:		Address:	
Position held:		Place and date of birth:	
State any criminal convictions:			
Name:		Address:	
Position held:		Place & date of birth:	
State any criminal convictions:			
<b>3. Further details where the applicant is a partnership</b>			
Name:		Address:	
Position held:		Place & date of birth:	
State any criminal convictions:			
Name:		Address:	
Position held:		Place & date of birth:	
State any criminal convictions:			
<b>4. Details of premise</b>			
(a) Name of premises:			
(b) Address of (proposed licensed) premises:			
(c) Does the applicant own the (proposed licensed) premises? If no, what is the full name and address of the owner?			

(d)	If school premises, has the school, Board of Trustees, PTA, authorised you to hold a licensed event on school property?  <hr/>
<b>5. Details of conveyance (if applicable)</b>	
(a)	Type of conveyance (e.g. ship, train, plane, bus):
(b)	Does the licensee own the proposed conveyance? <i>If no, what is the full name and address of the owner?</i>  <hr/> <hr/> <hr/> <hr/>
(c)	Home base address:
(d)	Any name used or proposed for conveyance:
(e)	Provide registration number:
<b>6. Designated areas</b>	
(a)	What part (if any) of the premises does the applicant intend should be designated as: <i>(The licensed area does not include toilets or behind the bar)</i>  <div style="margin-left: 20px;">           i. A restricted area (state)  <i>No persons under 18 years of age allowed to be present at all</i>   <hr/>  <hr/>  <hr/> </div> <div style="margin-left: 20px;">           ii. A supervised area (state)  <i>(If there is any chance you will have guests under 18 present, they MUST be accompanied by their legal parent (s) during the event. Grandparents, uncles, aunts do not qualify. If in doubt, you are best to nominate the licensed area as undesignated).</i>   <hr/>  <hr/>  <hr/> </div> <div style="margin-left: 20px;">           iii. A Undesignated area (state)  <i>Any person of any age can be present</i>   <hr/>  <hr/>  <hr/> </div>
<b>7. Event details/duration</b>	
(a)	What is the principal purpose of this event? (Prize giving, 40 <sup>th</sup> Birthday, Farmers Market)
(b)	State each individual date and time of each individual event you propose to sell alcohol under the licence:

**NB: An example of what is required can be found in Appendix 2 of this form**

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

(d) Estimate the 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? (e.g. cans, glasses, bottles)

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

(h) Entry arrangements (e.g. tickets/invitation/membership/open to the public etc):

#### **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) State the experience and training of the applicant:

(c) 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 (minors) are observed? (e.g. requesting identification)

(d) What appropriate staff, systems and training will be in place to ensure compliance with Act?

(e) How will noise be managed and mitigated?

**\*\* On-Site Special Licence Only**

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

i. What food is being supplied? Please supply list

ii. Non alcoholic refreshments? (details of these)

iii. Please list low-alcohol beverages? (You must have low alcohol options ranging in strength from 1.15% alcohol to 3% alcohol, e.g. Speights mid, Steinlager Lite, D.B Citrus)

iv. Free water? Where is it freely available? Signage?

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

How many certified managers have been/will be appointed?

Name:

Address:

Certificate Number:

Expiry Date:

Name:

Address:

Certificate Number:

Expiry Date:

**10. Signature and date**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

***Note: The form must be accompanied by the prescribed fee, and the items in the checklist***

## **Appendix 1**

### **Sale and Supply Alcohol Act 2012 – Section 137(2)**

The licensing committee may consider an application for a special license filed less than 20 working days before the day on which the event concerned begins, if satisfied that the need for a special licence could not reasonably have been foreseen earlier.

## **Appendix 2**

Special Licence – Series of Events					
	Name & Description of Event	Day, Date, Month, Year	Start Time	End Time	Number Attending
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					