

# How to Apply for a Special Licence



*Under section 138 of the Sale and Supply of Alcohol Act 2012*

An application for a special licence **MUST be lodged:**

- **at least 20 working days\*** before the event(s) is to be held.
- For large events, we expect applications to be lodged at least 30 working days before the event.
- **If making application less than 20 working days before the event please provide an explanation as to why the application is late.** Please note the District Licensing Committee may decline your application in such cases.

*\* working days do not include weekends, public holidays and the period from 20 December to 15 January (inclusive)*

To sell and supply alcohol for consumption at an event (or series of events) follow the instructions below **Your application will not be processed unless the application is completed correctly and all documentation is supplied.**

**Incomplete applications will not be accepted.** *If no payment has been made at time of application the application is incomplete. If payment has been made online please provide proof of payment.*

## What you need to do

- Supply completed application form
- Supply all required supporting documents (see 'What to include')
- Calculate and pay all required fees

## What to include

- Completed application
- Application fee (see page 2)
- Detailed floor plan (to scale, A4 size or larger) of the premises showing:
  - » The areas to be used for the sale or supply of alcohol
  - » The areas that are to be designated restricted or supervised
  - » The principal entrance
  - » Location of any food outlets and/or other relevant activities
- Food and drinks menu(s) including non and low alcoholic beverages
- A written statement from the owner of the building/property giving their consent for alcohol to be sold or supplied on the premises
- Copies of each managers' 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)

## Calculating the fee

There are three different fees for special licenses. The fee depends on the number of events covered by the licence and the number of people **attending** the event(s) (not the number of people expected to consume alcohol). The fees are set by Regulation.

Use the chart below to determine which fee applies to your application.

Licence Type	Application fee (all fees include GST)	Description
Class 3	\$63.25	1 or 2 events covered by the licence that are of a 'small size'
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'
Class 1	\$575.00	All other special licences, including licences for events that are of a 'large size', 13 or more events that are of 'small size', or 4 or more events that are of 'medium size'.

*Small event: where less than 100 people will attend the event.*

*Medium event: between 100-400 people will attend the event.*

*Large event: where more than 400 people will attend the event.*

## Payment options

In person - You can pay by cash, eftpos or credit card at any of our service centres Thames, Whangamata, Whitianga and Coromandel

Online at [www.tcdc.govt.nz/Your-Council/Payment-Options/](http://www.tcdc.govt.nz/Your-Council/Payment-Options/)

<b>Office use only</b>	APPLICATION FEE (including GST) \$	RECEIPT NUMBER	RECEIPT AMOUNT \$	<input type="checkbox"/> PAYMENT RECEIVED	CASHIER NAME
	COMMENTS				

# Application for Special Licence



Section 138 of the Sale and Supply of Alcohol Act 2012

To the Secretary District Licensing Committee, Thames Coromandel District Council, this application for a special licence is made in accordance with the particulars set out below.

1) What type of licence is sought:

On site - to sell and supply alcohol for consumption on site to people attending the event

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

2) Could the event for which the licence is applied for have been reasonably foreseen?  YES  NO  
(If no, describe circumstances)

3) Status of applicant or club (tick appropriate box)

Natural Person     Company     Partnership     Club

Other (advise what authority) \_\_\_\_\_

## Applicants details

4) Applicants name (licensee)  
*(the licensee is the person or organisation that receives the proceeds from alcohol sales)*

Applicant's date of birth <i>(if an individual or partnership)</i>	Postal address for service documents
Contact name	
Phone number	
Email address	

5) Do you have any Criminal Convictions?  YES  NO

If YES, what was the nature of the offence, date of conviction and penalty suffered?

Nature of the offence	Date of conviction	Penalty Suffered

## Premises Details

6) Is a licence held for the premises?  YES  NO

Licence  
number

7) Address of premises where event(s) are to be held  Postcode

8) Proposed trading  
name of the event

9) Does the applicant own the licensed premises?  YES  NO (owners permission must be supplied)

10) What part, if any, of the premises is intended to be designated (leave blank if entire premises are undesignated)?

Restricted area  
(no one under 18 allowed on site)

Supervised area  
(minors allowed only with  
parent or legal guardian)

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## Event Details

11) What is the principal purpose of the event?

12) On which days and during which hours is alcohol intended to be sold?

MONDAY (hours from)  (to)   TUESDAY (hours from)  (to)

WEDNESDAY (hours from)  (to)   THURSDAY (hours from)  (to)

FRIDAY (hours from)  (to)   SATURDAY (hours from)  (to)

SUNDAY (hours from)  (to)

13) Number of those attending  
under 18 years of age (approx)

Number of those attending  
over 18 years of age (approx)

14) Entry will be (tick appropriate boxes):  by ticket  invited guests  open to the public

15) Is there a website or social media page associated with this event?  YES (provide details below)  NO

Website:

Facebook  
page:

Instagram:

Other:

- 16) Is the applicant intending to sell or supply any other goods apart from alcohol and food, or provide any services not directly related to the sale and supply of alcohol and food?

 YES NO

If YES, what is the nature of those other goods or services?

- 17) What types of containers will alcohol be sold in (e.g. plastic glasses, paper cups, standard bar glasses, can, bottles)?

- 18) What range of alcohol products will be available? What is the alcohol percentage of each?

Beverage Type	Alcohol percentage

- 19) What sort of security arrangements will be made (if using private security please provide a copy of security registration certificate)?

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## Training and Experience

- 20) Managers details - For each manager or responsible person state full legal name, date of birth, address and managers certificate number.

Name	Address	DOB	Manager Certificate Details

21) What relevant experience and training does the applicant have relative to alcohol service and compliance?

Date	Type of Experience/Training

22) How many bar staff and/or volunteers will be present to monitor and/or serve those attending the event(s)?  
*What training / experience do they have running licensed events?*

Number of staff	Type of Staff (eg. volunteer)	Type of Experience/Training

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

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## Steps to minimise harm from alcohol

24) What provision does the applicant intend to make for the sale and/or supply of:

(a) Food (please provide details and attach a copy of any menus)

(b) Non-alcoholic and low alcoholic (2.5% or less) drinks (provide details)

25) Describe to what extent, and where, potable drinking water is to be made available to patrons:

26) What assistance, information or options will the applicant provide in relation to alternative forms of transport from the premises?

27) What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?

28) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed?

**IMPORTANT NOTE:**

The New Zealand 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 TCDC in accordance with our privacy statement, available at [www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/](http://www.tcdc.govt.nz/Your-Council/About-this-Site/Privacy-Statement/)

Applicant Name	Applicant Signature	Date (DD/MM/YYYY)