



# SPECIAL LICENCE APPLICATION GENERAL INFORMATION

Sale and Supply of Alcohol Act 2012, Sections 137-150



QUEENSTOWN  
LAKES DISTRICT  
COUNCIL

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## WHO REPORTS ON APPLICATIONS?

Applications are referred to the Police, Licensing Inspector and Medical Officer of Health (the agencies) for consideration; and any of the agencies may require further details in respect of your application. As a result of the needs of the different agencies, there are a range of questions within the application form which are relevant to the agencies e.g. smokefree questions are relevant to the Medical Officer of Health, which will facilitate the processing of your application.

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## WHAT IF BAD WEATHER POSTPONES THE EVENT?

You can still operate under the Special Licence on the day the event is postponed to. You must request a contingency date in your application if you do have a postponement date.

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## DOES A PERSON WITH A MANAGER'S CERTIFICATE HAVE TO BE PRESENT DURING THE EVENT?

Yes if the event is on a licensed premises. In most cases the District Licensing Committee requires the holder of a Manager's Certificate to be on duty, however this is determined on a case by case basis and the District Licensing Committee will require a manager to have experience with the sale of alcohol.

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## CAN I USE ANY TENT OR BUILDING TO HOST MY EVENT?

A tent or marquee used for public assembly with a floor area exceeding 100m<sup>2</sup> requires a building consent. Please contact the Building Control Officer in your area of the district for advice on Building Act compliance if you propose to use a building not designed as a place of public assembly (for example an empty building or shed). Your application may also be sent to the Fire Authority for their information.

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## ARE THERE ANY RESTRICTIONS ON THE TYPE OF EVENT THAT CAN BE APPLIED FOR?

Yes, examples that are likely to be opposed by the reporting agencies are contrived events for the purpose of trading when the legislation otherwise requires the premises to be closed (e.g. Christmas day).

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## GOOD ORDER AND AMENITY

New licensing criteria requires that as a licensee you must consider the matter of the 'amenity and good order' of your locality, and whether it will be impacted negatively by the existence of your licence, e.g. noise, litter, patron disorder etc.

The Alcohol Regulatory Licensing Authority (ARLA) expects that a suitable licensee will be able to demonstrate a thorough knowledge of the area surrounding their premises, what facilities such as schools and churches are present and an understanding of its demography.

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## FEES, GST INCLUDED (AS SET BY THE MINISTRY OF JUSTICE):

<b>CLASS 1</b>	1 event with over 400 persons; or 4 or more events of 100-400 persons; or 13 or more events of less than 100 persons	<b>\$575</b>
<b>CLASS 2</b>	1 to 3 events of 100-400 persons; or 3 to 12 events of less than 100 persons	<b>\$207</b>
<b>CLASS 3</b>	1 or 2 events of less than 100 persons	<b>\$63.25</b>

NOTE:

**A)** An 'event' includes an occasion, a gathering and any of a series of events. A 'series of events' is a number of events related in some way.

This application **MUST** be submitted with **ALL** supporting Documents at least **20 WORKING DAYS** before the event date.

*Please note:* Incomplete application forms will not be processed, and will be returned to you. Applications will not be processed until the application fee has been paid.

## Please read and complete this checklist **BEFORE** submitting the application

### INCLUDE WITH APPLICATION FORM:

- ☐ The prescribed fee (note: fees are non-refundable)
- ☐ Menu (on-site applications only) i.e. food available/provided during the entire event
- ☐ Event programme (Run Sheet) – showing schedule of times for the event including the start and finish times of any entertainment, speakers, meal service, when doors open, bar opening/closing times and when patrons are to be off the premises. (Please note in most cases the bar is required to be closed 30 minutes prior to the end of the scheduled entertainment)
- ☐ Host Responsibility Policy (If you are unsure of what this is, please see QLDC's website for guidance).
- ☐ Landowners consent letter. This includes consent for the use of community halls, parks and reserves and already licensed premises.
- ☐ Premises licence floor plan - to show the area to be covered by the licence, entrances, location and number of toilets, where alcohol will be sold/supplied from, where security will be stationed (if any), Place for safety (if any), outside smoking area, location of free water, location where food will be available, location of Host responsibility signage and Prohibited person signage and designated areas.
- ☐ Ticket or invitation, and any promotional material (e.g. poster, internet advertising)
- ☐ The building ☐ has or ☐ does not require an Evacuation Scheme for public safety.

