

# Information sheet for special licence (for premises)

Section 76, Sale of Liquor Act 1989



To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

## Applicant Notes and Form

You are about to apply for a special licence (for premises).

To complete this application you will need to answer **all** the questions that follow and supply **all** the documents required.

**SPECIAL LICENCE APPLICATIONS MUST BE INTO THE LOCAL DISTRICT LICENSING AGENCY NO LESS THAN 20 WORKING DAYS BEFORE THE FIRST EVENT**

The prescribed fee of **\$64.40** (includes GST at 15%) The fee is not refundable.

Before lodging the application with the local District Licensing Agency, ensure you have covered all the following matters:

### Tick box

- Signed the application.
- Included original and one copy of the application.
- Provided a written statement from the owner to the effect that the owner has no objection to the grant of the licence (only where the applicant is not the owner of the premises).
- Provided a plan showing site layout of area & marquees etc (if the event is outside).
- Provided a plan showing (a) those parts of the premises that are to be used for the sale and supply of liquor and (b) those parts of the premises (if any) that the applicant intends should be designated as restricted and supervised areas.
- State the number of the club licence (where the applicant is a club and holds a club licence).
- Provided identifying particulars of the on-licence; off-licence or club licence held by the applicant (where the application is made for a licence under section 74 – special licence for social event).
- Completed all the required parts, for example if the event is for a birthday, anniversary, wedding, etc. Please give the full name of the person the event is being held for including the information sheet.
- Enclosed payment.

**Note: Failure to supply all the required documents may result in this application being returned.**

P0054.v2 24/9/10

## INFORMATION SHEET FOR A SPECIAL LICENCE

All questions in this application must be filled out completely.  
(Failure to complete this section in its entirety may result in you not getting your licence.)

1. How many people (number) will be attending each event(s)?	Event 1	Event 2	Event 3	Event 4	Event 5	Event 6
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2. What is the age of the people attending the event that will be drinking alcohol?

3. Will children be at this event? (Minors may be asked to vacate premise at a certain time, please contact District Licensing Agency. *(Please tick)*)  Yes  No

4. Is this a ticket event? *(Please provide a copy of the ticket for each date)* *(Please tick)*  Yes  No

5. If this is a fundraiser, where will the proceeds go to?

6. Type of event – (21st birthday, Social, Reunion, etc)

7. Do you have a letter from the Custodian/Owner of the premises you are using? (You must have a letter stating you may have alcohol on the premises otherwise the licence will not be issued.)  Yes  No

8. Will you have a Tent/Marquee *(Please tick)*  Yes  No  
If you do, you must send in a plan of the area where the tent/ marquee will be.

9. Names of responsible persons (1 for every 50 persons) - Licensed Premises must give Names & Certificate numbers.


If you have any enquiries regarding this information sheet contact the Council.

# Application for special licence for premises



Section 76, Sale of Liquor Act 1989  
Regulation 14 Sale of Liquor Regulation 1990  
Form 10

To:  Auckland  Franklin  Manukau  North Shore  Papakura  Rodney  Waitakere

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

## 1. DETAILS OF APPLICANT(S)

Full Name(s):

Postal address  
for service of documents:

Postcode:

Name and contactable  
telephone number

*(we must be able to contact you)*

E-mail address:

Date of Birth:

Male:

Female:

## 2. DETAILS OF MANAGER

Status of applicant(s)  
*(tick appropriate box)*

Natural person <input type="checkbox"/>	Private company <input type="checkbox"/>	Public company <input type="checkbox"/>	Licensing trust <input type="checkbox"/>
Partnership <input type="checkbox"/>	Government department or other instrument of the Crown <input type="checkbox"/>	Local authority <input type="checkbox"/>	Trustee <input type="checkbox"/>
Club <input type="checkbox"/>	Body corporate which section 75 (ba) of the Act applies <input type="checkbox"/>	Manager under the Protection of Personal and Property Rights Act 1988 <input type="checkbox"/>	Board, organisation or other body to which section 8(1)(bb) of the Act applies <input type="checkbox"/>

Full Name and address of manager or managers or responsible persons to be employed, and certificate numbers of manager's certificate(s):

Full name and address of manager(s) or responsible persons:	Certificate number(s): <i>(if required)</i>

### 3. PREMISES DETAILS

Address of proposed licensed premises (where will you be holding the event?)

