



# Clutha District Council

## Special Liquor Licence Application Guide

A special licence can be obtained under the Sale and Supply of Alcohol Act 2012, to sell or supply alcohol from unlicensed premises, or from Licensed Premises outside the hours of the Licence, or to people to whom sales cannot be made under the Licence. The special licence authorises the holder of the licence to sell and supply alcohol on the premises or conveyance described in the licence to anyone attending any occasion or event or series of occasions or events described in the licence.

### Council's Policy for Special Licences

Occasions or events for which a special licence is sought must have specified beginning and end points.

A special Licence will not be issued where, in the opinion of the District Licensing Committee, the extent and regularity of the activity is such that an on, off or club Licence is required.

In all cases, the person selling or supplying the alcohol must apply for the Special Licence.

Where an application seeks an amendment to an issued special Licence, an additional administration fee may be charged.

### What is a private social gathering?

A private social gathering is one that is closed to the public, invited guests only attend, and payment is not required in order to be invited, for example: a wedding, 21<sup>st</sup> birthday party, a staff social function.

Where a private social gathering is taking place on licensed premises outside the licensed hours of that premises or beyond the scope of the Licence, and the licensee is supplying liquor to the host of the private social gathering who is in turn giving the liquor to their guests, the person selling the alcohol will require a Special Licence.

### What is a public function?

Every activity at which liquor is sold and cannot be described as a private social gathering shall be deemed to be a public function. Public functions include those operated by private individuals, groups and clubs, where ticket sales are available, or where the general public can attend whether by payment for admission or not. Special licences are required for all public functions on unlicensed premises and club premises, as well as public functions on licensed premises that are outside licensed hours.

### Special Licence Procedure

All applications for special licences should be lodged at least 20 working days before the event. Applications received later than 20 working days before the event but may not be processed in time. Events must not occur unless a special licence has been issued and is displayed.

Applications for special licences for public functions will be referred to the Medical Officer of Health, Police and Licensing Inspector for reports as required by the Sale and Supply of Alcohol Act 2012. Reports may also be sought for private social gatherings.

The Secretary may, in circumstances where there is likely to be an effect beyond the immediate vicinity in granting a special Licence, require that the application be publicly notified.

Applications for special licences which are given favourable reports from Medical Officer of Health, Police and Licensing Inspector are approved, and Licences issued.

When the Medical Officer of Health, Police or Licensing Inspector oppose to a special Licence application the applicant will be advised of the opposition, and given a copy of the relevant reports. If the applicant wishes, the matter will then proceed to a public hearing.