



Sale of Liquor Act 1989
Application for Special Licence

To: The Secretary
Ashburton District Licensing Agency
P O Box 94
ASHBURTON

Application for a special licence is made in accordance with the details set out below:

1. Details of Applicant(s):

(a) Full Name:

(b) Full Postal Address for Service of Documents:
.....

(c) Daytime Contact Name and Telephone Number:
.....

(d) Full Name and Address of Manager or Managers to be employed, and certificate numbers of manager's certificate(s):
.....

(e) Status of Applicant (tick appropriate box):

- | | | |
|--|---|---|
| Natural Person
<input type="checkbox"/> | Private Company
<input type="checkbox"/> | Public Company
<input type="checkbox"/> |
| Body Corporate to which 75(ba)
of the Act applies
<input type="checkbox"/> | Board, organisation, or to which
75(bb) of the Act applies
<input type="checkbox"/> | Government Department
or other instrument of
Crown
<input type="checkbox"/> |
| Licensing Trust
<input type="checkbox"/> | Partnership
<input type="checkbox"/> | Local Authority
<input type="checkbox"/> |
| Club
<input type="checkbox"/> | Trustee
<input type="checkbox"/> | Manager under the
Protection of Personal &
Property Rights Act 1988
<input type="checkbox"/> |

2. Premises Details

(a) Address of proposed licensed premises
.....

(b) Proposed trading name for premises (if any)
.....

- (c) Is a licence sought conditional upon construction or completion of premises?..... Yes/No
- (d) Does the applicant own the proposed licensed premises? Yes/No
 If **No** –
 - i. What is the full name and address of the owner?
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 - ii. What form of tenure of the premises will the applicant have (including term of tenure)?

- (e) What part (if any) of the premises does the applicant intend should be designated as –
 - i. A restricted area
 - ii. A supervised area

3. Purposes *(To be included only where the application is made for a licence under section 73 of the Act)* **(Premises which do not have a liquor licence)**

- (a) What is the occasion or event, or series of occasions or events, in respect of which the licence is sought?

- (b) When is this occasion or event, or series of occasions or events, to occur?

- (c) On which days and during what hours does the applicant intend to sell liquor under the licence? (Separate sheet if necessary)

4. Purposes *(To be included only where the application is made for a licence under section 74 of the Act)* **(Premises which have a liquor licence)**

- (a) Identifying particulars on the On-Licence or Club Licence held by the applicant

- (b) Address and trading name (if any) of licensed premises

- (c) In respect of what kind or kinds of social gatherings is the licence sought?

- (d) When are the social gatherings to be held?

- (e) On which days and during which hours does the applicant intend to sell liquor under the licence?

5. Conditions

- (a) What provision does the applicant intend to make for the sale and supply of –
 - i. Food?
 - ii. Non-alcoholic refreshments?
 - iii. Low-alcoholic beverages?

- (b) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?
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.....
.....
.....

- (c) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?
.....
.....
.....

- (d) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?
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.....
.....
.....

- (e) What containers does the applicant propose to sell liquor in?
.....
.....

Dated at this day of 20.....

.....
Applicant

- NOTES
- 1. This form must be submitted in duplicate.
 - 2. Application must be made at least 20 days prior to the event.
 - 3. A fee of \$63.00 is payable on application.



Sale of Liquor Act 1989

Special Licences are issued under Section 73 & 74 of the Sale of Liquor Act 1989

Section 73

Authorises the issue of special licences to sell and supply liquor, in or on any premises or conveyance, to persons on any occasion or event or series of occasions or events.

Section 74

Authorises the holder of any on or club licence to sell or supply liquor on the premises, at any time when the licence requires the premises to be closed or to persons who are not club members. Special licences under this section may be issued for social gatherings.

Who may hold a Special Licence?

- Any person
- Public Company
- Local Authority
- Body Corporate
- Partnership
- Board or Organisation
- Private Company
- Clubs
- Government or Crown Entity
- Licensing Trust
- Trustee

Practical Guide to Special Licence Applications

	Section 73	Section 74
What sort of premises?	Any premises including, clubs, sports stadiums, marquees, A & P shows, tents, buses, caravans.	Holder of on-licence or club licence
What sort of occasions?	Any lawful purpose. Any one occasion or any series of occasions.	Any social gatherings at licensed premises
Who can hold special licence?	Any person.	Only licence holders. Ask whose liquor is being sold – the owner requires licence.
How much does it cost?	\$63 The licence can be for up to 10 occasions or events in any one year.	\$63 The licence can be for up to 10 occasions or events in any one year.

What is meant by:

Restricted Area	Is a designation applied to an area where persons under 18 may not be present. (This usually applies to a nightclub)
Supervised Area	Is an area where persons under 18 may only be present if accompanied by a parent or legal guardian (eg a bar) For most events a supervised area or undesignated area is appropriate
Prohibited Person	- A person under 18 years of age - An intoxicated person

What must applicants for special licenses do?

1. Fill in two copies of the application form. We send one copy to the police.
2. Make sure the form is filled in properly and completely – *see notes above*.
3. Name of the applicant and/or manager is required. A date of birth assists police enquiries.
4. The dates and times for which a special licence is required must be clearly set out. Use a separate sheet of paper if multiple times and dates are required.
5. Clearly set out the occasion or event(s) for which the special licence is required. What is the special licence required for?
6. Food must be available – describe the food to be provided.
7. Sign and date the forms.
8. At least 20 working days is required to process the application. Apply early.
9. If a marquee greater than 50m² is to be used, a building consent is required. Please contact Council's Building Control Officer.

Following these steps will allow your application for a special licence to be promptly processed. Please assist by allowing plenty of time for processing and by completing the forms thoroughly.