

### What is a special licence?

A special licence is a licence to sell and supply alcohol, on the premise or area described in the licence, to any person attending any occasion or event or series of occasions or events described in the licence.

### When is a special licence required?

If you are hold an event where alcohol will be sold either over the bar, by a ticket system, or the cost of alcohol is included in pre-sold tickets, you are deemed to be selling alcohol and a special licence is required.

### Types of Special Licences

There are two types of special licences:

#### 1. On Site

- Allows the sale of alcohol which will be consumed at an event, in an area where no licence is currently in force, or
- Where an existing licence is in force but which may authorise the sale of alcohol at times not permitted by the existing licence or in an area not covered by the existing licence or to persons not permitted by the existing licence.

#### 2. Off Site

- Allows the sale of alcohol that will be taken away and consumed at another place. This also allows free samples to be supplied. An off-site special licensee can only sell their alcohol.

### Who should make application?

The application must be made in the name of the person or legal entity that receives the proceeds from the sale of alcohol. This could be in the name of an individual, company, partnership or other entity.

Applicants must be over the age of 20.

### How to apply for a special licence

The Act requires applications to be submitted at least **20 working days** before the event. **You are therefore advised to submit your application at least 6 weeks before the date of your first event.** Documents must be filed with the application form as outlined in the checksheet. The fee must be paid at the time the application is filed.

**To avoid delays, it is advised to arrange a pre-lodgement meeting with the Licensing Inspector to ensure you have completed the application correctly and have all the required supporting documentation.**

### Special Licences - December to February

**Special licence applications for events planned from 20 December through to mid February must be lodged with the Waitomo District Licensing Committee by mid November.** This is because under the Sale and Supply of Alcohol Act 2012 non working days for processing Special Licences are 20 December - 15 January the following year.

### Waitomo District Local Alcohol Policy

The Waitomo District Local Alcohol Policy came into force 1 June 2016. Applicants should have regard to the policy on Special Licences. The Policy is available on our website [www.waitomo.govt.nz](http://www.waitomo.govt.nz) via quick links 'Policy'.

### Application fee

There are 3 categories for fees (GST inclusive), dependent on the nature of the event/s.

Class 1	1 large event More than 2 medium events More than 12 small events	<b>\$575.00</b>
Class 2	3 to 12 small events 1 to 3 medium events	<b>\$207.00</b>
Class 3	1 or 2 small events	<b>\$63.25</b>

- Large event - more than 400 people
- Medium event - 100 - 400 people
- Small event - less than 100 people

If, in the opinion of the Licensing Inspector, your event is of a different class to which you have advised, you may be required to pay the difference in fees. Multiple events must be of a similar nature or separate applications will need to be sought.

### Large Events

An alcohol management plan is required if you are holding a large event. You must described how you propose to deal with matters such as security, monitoring, interaction with local residents and public health concerns.

### Details of Certified Manager(s) or Responsible Person(s)

A person must be appointed to manage the conduct of the sale, supply or consumption of alcohol.

- If the event is small or a private social gathering, it may be sufficient for a responsible person to be nominated. You will however be required to complete an **Application for Exemption** and provide details regarding the responsible person(s) operating the bar.  
If you advise a certified manager in your application, this would be an advantage.
- For larger events or events that are open to the public, the District Licensing Committee may require a person who holds a manager's certificate to be appointed and present at all times alcohol is being sold, supplied or consumed.

### Designation of areas

These definitions relate to the age of persons allowed to be present on the licensed area and may be chosen by the applicant or imposed by the District Licensing Committee.

- Supervised means that persons under 18 years of age may only be present if accompanied by a parent or legal guardian.
- Restricted means that no persons under 18 years of age may be present.
- Undesignated means that person of any age may be present.

### Provision of food, non-alcoholic drinks and low alcoholic drinks

Food, non-alcoholic drinks and low alcoholic drinks must be available at all functions for which a special licence is issued. In keeping with host responsibility and accepted practice, food must be available at all times. Full details of what type of food will be provided and when the food will be available must be detailed in the application.

## Procedure

A copy of the application will be sent to the Police, Waikato District Health Board and Licensing Inspector for report.