### FOR LARGE OR HIGH RISK EVENTS THE FOLLOWING INFORMATION MAY BE REQUESTED:

- ☐ Alcohol Management Plan
- ☐ Event Management Plan
- ☐ Drug Management Plan

See 'All Alcohol Licensing forms' page on the QLDC website for template plans.

If required by the District Licensing Committee, the applicant must give public notice of it in the prescribed form within 20 working days after filing this application. The notice must be given in compliance with Sale and Supply of Alcohol Regulations 2013.

If you have any queries while completing the application form, please contact Queenstown Lakes District Licensing Committee administration on 03 441-0499



FORM 6

# APPLICATION FOR SPECIAL LICENCE



Section 138, Sale and Supply of Alcohol Act 2012

Event name:

Nature of event:

Where:

When:

## 1 DETAILS OF APPLICANT

Licensee applying for the Special Licence (*Licensee is the Person / Club / Company / Organisation receiving the profits from the sale of alcohol. Please state full legal name of entity or person applying.*)

Licensee:

Daytime contact name:

Postal address:

Telephone numbers: Daytime:

During event(s):

Email:

Status of applicant: ☐ Private Company☐ Natural Person (*must be at least 20 years of age*)☐ Club☐ Licensing Trust☐ Board, Organisation or other Body☐ Partnership☐ Body Corporate☐ Other, please state:

Does the applicant hold a premises alcohol licence?

Yes ☐No ☐

→ If YES, please tick which:

☐ On Licence☐ Off Licence☐ Club Licence

Licence Number: 68/

Is the applicant 20 years or over?

Yes ☐No ☐

### IS THIS APPLICATION FOR AN EVENT(S) IN LESS THAN 20 WORKING DAYS?

Yes ☐No ☐

If YES, describe the circumstances that have led to a late application:

**NOTE:** Only in exceptional circumstances will the DLC accept applications received with less than 20 working days.

### TYPE OF SPECIAL LICENCE APPLIED FOR:

☐ On-site (*Alcohol will be consumed on the licensed premises. Opened at point of sale.*)☐ Off-site (*Alcohol will be sold in sealed containers and will be consumed elsewhere, free tastings may be available. Please note off site special licences are only issued to manufacturers, distributors, importers or wholesale of alcohol.*)

### CRIMINAL CONVICTIONS OF THE APPLICANT:

(*State all criminal convictions 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*)

### EXPERIENCE AND TRAINING OF APPLICANT IN RUNNING SPECIAL LICENSED EVENTS:

Fill in the details of the premises in which the event(s) will be held:

(a) Physical address of proposed premises (include street no):

(b) Trading name (if applicable):

(c) Is the proposed event taking place on a conveyance? (Boat, bus, train)

Yes ☐

No ☐

Name of conveyance (if any)?

(d) Is there a Fire Evacuation scheme for public safety in place for the premises?

Yes ☐

No ☐

(e) Do you own the premises?

Yes ☐

No ☐

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

**PLEASE NOTE:** A letter from the owner of the premises in support of this application is required if you do not own the premises. If on Council owned land written consent from the Venues team, Operations Department of Queenstown Lakes District Council is required.

### IS THE LICENCE CONDITIONAL UPON COMPLETION OF BUILDING WORK OR CONSTRUCTION OF A MARQUEE LARGER THAN 100M<sup>2</sup>?

Yes ☐

No ☐

If YES, state building consent number:

(f) Is the alcohol being sold or supplied from a:

☐ Tent

☐ Bar

☐ Booth

☐ Table service

☐ Other:

(g) Is the whole of the premises to be licensed?

Yes ☐

No ☐

### PREMISES LICENCE FLOOR PLAN:

Please provide with this application a plan of the area to be covered by the licence, showing:

- ☐ The entire area to be licensed
- ☐ Entrance(s)
- ☐ Location and number of toilets available for patrons
- ☐ Where alcohol will be/or sold and supplied from
- ☐ Where security will be stationed (if any)
- ☐ Place of safety (if any)
- ☐ Outside smoking area
- ☐ Location of free water
- ☐ Location of where food will be available
- ☐ Location of Host Responsibility and prohibited persons signage

(h) Do you intend for the premises to be designated? (Please tick as appropriate)

☐ **RESTRICTED AREA** No person under 18 may be in the area.  
**NOTE:** Mark on a plan of the premises which areas are to be designated "restricted".

