

Checklist for Special Licence

(on-site or off-site)

Sections 138, Sale and Supply of Alcohol Act 2012



The following must be attached before the application will be accepted for processing

Please tick when completed:

- One copy of completed application form
- Prescribed Fee (paid)
- A floor/site plan of the proposed premises or conveyance with a broad black line showing:
 - those parts of the premises/conveyance that are to be used for the sale of supply of alcohol.
 - those parts of the premises/conveyance (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
 - each entrance to the premise that the applicant intends should be designated as a principal entrance.
- A copy of the menu(s)
- Host responsibility policy or an Alcohol Management Plan
- Completed public notice form - Form 8 [if applicable] (to be checked and signed by GDC licencing clerk)
- Covering letter/additional information relevant to this application.

Fees for Special Licences

Special Licence Class	Issued in respect of:	Fee (GST Incl)
Class 1	One large event, or more than three medium events, or more than 12 small events.	\$575.00
Class 2	Three to 12 small events or one to three medium events	\$207.00
Class 3	One or two small events	\$63.25

Large Event - an event that Council believes on reasonable grounds will have patronage of more than 400 people.

Medium Event - an event that Council believes on reasonable grounds will have patronage of between 100 and 400 people.

Small Event - an event that Council believes on reasonable grounds will have patronage of fewer than 100 people.

Twenty working days minimum required between date of payment for the application and first date of the event, unless the event was not foreseen.

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Amount \$..... GST incl

Scanned Objective No.

Received by GDC

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Code LIQL 3100030316

Officer

Application for Special Licence

Sections 138, Sale and Supply of Alcohol Act 2012



To the Secretary
District Licensing Committee (Gisborne District Council)
PO Box 747
GISBORNE 4040

Application for a special licence is made in accordance with the particulars set out below.

Licence Details

Type of licence: On Licence Off Licence

Could the event, for which the special licence is applied for, reasonably have been foreseen? Yes No

If **no**, describe the circumstances:

Applicant(s') Details

Name(s) in full (to appear on licence):

Surname	First Name	Middle Name

OR Company/Other:

Postal Address:
(for service of documents)

Phone: Day Mobile

Email:

Do you hold a current licence for the premise or conveyance? Yes No

If **Yes**, state the type of licence:

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- Status of applicant (please tick):
- | | | |
|--|---|--|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Public Company | <input type="checkbox"/> Private Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Trustee | <input type="checkbox"/> Licensing Community Trust |
| <input type="checkbox"/> Local Authority | | |
- Government department of other instrument of Crown
 Body Corporate to which section 28(1) (b), (5), (6) of the Act applies
 Manager under the Protection of Personal and Property Rights Act 1988
 Board, organisation, or other body to which section 28(1) (c) of the Act applies

If applicant is a body corporate, authority under which incorporated:

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Applicant(s') Details (cont'd)

If applicant is **not a natural person or persons**:

Contact person's name in full:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	First Name	Middle Name

Postal Address:

Phone:

<input type="text"/>	(day)	<input type="text"/>	(mobile)
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Email:

Preferred method of contact:

Phone Email Written

Describe principle business and any other businesses of the applicant:

Parts (if any) of the premise applicant intends should be designated as a restricted area or a supervised area?

Criminal Offences

Has the applicant been convicted of any offence:

Yes No

What are the details of each offence? (refer to notes)

Nature of Offence	Date of Conviction
<input type="text"/>	<input type="text"/>

Details of premise or conveyance

Address:

Trading name or name of building:

 (if applicable)

Is a licence sought conditional upon construction or completion of the premises?

Yes No

If **Yes**, state the details:

OR

Kind of conveyance:

(e.g ship, railway carriage, bus etc)

Address of home base:

Registration No.

(if applicable)

Trading Name:

(if applicable)

Is a licence sought conditional upon construction or completion of the conveyance?

Yes No

If **Yes**, state the details:

Details of premise or conveyance (cont'd)

Does the applicant own the proposed licensed premise/conveyance?

Yes

No

If **no**, state the properties owner's details:

Owner's Name:

Surname

First Name

Middle Name

Owner's Address:

Form and Term of tenure:

Freehold

Unit Title

Lease-hold

Under Licence

Managers Details (provide full details of each manager or proposed manager)

Full (Legal) Name	Managers Certificate No.	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Event Details

What is the general nature of the event?

State the days and hours that the applicant intends to sell liquor under the licence:

<input type="text"/>	(days)	<input type="text"/>	(hours)
<input type="text"/>	(days)	<input type="text"/>	(hours)
<input type="text"/>	(days)	<input type="text"/>	(hours)

What is the estimated number of people attending the event?

What is the probable age distribution of people attending the event?

What is the principal purpose of the event?

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

Yes

No

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

What types of containers is the alcohol to be sold in?

