

How to apply for a special licence

Follow the instructions below to apply for a special licence to sell and supply alcohol for consumption at an event (or series of events). **Your application will not be lodged unless the application is completed correctly, and all documentation is supplied.**

Requirements to be met for a special licence application

An application for a special licence must be lodged:

- **At least 20 working days** before the event(s) to be held.
- **At least 40 working days** before the event for **large** events.

Incomplete applications will not be accepted. Late applications made less than **20 working days** before the event will need to be considered by the District Licensing Committee and may be declined.

Please note, working days do not include weekends, public holidays, and the period from 20 December to 15 January of any year.

What you need to do

- Supply a completed application form
- Supply all required supporting documents (see 'what to include')
- Calculate and pay fee (see page 2) – Please note payment is to be made upon application

What to include

- Completed application form
- Application fee (see page 2)
- Detailed A4 scale map of the interior of the premises showing:
 - The areas used for the consumption of alcohol (include outdoor areas)
 - The areas that are to be designated (restricted, supervised, or undesignated)
 - The principal entrance
 - Location of any food outlets and/or other relevant activities
 - Location of bar/point of sale of alcohol
- Food and drinks menu(s) including low and non-alcoholic beverages
- Copies of each current manager's certificate for those nominated to manage the sale and/or supply of alcohol
- Details of the event(s) e.g., program of activities, copy of ticket or invitation, promotional material etc.
- An alcohol management plan (for events over 1,000 attendees)
- Building owner consent supporting the sale of alcohol and confirmation term of tenure

IMPORTANT NOTE:

Applications may take up to 8 weeks to process. To ensure the application is processed quicker, please include all requested documents upon application, otherwise there may be delays with your application.

How to calculate your fee

Fees are set out under the Sale and Supply of Alcohol Fees Regulations (2013). There are three different fees for special licences that depend of the number of events covered by the licence and the number of people attending the event(s). The number of people expected to consume alcohol at the event does not affect the application fee.

Select one boxes below to determine which fee applies to your application:

<input type="checkbox"/>	Licence Type	Application Fee	Description
<input type="checkbox"/>	Class 3	\$63.25	1 or 2 events covered by the licence that are of a 'small size'
<input type="checkbox"/>	Class 2	\$207.00	3 to 12 events covered by the licence that are of a 'small size' OR 1 to 3 events that are of a 'medium size'
<input type="checkbox"/>	Class 1	\$575.00	All other special licences, including licences for events that are of a 'large size' OR 13 or more events that are of a 'small size' OR 4 or more events that are of 'medium size'

Size of the event	Amount of people in attendance
Small	Less than 100 people
Medium	Between 100 to 400 people
Large	More than 400 people

Payment options

You can pay by cash, eftpos or credit card in person at any of our Council service centres. Alternatively, you can pay online at <https://www.fndc.govt.nz/Our-services/Pay-a-council-invoice>.

Office Use Only

Payment			
Application Fee (incl GST)	Receipt Number	Receipt Amount \$	Cashier Name
\$		Payment Received Y / N	
Date Application Received	Date Application Vetted	Date Application Completed	Admin

To the Secretary of the Far North District Licensing Committee this application for a special licence is made in accordance with the particulars set out below.

Licence details

1 What type of special licence is sought:

On-site: to sell and supply alcohol to people attending the event, for it to be consumed on-site

Off-site: to sell alcohol to people attending the event, for consumption elsewhere

2 Size of the event(s): Small Medium Large Working days before event:

Is this application late? Yes *continue to the next section* No *continue from question 3*

Could the event have been applied for sooner? Yes No

If there are fewer working days than required (refer to first page), please explain why this application was submitted late:

Applicant details

3 Full legal name of applicant:
(name to appear on licence)

Contact name: Postal address for service documents:

Contact phone:

Contact email:

4 Status of the applicant or club: Natural person Company Partnership
 Club Other: _____

5 Has the applicant (or any company directors) had any criminal convictions?
If yes, what was the nature of the offence, date of conviction and penalty suffered? Yes No

Nature of the offence	Date of conviction	Penalty suffered

6 What experience and training does the applicant have with operating a licensed premises or event?
Please provide examples.