☐ **SUPERVISED AREA** Persons under 18 may be present if accompanied by a parent or legal guardian.  
**NOTE:** Mark on a plan of the premises which areas are to be designated "supervised".

☐ **NO DESIGNATION**  
There is no restriction on the age of people who may be present.



If the application is for more than one event, please copy the following pages and describe each additional event and number the pages. It is important to supply any additional information which may support this application.

Event Number  of  Over How many Days?

Describe fully the details of the event for which the Special Licence is required below and write any additional information in a letter and attach to the application.

Event title:

Please describe the principal purpose of the event:

Date(s) of the event:

Contingency date (wet weather date):

(a) Hours of the event: Start:  Finish:

Hours alcohol will be sold: Start:  Finish:

*For on-site special licences, please include at least 30mins of drink-up time between alcohol sales finishing and the end of the event.*

Age of target audience for the event:

If minors are present, what is the expected percentage of total?

(b) Approximately how many people will be expected to attend the event?

**(PLEASE NOTE:** Events for over 400 people **WILL** need an Alcohol Management Plan and an Event Management Plan. The Agencies may also require an Alcohol Management Plan for events with <400 people and will advise you where this is necessary. Templates available on QLDC's website).

Are these attached? Yes ☐ No ☐ N/A ☐

(c) Does your event require a resource consent? Yes ☐ No ☐

*(If you are unsure if your event requires consent please call 03 441 0499 and ask to speak to the Duty Planner before lodging your application)*

Have you submitted this? Yes ☐ No ☐ → If YES, state resource consent number:

(d) Is the event? Public ☐ Private ☐

Will this event be advertised? Yes ☐ No ☐

Details of how the event will be advertised (e.g. facebook, website, newspaper, radio)

(e) How will admission be controlled? (please tick all boxes as appropriate)

Pre-sold tickets ☐ Door Sales ☐ Invitation only ☐

(f) Who will monitor the entranceway to the event?

Bar staff ☐ Certified Security ☐ Individual ☐ Family members ☐

→ If certified security are proposed: how many #

Name of the proposed security company:

Describe how the event will be monitored (including details of individuals and family members):



- (g) Detail the type and amount of food that will be available. (Remember that food eg pies, sandwiches, savouries, filled rolls, etc must be available AT ALL TIMES alcohol is for SALE and SUPPLY – even before and after suppers.) Give details if a meal is being provided together with approximate time of meal and supper i.e. when it will be served/will be available to patrons. If you have a menu or price list please supply it with application.

**NOTE: potato crisps, dips, lollies, ice-creams and nuts are NOT considered substantial food.**

How will this food be promoted?

- (h) Will alcohol be sold through a cash bar: Yes ☐ No ☐

➔ If NO, describe how alcohol will be sold/supplied (dry till, tab, included in ticket price etc):

- (i) Is there a limit on how many alcoholic drinks can be purchased at one time?

- (j) What types of alcohol will be available? (please tick all boxes as appropriate)

☐ Beer ☐ Wine ☐ Cider ☐ Ready to Drink (RTDs) ☐ Spirits

➔ Do you intend to sell wine by 750ml bottles? Yes ☐ No ☐

- (k) What types of non-alcoholic drinks will be available?

What types of low alcohol drinks will be available? (Please state brand. Must be 2.5% alcohol or less)

**FREE POTABLE WATER MUST BE PROVIDED AND PROMOTED AT ALL TIMES**

How will you supply and promote this?

What is the source of the water?

☐ Town supply ☐ Other (please specify):





(l) What containers do you intend selling alcohol in?

☐

Plastic vessels

☐

Glassware, stubbies

☐

Cans

☐

Other (please detail):

(m) What assistance and information do you have in place about alternative forms of transport from the premises?

Please tick what is available:

☐

Taxi service

☐

Courtesy Coach

☐

Telephone

☐

Cell phone

☐

Other (please detail):

How will your Host Responsibility provisions be promoted?

☐

Signage

☐

Other

(n) Smokefree Environment Act 1990:

Is the event smoke free?

Yes

☐

No

☐

If NO is signage displayed?

