



# Application for Off Site Special Licence

Section 138, Sale and Supply of Alcohol Act 2012

To: Otorohanga District Council, PO Box 11, Otorohanga 3940  
Phone: 07 873 4000 | Fax: 07 873 4300 | Web: www.otodc.govt.nz | Email: info@otodc.govt.nz

To the Secretary

District Licensing Committee Otorohanga District Council

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

## Timing of Application

This is an application for an **off-site** special licence where alcohol will be consumed off (away from) the premises where the event is occurring.

Is the event more than 20 working days from the date of application?  Yes  No

Applications for events less than 20 working days from the date of the application cannot be accepted unless the need for the licence could not be “reasonably foreseen”. Could the need for a licence be reasonable foreseen?  Yes  No

If “no”, why could the event for which the special licence is applied for, not have reasonably been foreseen?

## Details of Applicant

The “applicant” is the person or organisation that will hold the licence and receive the proceeds of alcohol sales, not the person who is completing the application. (See section 28 on the back page) Is the applicant:

- natural person** who has attained the age of 20 years;
- any **body corporate**;
- board, organisation, or other body, that is to sell alcohol or hold a licence**); or
- licensing trust or community trust**;
- limited partnership registered** under section 51 of the Limited Partnerships Act 2008
- a **partnership**
- a **department of State or other instrument of the Crown**;
- a **territorial authority**
- a **trustee** within the meaning of the Trustee Act 1956.
- A **manager acting for a person pursuant to a property order made** under the Protection of Personal and Property Rights Act 1988
- A **club**

Applicant that is a **body corporate**, authority under which incorporated:

## Applicant:

Full Legal Name of Applicant: \_\_\_\_\_

## Details of applicant (or of Contact Person where applicant is not a natural person)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email Address: \_\_\_\_\_ Business No: \_\_\_\_\_

Preferred contact: \_\_\_\_\_ [phone, email etc.] Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

Business Details: \_\_\_\_\_ [describe principal business, any other businesses]

## Applicants Criminal Convictions

*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).*

## Details of Managers

***You are required to appoint certificate managers unless exempted by the Otorohanga District Licensing Committee.***

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Managers Certificate No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

Managers Certificate No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

You may request a waiver from the requirement to appoint a manager by ticking here. You will need to nominate a person(s) who will be responsible for alcohol sales. Record their name above.

## Details of Premises or Conveyance

Is a licence already held for the premises or conveyance concerned?  Yes  No

If Yes, what type of licence? \_\_\_\_\_

Address of premises: \_\_\_\_\_

Tenure: *[freehold, unit title, leasehold or under licence]* \_\_\_\_\_

Is the licence conditional on completion of building work?  Yes  No

If Yes, please provide details:

OR

Type of **conveyance**: *[ship, railway carriage, bus etc]*

Registration Number *(if any)*:

Address of home base *(if any)*:

Any name used or proposed for conveyance:

## Other Matters

Experience and training of applicant: \_\_\_\_\_  
\_\_\_\_\_

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

If no access to mains water supply, potability of water intended to be available?

What steps are intended to be taken to provide help with and information about alternative forms of transport from the premises?

What steps are to be taken to prevent the sale and supply of alcohol to prohibited people?
What other steps does the applicant propose to promote the responsible consumption of alcohol?
What other systems (including training) and staff are in place (or to be in place) for compliance with the Act?

Authorisation	
Name of Applicant:	_____
Signature of applicant/contact:	_____
Dated At (place): _____	On (date): _____

Special Licence Fees		
Special Licence Class	Description	Fee (\$) including GST
Class 1	1 large event (400+ patrons): 3+ medium events (100-400 patrons): more than 12 small events (<100 patrons)	575.00
Class 2	3 to 12 small events (<100 patrons) 1 to 3 medium events (100-400 patrons):	207.00
Class 3	1 or 2 small events (<100 patrons)	63.25

## Section 28:

Section 28 of the Sale and Supply of Alcohol Act 2012 requires a licensee to be one of the following:

- (a) a **natural person** who has attained the age of 20 years; or
  - (b) any **body corporate**; or
  - (c) a **board, organisation, or other body, that is authorised by an enactment other than this Act to sell alcohol or hold a licence** (or a licence of the kind or kinds concerned); or
  - (d) a **licensing trust or community trust**; or
  - (e) a **limited partnership registered** under section 51 of the Limited Partnerships Act 2008 whose partnership agreement does not contain a restriction preventing it from selling alcohol, or from holding a licence (or a licence of the kind or kinds concerned); or
  - (f) a **partnership** each member of which is a person, body corporate, board, organisation, body, trust, or partnership, of a kind referred to in any of paragraphs (a) to (e); or
  - (g) a **department of State or other instrument of the Crown**; or
  - (h) a **territorial authority** (whether or not expressly authorised by an enactment other than this Act to hold a licence); or
  - (i) a **trustee** within the meaning of the Trustee Act 1956.
- (2) A **manager acting for a person pursuant to a property order made** under the Protection of Personal and Property Rights Act 1988 can hold an on-licence, an off-licence, a special licence, or licences of 2 or all of those kinds, if the order authorises the manager to do so.
- (3) A **club** can hold a special licence.

