



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?
 -
 - 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?
.....
.....
.....
.....

- (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?
.....
.....
.....
.....

- (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.



Public or Significant Event

Where a Special Licence is sought for an event that involves a significant number of people or has a particular public component, the Police and District Licensing Agency may require additional detailed information.

The following questions may not relate to all applications for significant or public events and the applicant will need to address those questions that the Police or District Licensing Agency Inspector consider relevant to a particular application.

Provide information on:

Date, time and venue for the event.
The significance of the event (eg. festival, celebration, etc.).
Market and age bracket the event is to cater for.

The Organisers

Who is organising the event and what experience do they have in similar or related events
What are their backgrounds?

The Venue

Where and what is the venue?
Who owns/operates the venue?
What role do the venue owner/operators have in the event; are they aware of the event – do they give permission?
Does the venue meet fire and building safety standards?
If a marquee/tent is involved, you need a Building Consent if it is over 50m².
How close is the venue to residential accommodation?
Is the neighbourhood aware of the proposed event?
What steps have been taken to minimise the potential for complaint from neighbours?

General

What type of entertainment will there be?
What instructions will the entertainer have as to influence on crowd behaviour?
What steps will be taken to minimise the potential for noise complaint?

Liquor Points of Sale/Bars

Who will operate the points of sale?
How many staff will there be?

How many Certificated Managers will there be?
Who will have overall responsibility?
What hours will liquor be sold?
What controls will there be to prevent sales to minors or intoxicated patrons?
What types of containers will liquor be sold in?
How will patrons pay for their liquor?

Designation

What designation will the premises have?
Why that designation?

Food Provisions

What food and non-alcoholic beverages will be provided?
Who will be catering?
How many points will it be available from/how accessible?

Security

How many security staff will there be?
Who will provide the security staff?
Who will the security staff be responsible to?
What role will they play?
What instructions will they be given?
What controls will be in place to prevent minors and intoxicated patrons entering?
How will they deal with disorder or intoxication if that occurs in the area?
How will the area be cordoned off to restrict access?
How will the area be kept secure?
How will the age restrictions be enforced?

Forms and Applications

All Application forms and supporting information packs are available from:
(a) www.ashburtondc.govt.nz/services/ - Liquor Licensing
(b) The Ashburton District Licensing Agency (DLA), which is a section of the Ashburton District Council. Ask for the relevant information from the main Council Reception.

Liquor Licensing

Environmental Services Division
Ashburton District Council

5 Baring Square West
PO Box 94
Ashburton

Phone: 03 307 7700
Fax: 03 308 1836
Email: info@adc.govt.nz
Web: www.adc.govt.nz/liquor

ASHBURTON DISTRICT COUNCIL LIQUOR LICENSING



Sale of Liquor Act 1989
SPECIAL LICENCE



Information for groups and organisations
seeking assistance from their local authority



Introduction / Types of Licence

If you are holding an event where liquor will be sold either over the bar, by a ticket system, on a vehicle travelling to an event (conveyance), or the cost of liquor is included in pre-sold tickets, then a Special Licence is required.

Liquor may not be sold, in any circumstances, to anyone under the age of 18 years.

A Special Licence allows for the sale and supply of liquor at an event such as;

- A sporting event, street party, function etc.
- It can also be issued to a licensee for an extension of hours.
- It is issued for the occasion only, and it cannot be renewed.
- A Special Licence can apply for more than one date covering the same type of event.
- A Special Conveyance licence applies to any ship, ferry, aircraft, hovercraft, train, coach, or other vehicle used for the transport of persons

Events that are held at a Premises or Location that is Unlicensed

A Special Licence issued under **Section 73** of the Sale of Liquor Act 1989 authorises the holder of the Special Licence to sell and supply liquor to **anyone attending any occasion or event, or series of occasions or events**, at a premise or location that is unlicensed.

An application may also be made for **OFF** Sales. Licences of this nature are issued are usually for events such as wine/food fairs.

Events that are held at ON or Club Licensed Premises

A Special Licence issued under **Section 74** of the Sale of Liquor Act 1989 authorises the holder of an **On Licence** or a **Club Licence** to sell and supply liquor for consumption on the premises outside the usual sale of liquor hours to persons attending social gatherings of any kind as specified in the licence.

- A Special Licence is intended for an event or activity which is outside the usual or regular activities of the applicant (ie. has some 'Speciality', not normal business).
- A series of occasions or events is defined as a series of related events or activities outside the usual/regular activities of the applicant which have specified beginning and end times.
- An on-going Special Licence will not be issued where, in the opinion of the District Licensing Agency, the extent of the activity is such that an On or Club licence is required pursuant to the Sale of Liquor Act 1989.
- In all cases the organisation or individual selling the liquor (receiving the profit) must be the holder of the Special Licence.

Making an Application and Information Required

*All applications for Special Licences must be lodged **20 working days** prior to the event. Legislation allows the Police **15 working days** in which to report, so the earlier the application is received, the better.*

If an application for a Special Licence is submitted with **less than 20 working days** prior to the event, there are **NO** guarantees of the application being processed in time for the event.

This could result in **NO Licence** issued to cover the requirements in time for the event, hence **No liquor** will be allowed to be sold at the event.

The Agency will endeavour to assist with each application where possible.

Requirements for a Special Licence / Special Conveyance Licence application:

Applications will **not** be accepted if any of the following Information and Fee are missing at time of lodging the application.

1. The prescribed fee: **\$63.00**.
2. Fully completed Application, providing as much detail as possible. Including, Full Name and Date of Birth of proposed Duty Manager and Management details.

3. Ensure the venue meets Fire and Building Safety requirements.

Note: Failure to provide sufficient detail will delay the processing of your application.

Provision of Food

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, the food, or a range of it, must be available continuously.

Designation of Areas

The Licensing Inspector or Police may require the entire premise, or a particular area of it, to be designated a supervised or restricted area.

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.

Applicants must ensure that controls are in place to ensure the minors (persons under 18) and intoxicated persons are not sold or supplied with liquor.

Manager in Attendance

A Duty Manager must be present and take responsibility for the liquor sale, supply and consumption of the events.

The Licensing Inspector or Police **may** require, as a condition of a Special Licence, that the duty manager holds a General Manager's Certificate.

For further information contact

District Licensing Agency
Ashburton District Council
PO Box 94
Ashburton
Phone 03 307 7700