Yes

☐

No

☐

Provide details of the outside designated smoking area: (Please detail this area on your floor plan)

(NOTE: work places must be compliant with the Smokefree Environmental Act 1990 and that work places include areas where volunteers are used.)

Signature of Applicant\*:

Date:

\*If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.





This section is to be filled in and signed by the person who will manage the event(s) after the applicant has completed Sections 1, 2 and 3 above. These are the details of the individual(s) who will manage the sale and supply of alcohol at the event. *(Every manager who may be called on to manage any of the events set out in this application must complete a separate Duty Manager's Details information sheet.)*

Full name of proposed Manager:

Date of Birth:

Postal address:

Telephone numbers: Daytime:

During event(s):

Email:

Have you managed an event similar to this in the past?

Yes ☐

No ☐

If YES, please give brief details:

(a) Do you hold a Manager's Certificate?

Yes ☐

No ☐

Certificate number?

Expiry date:

*(If your certificate was not issued locally please attach a copy of that certificate with this application)*

(b) If you do not hold a certificate, you MUST give brief details of any relevant experience that you have had in the hospitality industry:

(c) How many staff members will you have working on the day of the event? (not including yourself)

(d) What training is in place for your staff?

(e) What steps do you intend to take to manage the sale and supply of alcohol, with the aim of helping to reduce alcohol harm and help with Host Responsibility?

(f) What controls are in place to deal with persons who are intoxicated to ensure their safety and the safety of others, and that alcohol is not sold or supplied to them?

(g) What controls are in place to ensure that alcohol is not sold or supplied to persons under the age of 18 years?

(h) What steps would you propose to take if the food, non-alcoholic or low alcoholic drinks are exhausted?  
*(Remember that food must be available at all times alcohol is for sale or supply, even before and after suppers.)*

**NOTE: Potato crisps, dips, lollies, ice-creams and nuts are not substantial food):**

(i) What other steps will be taken to ensure that the event does not adversely impact on the community?

I acknowledge that I understand my obligations as prescribed by the Sale and Supply of Alcohol Act 2012.

Signature of Manager:

Date:

*\*If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.*



Every manager who may be called on to manage any of the events set out in this application must complete a separate Duty Manager's Details information sheet.

Full name of proposed Manager:	Date of Birth:
Postal address:	
Telephone numbers: Daytime:	During event(s):
Email:	
Have you managed an event similar to this in the past? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please give brief details: <span style="font-size: 2em; vertical-align: middle;">←</span>	
(a) Do you hold a Manager's Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate number? <input type="text"/> Expiry date: <input type="text"/> <i>(If your certificate was not issued locally please attach a copy of that certificate with this application)</i>	
(b) If you do not hold a certificate, you MUST give brief details of any relevant experience that you have had in the hospitality industry: <input style="width: 90%;" type="text"/>	
(c) How many staff members will you have working on the day of the event? (not including yourself) <input style="width: 100px;" type="text"/>	
(d) What training is in place for your staff? <input style="width: 90%;" type="text"/>	
(e) What steps do you intend to take to manage the sale and supply of alcohol, with the aim of helping to reduce alcohol harm and help with Host Responsibility? <input style="width: 90%; height: 30px;" type="text"/>	
(f) What controls are in place to deal with persons who are intoxicated to ensure their safety and the safety of others, and that alcohol is not sold or supplied to them? <input style="width: 90%; height: 30px;" type="text"/>	
(g) What controls are in place to ensure that alcohol is not sold or supplied to persons under the age of 18 years? <input style="width: 90%; height: 30px;" type="text"/>	
(h) What steps would you propose to take if the food, non-alcoholic or low alcoholic drinks are exhausted? <i>(Remember that food must be available at all times alcohol is for sale or supply, even before and after suppers.</i> <b>NOTE: Potato crisps, dips, lollies, ice-creams and nuts are not substantial food):</b> <input style="width: 90%; height: 30px;" type="text"/>	
(i) What other steps will be taken to ensure that the event does not adversely impact on the community? <input style="width: 90%; height: 30px;" type="text"/>	

I acknowledge that I understand my obligations as prescribed by the Sale and Supply of Alcohol Act 2012.

Signature of Manager:
Date:

*\*If this form is being completed on-line you will not be able, or required, to sign this form and the on-line lodgement will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.*

