

**ENVIRONMENTAL SERVICES****Waimakariri District Licensing Committee****Information Sheet for Application for  
Special Licence**

Sale and Supply of Alcohol Act 2012

**About the application**

If you are holding an event where alcohol will be provided and guests pay for the alcohol either by purchasing or ordering from a bar, by a ticket system, or where the cost of the alcohol is included in the price of admission, then a Special Licence is required. The Waimakariri District Council will do its best to get your licence application processed in time for your special event. Please be aware, however, that the Sale and Supply of Alcohol Act 2012 stipulates at least 20 working days are required in order for the Licensing Committee to source reports from Police and the Medical Officer of Health.

Attached are two forms, the Checklist and the Special Licence Application itself. Complete both and drop off or post to Waimakariri District Council, alternatively email to [records@wmk.govt.nz](mailto:records@wmk.govt.nz).

**Types of special licences**

There are two types of special licences:

**Section 22(2) On-site special licences**

These permit a licensee to sell or supply alcohol for consumption on those premises to people attending an event as described in the application. Additionally the holder of an On or Club Licence may be permitted to sell or supply alcohol for consumption on the premises at a time not ordinarily permitted by the licence or in an area not specified in the licence.

**Section 22(5) Off-site special licences**

These permit the holder of a special licence to sell, at an event described in the licence, the licensee's alcohol for consumption somewhere else. Whilst the off-site special is being utilised the licensee may supply alcohol free, as a sample, for consumption on the premises.

**Special licence fee**

Fees are based on the number and size of the events you are applying for. You can apply for a maximum of up to 12 special licences over a 12 month period. The table below will help you work out the class and licence fee applicable to your event(s).

Class 1	\$575	1 large event; more than 3 medium events; greater than 12 small events
Class 2	\$207	1 to 3 medium events; 3 to 12 small events
Class 3	\$63.25	1 or 2 small events

*Continued over page*

**Large event** means an event that will have more than 400 people

**Medium event** means an event that will have between 100-400 people

**Small event** means an event that will have fewer than 100 people

### Methods of payment

Accepted methods of payment are either by cash, eftpos, or internet banking. If you wish to pay your application fee by internet banking, please email in your completed application to [records@wmk.govt.nz](mailto:records@wmk.govt.nz). Council staff will be in touch with a reference number for payment. Processing of your application will commence once payment has been received.

### Process and timeline

Once your application has been received with the appropriate fee, a Council Licensing Inspector will get in touch with you to discuss and go through your application. Police and/or the Medical Officer of Health may also be in touch. A large focus in relation to this process is to ensure any potential for alcohol related harm at or near your event, is identified and mitigated. Once reports from Police and Medical Officer of Health are received a comprehensive report will be prepared by the Council Licensing Inspector. This will be presented, along with your application and associated documentation, to the District Licensing Committee. Council staff will then advise you of the result of your application. In general, for straight forward applications, this process takes approximately 3-4 weeks. For large events it is recommended that as much time as possible is given in order for the necessary reports and enquiries to be completed.

One of the most common causes where delays are experienced, are applications where ALL the required documentation has not been included. Please tick off the checklist when you submit your application.

### Feedback

At Waimakariri District Council we strive to bring you the best possible service. To comply with the requirements of the Act, Special Licences in particular can be a challenging process for people to work through. If you have any recommendations in which we can improve our service, we would welcome your feedback. Please email us on [records@wmk.govt.nz](mailto:records@wmk.govt.nz).

Thank you for your interest and we wish you well with your application.

**Please now complete your Special Licence Application and Checklist.**

**If you need any advice in completing these, please do not hesitate to call the Waimakariri District Council Environmental Services Unit on 0800 965 468.**

Environmental Services Unit  
Waimakariri District Council

## ENVIRONMENTAL SERVICES

### Waimakariri District Licensing Committee

# Checklist

# Application for Special Licence

Sale and Supply of Alcohol Act 2012

## Applicant name

Please read and complete the following checklist **before** submitting the application.

Certificate of Incorporation, Society or Trust (if applicable).

Copy of floor plans or site plan (to scale) showing each area to be designated as a supervised or restricted area, and the principal entrance.

Copies of any relevant publicity material related to the application and/or event.

Building owner's written permission.

Copy of menu or food provided.

For large events a map showing the location of nearby 'sensitive' locations, e.g. schools, early childhood facilities, hospitals, churches, etc.

For large events an Alcohol Management Plan stating how the applicant proposes to minimise risk to the community. For example: managing noise, live music, consideration for neighbours, safe transport options available, etc.

The prescribed fee of \$ \_\_\_\_\_ (includes GST of 15%).

*Note: These fees are not refundable.*

If you have any queries while completing the application form, please contact the Environmental Services Unit on 0800 965 468.

## ENVIRONMENTAL SERVICES

### Waimakariri District Licensing Committee

# Application for Special Licence

Sale and Supply of Alcohol Act 2012

To: The Secretary  
Waimakariri District Licensing Committee  
Private Bag 1005  
Rangiora 7440

#### Type of special licence applied for, and whether the event was foreseeable

State whether on-site or off-site special:

On-site      Off-site

State whether the event for which the special licence is applied for could reasonably have been foreseen.