Proposed trading name (if any):  
(Name of the building/licensed premises?)

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Does the applicant own the proposed licensed premises?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, what is the full name and address of the owner of the building:

(How long are you hiring the building for?)

What part (if any) of the premises does the applicant intend should be designated as:

Restricted area:  
(18 yrs or older)

Supervised area:  
(under 18 yrs old)

### 4. PURPOSES *(To be included only where the application is made for a liquor licence under Section 73 of the Act)*

What is the occasion or event, or series of occasions or events, in respect of which the licence is sought? (e.g. Social, Birthday, wedding etc)

1.	
2.	
3.	
4.	
5.	
6.	

When is the occasion or event, or series of occasions of events, to occur? (Dates for each event)

1.	
2.	
3.	
4.	
5.	
6.	

On which days and during what hours does the applicant intend to sell and supply liquor under the licence? (What day and at what time will you start and stop drinking alcohol?)

1.	
2.	
3.	
4.	
5.	
6.	

**5. PURPOSES (To be included only where the application is made for a liquor licence under Section 74 of the Act (where premises has a liquor licence))**

Identifying particulars of the on-licence, or club licence held by the applicant. (The number of your Liquor Licence):

In respect of what kind(s) of social event(s) is the licence sought?

1.	
2.	
3.	
4.	
5.	
6.	

Address and trading name (if any) of licensed premises:

On which days and during what hours the applicant intends to sell liquor under the licence?

1.	
2.	
3.	
4.	
5.	
6.	

**6. CONDITIONS**

What provisions does the applicant intend to make for the sale and supply of:

Food?

Non-alcoholic refreshments?

Low-alcohol beverages?

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

What containers does the applicant propose to sell liquor in?

Applicant's  
Signature:

Date:

#### Notes:

1. In respect of the status of the applicant, see Section 75 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see Regulation 14(3) of the Sale of Liquor Regulations 1990.

#### IMPORTANT PRIVACY INFORMATION

If you would like to request access to, or correction of, your details please contact the Council.

DECLARATION – OWNER OF THE PROPERTY

THIS DECLARATION IS TO BE COMPLETED WHEN THE APPLICANT IS NOT THE OWNER OF THE PREMISES

I/We \_\_\_\_\_ being the owner of the premises described as \_\_\_\_\_

\_\_\_\_\_ (place)

where \_\_\_\_\_ (applicant)

proposes to hold the above event/events on

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

have no objection to the granting of a Special Licence.

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Owner's signature: \_\_\_\_\_

**Please use this form if you are applying for theatre performances, market days, or any situations where you are hoping for more than six dates.**

**SUPPLEMENTARY SCHEDULE FOR SPECIAL LICENCE APPLICATION**

From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
From:	<input type="text" value="am / pm"/>	on:	<input type="text"/>
To:	<input type="text" value="am / pm"/>	on:	<input type="text"/>



## NEW ZEALAND POLICE SUPPLEMENT

The District Licensing Agency must send the application to a member of police in charge of the police station nearest to the premises in respect of which the licence is sought for them to report on if necessary. You will receive a copy of that report. They cannot do so unless you consent to them releasing relevant information to us, which may include details of previous convictions.

Please complete below (**Applicant**):

I,   
of  
(address):

consent to the New Zealand Police releasing those details.

Signature of applicant:  Date:

**Please provide the following information for identification purpose:**

Date of Birth:  Male:  Female:

Driver's Licence number or Passport number, or similar:

**All Certificated Manager's details:**

1. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

2. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

3. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar:

4. Full Name:

Address:

Date of birth:   Male  Female

Driver's Licence number or Passport number, or similar: