



ŌPŌTIKI/ KAWERAU/ WHAKATĀNE DISTRICT LICENSING COMMITTEES

CHECKLIST FOR APPLICATION FOR SPECIAL LICENCE

An application for special licence must be lodged:

- **At least 20 full working*** days before the event(s) is to be held
- If making an application **less than 20 working days** before the event, please provide an explanation as to why the application is late. **Please note** the District Licensing Committee or Agencies may decline your application in this case.

**working days do not include weekends, public holidays and the period from 20 December to 15 January (inclusive)*

Your application will not proceed unless the application is completed correctly and all documentation is supplied, including full payment.

To complete this application, you will need to answer all questions that follow, supply all of the documents required and pay the fee. Incomplete applications will not be accepted. If no payment is made at the time of the application, the application is incomplete. If payment has been made online, please provide proof of payment.

WHAT TO INCLUDE

- Application fee.
- Completed application form.
- A NZ Police Authorisation form, signed and dated. Please note the NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.
- Detailed floor plan (to scale, A4 or larger) of the premises showing:
 - The areas that are to be used for the sale or supply of alcohol
 - The areas that are to be designated restricted, supervised or undesignated
 - The principal entrance
 - Location of any food outlets and/or relevant activities
- Food and drinks menu(s) including non **and** low alcoholic beverages – include prices if applicable. Please note: a reasonable range of food must be available during the entire period that alcohol is available. Please provide as much detail as possible.
- A written statement from the owner of the building/property giving consent for alcohol to be sold or supplied on the premise.
- A copy of each managers' certificate for those nominated to manage the sale and/or supply of alcohol.
- Detail of the event(s) - program of activities/copy of ticket or invitation/promotional material etc.
- Alcohol management plan for events with over 400 attendees.

FEE AND PAYMENT INFORMATION

There are three different fees for special licences. The fee depends on the number of events covered by the licence and the number of people attending the event (not the number of people expected to consume alcohol). The fees are set by regulation and are not refundable.

Licence Type	Application fee	Description
Class 3	\$63.25	1 or 2 events covered by the licence that are of a 'small size' (less than 100 people)
Class 2	\$207.00	3 to 12 events covered by the licence that are of a 'small size' (less than 100 people) or 1-3 events of a 'medium size' (100-400 people)
Class 1	\$575.00	All other special licences, including events of a large size (400 or more people), or 4 or more 'medium size' events (100 to 400 people), or 13 or more 'small size' events (less than 100 people)



The Secretary
 District Licensing Committee
 Ōpōtiki District Council
 PO Box 44
 ŌPŌTIKI 3122



The Secretary
 District Licensing Committee
 Kawerau District Council
 Private Bag 1004
 KAWERAU 3169



The Secretary
 District Licensing Committee
 Whakatane District Council
 Private Bag 1002
 WHAKATANE 3158

(CIRCLE APPLICABLE COUNCIL)

APPLICATION FOR A SPECIAL LICENCE
SECTION 138 OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012

Application for a Special Licence is made in accordance with the details set out below:

LICENCE DETAILS

EVENT DATE(S):

WHAT TYPE OF SPECIAL LICENCE ARE YOU APPLYING FOR?

- On site – to sell or supply alcohol for consumption on site to people attending the event
 Off site – to sell alcohol for consumption elsewhere

DETAILS OF APPLICANT

- NATURAL PERSON COMPANY PARTNERSHIP CLUB
 OTHER: *advise what authority -*

FULL LEGAL NAME ON LICENCE:

HAVE YOU USED OR BEEN KNOWN BY ANY OTHER NAMES?

DAYTIME PHONE:

CELLPHONE:

EMAIL ADDRESS:

POSTAL ADDRESS:

PREFERRED METHOD OF CONTACT:

DATE OF BIRTH *(if individual)*:

PLACE OF BIRTH *(if individual)*:

MALE FEMALE

OCCUPATION *(if individual)*:

DETAILS OF CRIMINAL CONVICTIONS

Has the applicant received any criminal or traffic convictions?
 Excluding speed camera infringement notices or traffic infringement offence notices or convictions that have been 'clean slated' under the Criminal Records (Clean Slate) Act 2004

YES NO

Nature of Offence	Conviction Date	Sentence

Please record any further convictions on a separate sheet

DETAILS OF NOMINATED PERSON

A Special Licence requires a **nominated person to take responsibility for the safe and responsible supply of alcohol** at the event(s). The nominated person must be over 20 years of age.

NAME: _____

OCCUPATION: _____

DATE OF BIRTH: _____

DAYTIME PHONE: _____ CELLPHONE: _____

RELEVANT EXPERIENCE AND TRAINING: _____

DETAILS OF CRIMINAL CONVICTIONS – NOMINATED PERSON

Has the nominated person received any criminal or traffic convictions?
 Excluding speed camera infringement notices or traffic infringement offence notices or convictions that have been 'clean slated' under the Criminal Records (Clean Slate) Act 2004

YES NO

Nature of Offence	Conviction Date	Sentence

Please record any further convictions on a separate sheet

EXEMPTION FROM REQUIREMENT TO APPOINT CERTIFIED MANAGER

If you do not have certified managers, but have nominated a person responsible for the event, you can apply for an exemption from the requirement to appoint a manager in accordance with S.213(2) of the Act.

A nominated person is provided above who will be responsible for the supply and sale of alcohol at the event

YES NO

I wish to apply for an exemption for the requirement to appoint a manager

YES NO

DETAILS OF ANY CERTIFIED MANAGER/S EMPLOYED or VOLUNTEERING FOR THIS EVENT

Full name	Address	Date of Birth	Certificate Number

PREMISES DETAILS

ADDRESS OF PREMISES WHERE EVENT(S) ARE TO BE HELD:

PROPOSED TRADING NAME FOR THE EVENT/NAME OF THE BUILDING:

DOES THE APPLICANT OWN THE LICENCED PREMISES?

