



## APPLICATION FOR A SPECIAL ALCOHOL LICENCE

### *Checklist of Information*

Tick

- Completed application form
- Application fee

<b>Special</b>	<b>Application fees will be calculated according to the size and frequency of the event or events</b>	
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	\$207.00
Class 1 (Large)	1 event with over 401 persons; or • 4+ Class 2 events; or • 13+ Class 3 events	\$575.00

- 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 licensing department at the Invercargill City Council's office.

Invercargill City Council  
Civic Administration Building  
101 Esk Street  
INVERCARGILL 9840

Telephone: (03) 211 1777  
Email: [dlc@icc.govt.nz](mailto:dlc@icc.govt.nz)



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*).



FORM 6

# 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)*

- |  |  |
|--|--|
| <input type="checkbox"/> Natural Person (must be at least 20 years of age) | <input type="checkbox"/> Partnership     |
| <input type="checkbox"/> Board, Organisation or other Body                 | <input type="checkbox"/> Licensing Trust |
| <input type="checkbox"/> Club  | <input type="checkbox"/> Private Company |
| <input type="checkbox"/> Other – please state _____                        | <input type="checkbox"/> Body Corporate  |

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 100m<sup>2</sup>?**  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 water
- 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*):

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- (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*) \_\_\_\_\_

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ii. What low alcohol brand(s) will be available? (i.e. no more than 2.5% alcohol content)

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

How will you supply and promote this? \_\_\_\_\_

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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: \_\_\_\_\_