You may need to provide evidence of the status of the applicant.

## Notes:

- This application must be accompanied by the prescribed fee.
- 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.

## Documents required to accompany applications:

- 1 Copy of club's incorporation certificate and constitution of rules (if applicable)
- 2 A map or a copy of a map or a portion of a map showing the location of the premises
- 3 A scale plan showing:
  - Those parts of the premises that are to be used for the sale and supply of liquor
  - Those parts of the premises that the applicant intends should be designated as restricted areas or as supervised areas
  - The principal entrance
- 4 A written statement from the owner to the effect that the owner has no objection to the grant of the licence



To the Licence Applicant: **Please fill in and return this form with your licence application, it will speed up the process time.**

The following questions apply to your plans your upcoming event and are in relation to compliance with the Sale and Supply of Alcohol Act 2012

1	What type of event you are requiring a special licence for: <i>e.g. 50<sup>th</sup> birthday, fundraiser</i>	
2	Do you have a website or social media page associated with this event? <i>If yes, please write address:</i>	<b>yes/no</b>
3	How many hours is the licence for: <input type="checkbox"/> 0-2 hours (Short - low risk) <input type="checkbox"/> 3-4 hours <input type="checkbox"/> 5-7 hours <input type="checkbox"/> 8 hours and over (Long- high risk)	What time of day will your event finish: <input type="checkbox"/> Before 3pm <input type="checkbox"/> Before 10pm <input type="checkbox"/> Later than 10pm - state time of finish _____ <i>e.g. 3am</i>
4	How many people are you anticipating will attend your event? (Max numbers)  Will children or young adults be present at the event?	<b>yes/no</b>
5	How many bar staff/volunteers will be present to observe/serve those attending the event?	
6	Are staff/volunteers trained to recognise signs of intoxication and stop serving to a person before this? <i>Refer to Intoxication Guidelines at <a href="http://www.alcohol.org.nz">www.alcohol.org.nz</a></i>	<b>yes/no</b>
7	Are staff/volunteers trained to ask anyone who looks below 25 years of age for valid ID before being served alcohol <i>(valid ID is: Passport, NZ Driver's Licence or 18+ photo ID card)</i>	<b>yes/no</b>
8	What <b>substantial range of food</b> do you intend to have available at the event? <b>If a catered event, please supply menu:</b> <span style="float: right;"><i>menu supplied yes/no</i></span> Or at least 3 different types of food: Pies <input type="checkbox"/> , Pizza <input type="checkbox"/> , Savouries <input type="checkbox"/> , Sandwiches <input type="checkbox"/> , BBQ <input type="checkbox"/> (please tick) Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
9	What types of <b>non-alcoholic drinks</b> will be available? Soft drinks <input type="checkbox"/> , coffee/tea <input type="checkbox"/> , energy drinks <input type="checkbox"/> , juice <input type="checkbox"/> water <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
10	What types of <b>low alcohol</b> (2.5% or less) will be available? Mid Ales <input type="checkbox"/> , Cider <input type="checkbox"/> light beers <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please state varieties</i> _____	
11	What <b>alcoholic drinks</b> do you intend to serve at your events? Beer <input type="checkbox"/> , Cider <input type="checkbox"/> , Wine <input type="checkbox"/> , Cider <input type="checkbox"/> , Spirits <input type="checkbox"/> , RTD's <input type="checkbox"/> (please tick) If yes for RTDs state alc %	
12	Will all internal areas be smoke free?	<b>yes/no</b>
13	Is Security required? Registered Security Co.....or volunteers(give details)	<b>yes/no</b>

**I have read and understood the above questions and will implement the measures I have indicated above**

(Name/Trading name of event location) \_\_\_\_\_

Print your name: \_\_\_\_\_ Role \_\_\_\_\_

Print your staff/mgr designation: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Mob: \_\_\_\_\_ email: \_\_\_\_\_

**Please return this questionnaire with a menu or list of foods if indicated above**

*If you have any questions or would like further Host Responsibility information, please contact a Compliance Officer:*

**Waikato District Health Board Contact 07 838 2569 Alcohol Team or email [l.licensing@waikatodhb.health.nz](mailto:l.licensing@waikatodhb.health.nz)**