YES NO (*attach owner permission*)

WHAT PART, IF ANY, OF THE PREMISES DOES THE APPLICANT INTEND TO DESIGNATE AS RESTRICTED AREA OR SUPERVISED AREA?

Leave blank if entire premise is to be undesignated

RESTRICTED AREA(S) – for those 18 years or older:

SUPERVISED AREA(S) – where minors must be accompanied by a legal guardian:

EVENT DETAILS

For more than one event, please complete a separate page with applicable dates and hours

PRINCIPAL PURPOSE OF THE EVENT:

ON WHAT DAYS AND DURING WHICH HOURS WILL ALCOHOL BE SOLD?

ENTRY WILL BE:

BY TICKET INVITED GUESTS OPEN TO THE PUBLIC

NUMBER OF PEOPLE ATTENDING:

PROBABLE AGE DISTRIBUTION OF PEOPLE ATTENDING:

WILL YOU SELL ANY GOODS OTHER THAN FOOD OR ALCOHOL, OR PROVIDE ANY SERVICE?

YES (*provide details below*)

NO

WHAT TYPES OF CONTAINERS WILL ALCOHOL BE SOLD IN?

E.g., plastic glasses, paper cups, standard bar glasses, cans, bottles

WHAT RANGE OF ALCOHOL PRODUCTS WILL BE AVAILABLE?

Include alcohol percentage of each

WHAT SECURITY ARRANGEMENTS WILL BE MADE?

If using private security please provide a copy of security registration certificate

WHAT STEPS WILL BE TAKEN TO PROVIDE HELP WITH, AND INFORMATION ABOUT ALTERNATIVE FORMS OF TRANSPORT FROM THE PREMISES?

WHAT OTHER STEPS DOES THE APPLICANT INTEND TO TAKE AIMED AT PROMOTING THE RESPONSIBLE CONSUMPTION OF ALCOHOL?

WHAT STEPS DOES THE APPLICANT INTEND TO TAKE TO ENSURE THAT THE REQUIREMENTS OF THE ACT IN RELATION TO THE SALE OF ALCOHOL TO PROHIBITED PERSONS ARE OBSERVED?

DESCRIBE OTHER SYSTEMS (INCLUDING TRAINING SYSTEMS) AND STAFF TO BE IN PLACE FOR COMPLIANCE WITH THE ACT

CONDITIONS

WHAT PROVISION DOES THE APPLICANT INTEND TO MAKE FOR THE SALE AND/OR SUPPLY OF:

FOOD: *provide details or attach a menu including prices if applicable. A reasonable range of food must be available the entire period alcohol is being sold or supplied.*

NON-ALCOHOLIC AND LOW ALCOHOLIC (2.5% or less) DRINKS: *type and range – you must provide a minimum of two lower alcohol options.*

TO WHAT EXTENT AND WHERE IS DRINKING WATER INTENDED TO BE FREELY AVAILABLE TO PATRONS?

IF WATER IS NOT MAINS SUPPLY, WHAT POTABLE WATER IS INTENDED TO BE AVAILABLE?

SIGNATURE OF APPLICANT

Applicant's signature _____

Date: _____

'Pursuant to the Privacy Act 1993 the following is brought to your attention: The personal information contained in this form is being collected to assist Council and other agencies in processing your application and may be made available to the public as part of the process. You do have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993'

SIGNATURE OF NOMINATED PERSON

Nominated persons signature _____

Date: _____

'Pursuant to the Privacy Act 1993 the following is brought to your attention: The personal information contained in this form is being collected to assist Council and other agencies in processing your application and may be made available to the public as part of the process. You do have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993'

DLC OFFICE USE ONLY

Application fee must be paid with application

Date lodged: _____

Fee Paid: _____ Receipt number: _____

NEW ZEALAND POLICE AUTHORISATION

SECTION 103 OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012

Assessing the suitability of the applicant of a manager's certificate is a requirement under the sale and Supply of Alcohol Act 2012. The Police are required to report on this application. That report may include the release of any previous convictions that you may have, (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies.

YOUR DETAILS

FULL NAME OF APPLICANT: _____

DATE OF BIRTH: _____

MALE FEMALE

MAIDEN (OR OTHER) NAMES: _____

DRIVER LICENCE NUMBER: _____

COUNTRY OF ORIGIN: _____

PERSONS WHO ARE NOT NEW ZEALAND RESIDENTS OR CITIZENS

DETAILS OF CURRENT WORK OR VISITORS PERMIT: _____

LAST PERMANENT ADDRESS: _____

CURRENT PASSPORT OR CERTIFICATE ID NUMBER: _____

COUNTRY WHERE PASSPORT OR CERTIFICATE WAS ISSUED: _____

Signature of Applicant: _____

Date: _____

THE IMPACT OF THE CRIMINAL RECORDS (CLEAN SLATE) ACT 2004 ON APPLICATIONS FOR MANAGER'S CERTIFICATES UNDER THE SALE AND SUPPLY OF ALCOHOL ACT 2012

The Criminal Records (Clean Slate) Act 2004 commenced on Monday 29 November 2004. The Act enables individuals who satisfy all of the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility

The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be consulted for full information.

The individual must have:

- No convictions within the last seven years
- Never been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal)
- Never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced
- Paid in full any fine, reparation or costs ordered by the Court in a criminal case
- Never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs)

Additional info: www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004

PLEASE ADD ANY OTHER INFORMATION THAT MAY BE RELEVANT TO YOUR APPLICATION