The following matters are taken into account by the District Licensing Committee when considering an application:

- the nature of the application
- the suitability of the applicant, including character, reputation and any recorded convictions
- the days and hours alcohol is to be sold, supplied or consumed
- the areas (if any) that are proposed to be designated as 'restricted' or 'supervised' areas'
- the steps to be taken by the applicant to ensure that the requirements of the Sale and Supply of Alcohol Act 2012 are observed
- the sale and supply of non-alcoholic and low alcoholic refreshments and food
- reports from the Police, Waikato District Health Board and Licensing Inspector

## Opposed Applications

If the application is opposed by the Police, Waikato District Health Board or Licensing Inspector, you will be given the opportunity to present your application before the District Licensing Committee.

## Who can apply for a Special Licence?

Common examples of entities\* who are eligible to apply for a special licence:

The following are examples of who CAN apply for a special licence:

1. An Incorporated Club or Society; Any incorporated club or society should be able to provide a copy of their Certificate of Incorporation with their application. If they cannot supply a Certificate then the application cannot be accepted because it is incomplete.
2. A Trust; This Trust is incorporated under the Charitable Trusts Act 1957, and is a trustee within the meaning of the Trusts Act 2019 and is therefore eligible.
3. A Board of Trustees; this is a Trustee within the meaning of the Trusts Act 2019 and is therefore eligible.
4. A Company (e.g. Limited);
5. An individual

Examples of entities who CANNOT apply for a special licence:

- a. Any Club that is NOT incorporated;
- b. Parents Support Group that are not Incorporated or are not a Trust;
- c. Committees that are not Incorporated or are not a Trust;
- d. An individual 'on behalf of school or organisation'. The applicant is the individual and only this should be entered under section 2.

For situations a. to d. above, the full name of the individual making the application should be entered under section 2 Details of Applicant as "a natural person". You must have attained the age of 20 years to be eligible to apply.

\*entity: means a person, partnership, organisation, or business that has a legal and separately identifiable existence.

- Applications MUST be made at least 20 working days prior to the event (please note Special Licence lodgement period for December to February)
- Please read and retain the information sheet attached.
- Use this checklist to assist you in lodging a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.
- All items on this checklist must be ticked to show that they are provided (if applicable).
- 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.

Office use      Applicant use

- Application Fee
- Supporting documentation for the event:
  - Public Event - Program / Flyer / Promotional Material
  - Private Event - Copy of invitation / Confirmation Email
  - Any other information which establishes the application as a 'special' event
- A complete list of food and non/low alcoholic beverages that are to be provided (menu)
- Detailed A4 scale floor plan of the premises showing: (please use a highlighter pen)
  - The perimeter of the licensed area including any outdoor areas, the food and bar servery and the free water outlets.
  - Those parts of the premises that are to be used for the sale or supply of alcohol
  - Those parts of the premises (if any) that are to be designated as restricted or supervised areas
  - The principal entrance
- Where the event is to be held outdoors or in a rural location, please provide a site map based on Google maps aerial photograph showing: (please use a highlighter pen)
  - The perimeter of the licensed area and how it is to be demarcated (e.g. fence), the food and bar servery, the free water outlets and principal entrance.
- Details of Certified Manager(s) or Responsible Person(s):
  - Details of the Responsible Person(s) operating the bar and completed Application for Exemption; or
  - Copies of each Manager's Certificate for those nominated to manage the event (if applicable)
- Identifying particulars of the applicant (to be the Licensee)
  - For a non-licensed club or society or other organisation, proof of its validity and a person responsible for the organisation.
  - For existing licensed premises, licence number and details
  - Copy of the Certificate of Incorporation (up to 2 months old). Here is a link to the Companies Office Societies and Trusts Online website <http://www.societies.govt.nz> where a copy can be printed free of charge.
- Where the applicant is an individual, please provide details of why you are a suitable person to hold a special licence. e.g. previous events you have been responsible for organising in the past.
- A written statement from the premises owner authorising the sale of liquor by the licence holder on their premises (Note: The consent must be for the same party as the applicant detailed in section 2 for the application)
- Completed Police Supplement Form and Waikato District Health Board Form
- For 'Large Events' (with more than 400 people) a detailed Alcohol Management Plan

I certify that the above information is included with this application and all questions within the application have been answered in full.