Premises details

- 7 Does the premises currently hold an alcohol licence? Yes No
Licence number: Licence expiry:
- 8 Address of premises for the event to be held: Postcode:
- 9 Proposed trading name of the event:
- 10 Does the applicant own the premises for the event?
If no, the owners' permission must be supplied. Yes No
- 11 What part (if any) of the premises is intended to be designated?
Leave blank if the entire premises are undesignated
- Restricted area:
(no one under 18 allowed on-site)
- Supervised area:
(minors only permitted with parents/legal guardians)

Event details

- 12 What is the principal purpose of the event? *E.g. birthday, wedding, concert etc.*
- 13 Will there be the intention to sell any other goods other than alcohol and food, or providing services other than those related to alcohol and food?
If yes, what is the nature of those other goods or services? Yes No
- 14 Date(s) of the event(s):
If the application is for a series of events, please specify all dates.

15 The days and hours where the premises intend to sell alcohol under the special licence:

<input type="checkbox"/> Monday	hours from _____ to _____	<input type="checkbox"/> Friday	hours from _____ to _____
<input type="checkbox"/> Tuesday	hours from _____ to _____	<input type="checkbox"/> Saturday	hours from _____ to _____
<input type="checkbox"/> Wednesday	hours from _____ to _____	<input type="checkbox"/> Sunday	hours from _____ to _____
<input type="checkbox"/> Thursday	hours from _____ to _____		

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17 Entry to the event will be: Ticket Invitation Other: _____

18 List of alcohol beverages that will be sold:

Alcoholic Beverage	Percentage of Alcohol	Price

19 What types of containers will alcohol be sold in? *E.g. plastic glasses, paper cups, standard bar glasses, cans, bottles.*

Training and experience details

20 Who will be appointed to manage the sale of alcohol for this event?

Certified manager(s) *continue to question 21 and skip question 22* Nominated person as per section 213(2) of the Act *go to question 22*

21 Manager details – list of all certified managers for the event:

Name	Date of birth	Certificate number	Certificate expiry

22 Nominated person(s) details who will manage the event:
Please include a copy of the nominated persons driver's licence upon application

Name	Date of birth	Address	Drivers Licence No.

23 Staff and/or volunteers' details who will be present working the event and their relevant training/experience:

Staff	Number	Experience	Training
Volunteer(s)			
Paid staff			
Security			

24 What sort of security arrangements will be made?
If using private security, please provide a copy of security registration certificate.

25 What relevant experience or training does the applicant have relative to alcohol service and compliance?

Date	Training / Experience

26 Describe other systems (including training systems), and staff to be in place for compliance with the Act:

Steps to minimise alcohol related harm

- 27 List of low and non-alcohol beverages that will be sold:
You need to have at least one low-alcohol option – this percentage needs to be between 1.15% and 2.5%

Beverage	Percentage of Alcohol	Price

- 28 List of food that will be available/sold:
You need to have at least 3 substantial food options available at all times alcohol is being sold. This does not include packet foods like chips and peanuts etc.
- Yes – I confirm I will supply at least 3 substantial food options at all times alcohol is sold.**

Food	Price

- 29 Describe where free drinking water is made available to patrons:

- 30 Is this water: Town supply *skip question 31* Tank supply Other: _____

- 31 Recent water test supplied: Yes No *this is required if you are not on town supply to ensure the water is potable*

- 32 Assistance or information with alternative transport options available:

- 33 What other steps does the applicant propose to take to promote responsible consumption of alcohol?

- 34 What steps does the applicant propose to take to ensure sale of alcohol to prohibited persons is prevented?

IMPORTANT NOTE

The NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.

The personal information that you provide in this form will be held and protected by Far North District Council in accordance with our privacy statement, available [here](#).

Applicant's full name: _____

Applicants signature

Date (DD / MM / YYYY)

Evacuation Scheme Declaration Form

This declaration is to be completed, signed, and returned with your application, even if an evacuation scheme is not required.

I _____ applicant for special licence at the premises known as _____
Full name *Trade name*

situated at _____
Premises address

state:

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017
- Because of the building's current use, its owners are not required to provide and maintain such a scheme;
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme

A registered evacuation scheme is required when:

- The building can hold more than 100 people
- There are more than 10 employees in the entire building
- Overnight accommodation is provided for more than five people

Please contact the Fire and Emergency NZ for more information about evacuation schemes and fire safety requirements.

Applicant's full name: _____

Applicants signature

Date (DD / MM / YYYY)

Owners full name: _____

Owners signature

Date (DD / MM / YYYY)