Yes      No

If 'No', describe circumstances:

#### Details of applicant

Company name or full legal name or name(s) to be on licence: \_\_\_\_\_

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

If 'Yes', what kind of licence? \_\_\_\_\_

Licence number: \_\_\_\_\_

#### Status of applicant:

Natural person (minimum 20 years of age)      Company      Partnership or Limited Partnership

Club      Trustee      Body Corporate      Licensing Trust or Community Trust

Local authority      Government Department or other Instrument of Crown

Manager under the Protection of Personal and Property Rights Act 1988

Full legal name of individual or contact person of organisation:

\_\_\_\_\_

Date of birth (if individual): \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Website: \_\_\_\_\_ Preferred mode of contact: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

### 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.)

Nature of offence	Date of conviction	Penalty suffered

### Details of managers

Full legal name, number and expiry date of Manager's Certificate for each proposed Manager:

Full legal name	Certificate number	Expiry date

### Details of premises or conveyance

Address of proposed licensed premises: \_\_\_\_\_

\_\_\_\_\_

Name, trading name, or name of building : \_\_\_\_\_

\_\_\_\_\_

Is the licence conditional upon construction or completion of the premises?      Yes      No

If 'Yes', state details: \_\_\_\_\_

**OR**

Type of conveyance (eg. ship, train, bus etc): \_\_\_\_\_

Name of conveyance: \_\_\_\_\_

Home base address: \_\_\_\_\_

Registered number of conveyance (if any): \_\_\_\_\_

**Owner's consent:** (to be completed even if the applicant is the owner of the property)

I have no objection to \_\_\_\_\_ using my premises situated at \_\_\_\_\_ for the purpose of \_\_\_\_\_ to take place on \_\_\_\_\_ involving \_\_\_\_\_ attendees.

Name of owner and agent:

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

**PLEASE NOTE** - A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

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

- **Restricted designation:** no person under 18 may be present on the premises.
- **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or legal guardian.
- **Undesignated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

Area	Designation

Note: If a marquee or tent will be used and is over 100m<sup>2</sup>, you will require a building consent. Please contact the Building Unit for appropriate forms.

### Fire safety

I certify that the building **has does not require** an Evacuation Scheme for public safety which meets the requirements of Section 76 of the Fire and Emergency New Zealand Act 2017.

Name of owner: \_\_\_\_\_

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

**PLEASE NOTE** - A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

A registered Evacuation Scheme is required when:

- the building holds 100 or more people;
- there are 10 or more employees in the entire building; or
- providing accommodation for 6 or more persons.

Please contact the NZ Fire Service (03 372 8602) for more information about Evacuation Schemes and Fire Safety Requirements.

## Event details

Name of event: \_\_\_\_\_

Days and hours proposed for sale of alcohol: \_\_\_\_\_

Estimate of number of people attending: \_\_\_\_\_

Probable age distribution of people attending: \_\_\_\_\_

Principal purpose of the event: \_\_\_\_\_

Entry arrangements (eg. tickets, invitation, manager/membership): \_\_\_\_\_

Details of any entertainment (band, time booked etc.): \_\_\_\_\_

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

Yes      No

If 'Yes', what is the nature of those other goods or services?

Types of container in which alcohol to be sold: \_\_\_\_\_

If more than one alcohol outlet:

Name the entities that are supplying alcohol at the event	The duty manager(s) of each outlet:

## Conditions

Please state the experience and training of applicant:

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

What steps does the applicant propose to be taken to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed? (*Prohibited persons are minors, intoxicated persons, persons not invited to the event*).

Any other steps the applicant proposes in order to promote the responsible consumption of alcohol? (e.g. free non-alcoholic drinks to designated drivers, free water, signage)?

**For on-site special licences only, complete:**

What provision does the applicant intend to make for the sale and supply of alcohol?

Food (attach menus):

Provided by: \_\_\_\_\_

Non-alcoholic refreshments and low alcoholic beverages: \_\_\_\_\_

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

If no access to mains water supply, describe the potability of water intended to be available:



What steps are intended to be taken to provide assistance with or information about alternative forms of transport from the premises? (e.g. free telephone available, taxis, courtesy vehicle, etc)

What other licensed premises are there in the vicinity of the proposed premises? Will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)

What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?

How will noise be managed and mitigated?

How will you ensure there is no disorderly behaviour/general nuisance or increase in vandalism caused by your event or by persons attracted to your event?

## Authorisation

Applicant name: \_\_\_\_\_

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

Applicant signature: \_\_\_\_\_

(must not be signed by an Agent or Solicitor).

**PLEASE NOTE** - A signature is not required if you submit this form electronically. By entering your name in the box above you are giving your authority for this application to proceed.

## Processing Timelines

Applications should be made well before your certificate is required. On average about 5-6 weeks is required for a standard application to allow for processing, statutory reporting on your application, and issuing of a District Licensing Committee (DLC) decision on your licence. Timelines will be longer if there are agency oppositions or missing information on your application.