Conditions

What experience/training has the applicant had with the sale and supply of alcohol?

Conditions

What steps does the applicant propose to take to provide assistance with, or information about, alternative options for transport from the licensed premise?

What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited people?

What other systems(including training systems) and staff are in place (or to be in place) for compliance with the Act?

Other Conditions (on-site special licence)

What provisions does the applicant intend to make for the sale and supply of (state type and range):

Food during entire licensed period

Non-alcoholic beverages

Low-alcohol beverages

To what extent (and where) is drinking water intended to be freely available to patrons?

If no access to mains water is available, describe the potability of water intended to be available to patrons?

Other Conditions (on-site special licence) (cont'd)

What other steps does the applicant propose to take to promote the responsible consumption of alcohol?

Attachments

You need to provide the following information with your application (please tick if attached):

A floor/site plan showing:

- each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and
- the principal entrance.
- Class 1 Application - an Alcohol Management Plan
- Class 2 Application - an Alcohol Management Plan **or** a Host Responsibility Policy
- Class 3 Application - a Host Responsibility Policy

Signature

Signature of the Applicant

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Dated at _____ (place) this _____ day of _____ 20____

Notes

1. This form must be accompanied by the prescribed fee. Application fees are not refundable.
2. On determination of the application, the difference between the fee amount paid and any higher application fee that should have been paid, must be paid before the licence is issued.
3. If required to do so by the secretary of the District Licensing Committee, the applicant must within 10 working days after filing this application with the committee ensure that notice of this application in Form 8 is attached in a conspicuous place on or adjacent to the site to which this application relates.
4. State criminal convictions **other than** 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.
5. The applicant must be the person or entity that receives the revenue from the sale of alcohol.
6. In respect of the status of the applicant, see section 28 of the Sale and Supply of Alcohol Act 2012.
7. The issue of a licence will take approximately 20 working days if no objections, oppositions or other issues arise.
8. Twenty working days minimum is required between the date of payment for the application and the first date of the event, unless the event was not foreseen.
NB: A working day as defined in the Act, does not include a Saturday, Sunday, Good Friday, Easter Monday, Anzac day, Labour day, the Sovereign's birthday and Waitangi day, and any day in the period from 20 December to 15 January inclusive.
9. **Definitions** - the following definitions are provided to assist you in completing this form:
 - **Supervised areas:** licensed areas where people under the age of 18 may be present only if accompanied by their parent(s) or legal guardian(s).
 - **Restricted areas:** those licensed areas where people under the age of 18 are not permitted at any time.
 - **Food:** in terms of Sale and Supply of Alcohol Act a range of substantive food must be provided for the entire time that alcohol is available (unless otherwise stated). Substantive food means items such as pies, savouries, platters and the like and does not include items such as nuts, chocolate bars and packets of crisps.

Premise Hygiene and Food Hygiene Information



To be completed by the applicant

Class 1 Special Licence Applications

Complete form titled 'Organising an Event' on Council's website (www.gdc.govt.nz)

Class 2 and Class 3 Special Licence Applications

Complete the details below:

Number of Toilets	Permanent	Port-a-loo	Urinal
Male			
Female			

Glassware: Disposable Hire Own

Provision of Food:

Provided by the event organiser Yes No

Food sold by event organiser Yes No

Place food is prepared

Temporary Yes No

Food by caterers Yes No

Name and details of caterers:

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Premises hygiene approved by: Date:

Temporary Food Premises Licence Required Yes No

Date application received:

Additional Premises / Stall Inspection Fees: Yes \$ No

Date Invoiced: Date Paid:

Inspection prior to event: Food Alcohol Licensing

Inspection during the event: Food Alcohol Licensing

Additional Inspection Fees: Yes \$ No

Date Invoiced: Date Paid:

Public Notice - Special Licence

Section 139, Sale and Supply of Alcohol Act 2012 [FORM 8 - display]



Details of Notice

Name in full:

Address:

Occupation:

has made application to the District Licensing Committee at Gisborne for the issue of a special licence for the premises situated at:

Or the conveyance (specify type):

known as:

The days on which and the hours during which alcohol is intended to be sold under the licence are (specify days and hours):

 (days) (hours)

The application may be inspected during ordinary office hours at the office of the Gisborne District Licensing Committee at the Gisborne District Council office, 15 Fitzherbert Street, Gisborne.

Any person who is entitled to object and who wishes to object to the issue of the licence may file a notice in writing of the objection with the Secretary of the District Licensing Committee at Gisborne District Council, PO Box 747, Gisborne, 4040 no later than (date as specified by the Committee).

No objection to the issue of a licence may be made in relation to a matter other than specified in section 124(1) of the Sale and Supply of Alcohol Act 2012.

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Notice checked by:

on behalf of the GDLC.

Date notice received:

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