



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

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