



Clutha District Council

APPLICATION FOR A SPECIAL ALCOHOL LICENCE

Checklist of Information

Tick

- Completed application form
- Application fee

Special	Application fees will be calculated according to the size and frequency of the event or events	
Class 3 (Small)	1-2 events of less than 100 persons	\$63.25
Class 2 (Medium)	1-3 events of 100-400 persons; or • 3-12 Class 3 events	\$63.25
Class 1 (Large)	1 event with over 401 persons; or • 4+ Class 2 events; or • 13+ Class 3 events	\$207.00

- A suitably qualified person to manage the event
- Consent of premises owner, or if on Council owned land consent from Parks and Reserves, in writing if applicable
- Alcohol Management Plan for events over 250 people
- Section 8: **Alcohol Manager's details must be completed and signed by the Alcohol Manager**
- Host Responsibility Plan
- A plan of the premises showing the areas where alcohol is to be sold and supplied:
- If a public event: a copy of promotional material, a copy of any ticket

Should you require any further information or assistance, please do not hesitate to contact the Alcohol Admin staff at the Clutha District Council office.

Clutha District Council
1 Rosebank Terrace
BALCLUTHA 9230

Telephone: 03 419 0200



Clutha District Council

Please read the following notes before submitting the application:

1. A Special Licence is required for any function or event where alcohol will be sold either over a bar, by a ticket system or where the cost of the alcohol is included in the pre-sold ticket price. (The person / group that is receiving the profits from the sale of alcohol must apply for the licence).
2. A Special Licence allows events / functions to be held in unlicensed areas or in licensed premises outside the conditions of the alcohol licence.
3. Applications must be lodged with the Committee **at least 20 working days** before the licence is required (except under exceptional, unforeseeable circumstances for example: a funeral).
4. Applications are referred to the Police, Licensing Inspector and Medical Officer of Health for consideration to ensure good Host Responsibility practices will be in place.
5. The District Licensing Committee or Police or Licensing Inspector or Medical Officer of Health may require further details or an interview in respect of your application.

NOTE:

- (a) **For any LARGE EVENT (over 250 people) the applicant MUST submit a management plan, with copies of any promotional material and any ticket.**
- (b) **For any event where the hours alcohol is to be sold and supplied exceeds 6 hours a timeline of events and an alcohol management plan will be required (*please contact the Licensing Inspector for a template*).**



APPLICATION FOR SPECIAL LICENCE

Section 138, Sale and Supply of Alcohol Act 2012

1. Details of Applicant(s)

Licensee applying for the Special Licence

(Licensee is the Person / Club / Company / Organisation receiving the profits from the sale of alcohol)

(a) Licensee: _____

(b) Postal address: _____

(c) Daytime contact name: _____

(d) Telephone numbers: Daytime: _____ During event(s): _____

Email: _____

2. Status of applicant *(tick appropriate box)*

Natural Person (must be at least 20 years of age)

Partnership

Board, Organisation or other Body

Licensing Trust

Club

Private Company

Body Corporate

Other – please state _____

Does the applicant hold a licence? Yes

No

If yes, please tick which: On Licence

Off Licence

Club Licence

Licence Number: 73/ _____

Is the applicant 20 years or over? Yes

No

3. Is this application for an event(s) in more than 20 working days? Yes No

If **NO**, describe the circumstances: _____

Type of special licence applied for:

On-site *(Alcohol will be consumed on the licensed premises)*

Off-site *(Alcohol will be sold in sealed containers and will be consumed elsewhere, free tastings may be available)*

4. 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)

5. Experience and training of applicant in running special licensed events.

6. Premises Details

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 there a Fire Evacuation scheme for public safety in place for the premises? Yes No

(d) 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** or if on Council owned land written consent from Parks and Reserves.

Is the licence conditional upon completion of building work or construction of a marquee larger than 100m²? Yes No

If **YES**, state details of building consent: _____

(e) Is the alcohol being sold or supplied from a:
 Tent Bar Booth Tray service
 Other _____

(f) 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
- Location of where food will be available
- Location of Host Responsibility and prohibited persons signage
- Designations (*if any*)

(g) 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.

7. Details of the Event

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: _____

Nature/Principal purpose/Duration/Schedule: _____

Date(s) of the event: _____

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

Hours alcohol will be sold: Start: _____ Finish: _____

(Please note: if the hours alcohol will be sold is over 6 hours long a Timeline of Events will be required).

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 over 250 people will need a Alcohol Management Plan. The Licensing Inspector can provide guidance with additional information if required).

Is this attached? Yes No N/A

(c) 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): _____

(d) How will admission be controlled? Pre-sold tickets Door Sales
 Invitation only Both pre-sold and door sales

(e) Who will monitor the entranceway to the event?
 Bar staff Security Individual Family members

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

(f) Detail the type and amount of food that will be available. (Remember that food in the form of 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.

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

How will this food be promoted? (e.g. signage) _____

- (g) 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*):

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

- (i) What types of alcohol will be available?

- Beer only Beer and Wine Only
 Beer, Wine and Ready to Drink (RTDs) only
 All of the above including spirits and ciders

i. What types of non-alcoholic drinks will be available? (i.e. *variety*) _____

ii. What types of low alcohol drinks will be available? (i.e. *variety*) _____

- iii. **Water MUST be provided and promoted and FREE of charge at all times**

How will you supply and promote this? _____

What is the source of the water? Town supply Other: _____

- (j) What containers do you intend selling alcohol in?

- Plastic jugs
 Glassware, stubbies
 Cans
 Other (please detail): _____

- (k) 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 _____

- (l) 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:** _____

8. Duty Manager's Details

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: _____

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

Signature of Manager: _____

Date: _____