Name (print clearly)

Signature

Date

Office Use Only

Accepted and checked

Date

Amount paid

Receipt no

**To the Secretary, District Licensing Committee Waitomo District Council**

Application for Special Licence is made in accordance with the particulars set out below.

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

Type of Licence  On-Site  Off-Site

Could the event for which the special licence is applied for, have reasonably been foreseen?  Yes  No  
(if application has been made within the 20 working day timeframe)

If No, describe circumstances:

## 2. Details of Applicant

Full legal name(s) of applicant (this must be who will be receiving the proceeds of the sale of alcohol)

Postal address for service of documents

Contact Person

Contact numbers




Phone (home)

Phone (work)

Mobile

Email

Preferred mode of contact

Applicant status (under section 28 of the Sale and Supply of Alcohol Act 2012, what is the status of the applicant?)

- Natural Person   
  Local Authority   
  Body Corporate to which Section 28(1)(b) of the Act applies  
 Private Company   
  Trustee   
  Manager under the Protection of Personal & Property Rights Act 1988  
 Partnership   
  Public Company   
  Government Department or other instrument of the Crown  
 Club (Must be an Incorporated Society)   
  Licensing Trust   
  Board, organisation, or other body to which section 28(1)(f) of the Act applies  
 Community Trust

For an applicant that is a body corporate, please state authority under which incorporated

If applicant is an individual, date of birth

Business details - Off Site Only (describe principal business, any other businesses)

Are you a manufacturer, distributor, importer or wholesaler?

Yes

No

Is a licence already held for the premise or conveyance concerned?

Yes

No

If Yes, please state kind of licence

Licence No.

Who will receive the profits from the sale of alcohol

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.)

Nature of offence	Date of Conviction	Penalty Suffered

### 3. Details of Manager(s) or Responsible Person(s)

Full Name

Address

Date of birth

Certificate No

Certificate expiry

Full Name

Address

Date of birth

Certificate No

Certificate expiry

- If you are not appointing a certified manager, please indicate here. You must complete an Application for Exemption and attach to this application form. **Record their name and date of birth above and detail any experience they have had in managing a bar and/or their professional background on a separate page.**

### 4. Details of Premises or Conveyance

Address of premises

Trading or other name

Does the applicant own the proposed licensed premises?

Yes

No

If **No**, please provide details

Full legal name of owner

Postal Address

Tenure *(form of tenure including term)*

**OR**

Type of conveyance *(ship, bus etc)*

Registration No. *(if any)*

Address of home base *(if any)*

Any name used or proposed for conveyance

### 5. Event Details

Nature 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 event

Are you intending to engage 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 the other goods and services?

## 6. Other Matters

Experience and training of applicant

What types of containers does the applicant propose to sell or supply alcohol in?

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 proposed to be taken to prevent the sale and supply of alcohol to prohibited people?

What steps does the applicant propose to promote the responsible consumption of alcohol?

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

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

Restricted Area

Supervised Area

Undesignated Area

**Note: A restricted area means that no one under 18 years of age may be present, a supervised area is an area that individuals under 18 years of age may be present if accompanied by a parent or legal guardian. An undesignated area means that any age may be present**

What systems will you have in place to ensure restricted and supervised designated areas are adhered to?

**For on-site applications only**

Food *(list food availability here, or attach menu)*

Non-alcoholic beverages *(describe type and range)*

Low-alcoholic beverages - *(must be 2.5% or less, low wine not included)*

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

**7. Applicant Signature**

Name (print clearly)

Signature

*(If applying as a club/company/partnership etc. please state your relationship e.g. secretary, director)*

Dated at  this  day of  20

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

By signing this form, you consent to the release of the information.

## APPLICANT AUTHORISATION

Name (print clearly)

Signature

Date





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? If a catered event, please supply menu: <i>menu supplied yes/no</i> 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)