

# Special Licence Application Checklist

## PLEASE PROVIDE THE FOLLOWING WITH YOUR APPLICATION

Use this cover page to assist you to lodge a complete application. Applications for special licences must be lodged not less than 20 working days before the event.

### FEE (inclusive of GST)

Fee may be paid by

- Cash, Eftpos,
- Cheques are payable to Ashburton District Council

- |                          |                                                                                                                                                                                                                                        |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | If this is a large public event, please supply an Alcohol Management Plan with this application. The guidelines for this are available from the Council.                                                                               |
| <input type="checkbox"/> | Detailed A4 scale plan of the premises showing the areas used for sale of liquor, areas to be designated as restricted or supervised areas and all principal entrances, location of tables and chairs, toilets and kitchen/food areas. |
| <input type="checkbox"/> | A written statement from the owner of the premises consenting to the applicant selling liquor from the premises.<br><b>Note: the consent must be for the same party detailed in the applicant section of this form.</b>                |
| <input type="checkbox"/> | Copy of a Planning/Building Certificate, or application for Planning/Building Certificate, if required.                                                                                                                                |
| <input type="checkbox"/> | A Host Responsibility Policy and details of how the Host Responsibility Policy will be put into practice. (See generic Policy)                                                                                                         |
| <input type="checkbox"/> | Public notice (if required) the notice must be completed and attached for checking before being placed on the Council's website or on site.                                                                                            |
| <input type="checkbox"/> | Details of each manager's certificate and details of manager's experience for those nominated to manage the premises and work visa if not a New Zealand Resident.                                                                      |
| <input type="checkbox"/> | Details of staff training/staff training plan.                                                                                                                                                                                         |
| <input type="checkbox"/> | Security plan for a large public event. This should include a copy of your incident log and where appropriate details of the security company employed.                                                                                |
| <input type="checkbox"/> | A marquee over 100 square metres requires a building consent.                                                                                                                                                                          |

# Guidance Notes Special Licence Application

## Sale and Supply of Alcohol Act 2012

### Introduction

The Sale and Supply of Alcohol Act 2012, “the Act” has brought with it a raft of changes including a new fee system for alcohol licensing, as set out in the Sale and Supply of Alcohol (Fees) Regulations 2013, “the Regulations”.

The Regulations sets out, amongst other things, a Default Fees framework for Special Licences, which can cover one-off or short duration events, but can also cover large events such as wine and food festivals.

### Size of Event

The Regulations defines the size of events as follows:

Small event: less than 100 attendees

Medium event: Between 100 and 400 attendees

Large event: More than 400

### Applicable Fee

The Default fee to be applied takes into account the above sizing but also allows for other considerations to be taken into account e.g. irrespective of the number of attendees, whether any additional processing and/or monitoring of the event is required i.e. Large public events.

Using the default fees framework as a guide, Ashburton District Council has therefore categorised the default fees in line with the size, type and number of event(s) as follows:

- Class 3: One or Two Small events: \$63.25
- Class 2: Three to Twelve Small events, or  
One to Three Medium events: \$207.00
- Class 1: A Large event, or  
Thirteen or More Small events, or  
Four or More Medium events and/or  
Large public event (eg Rodeo or similar event): \$575.00

Note Ashburton District Council reserves the right to increase the event level of fee to be applied, if the Council has reasonable grounds to consider additional processing and monitoring of the event is required i.e. The event is a Rodeo or of a similar nature and irrespective of the number of attendees poses an increased risk.

## Indicate Size of Event (s)

Is/are the event(s):

- A Small event with less than 100 attendees: Yes No
- A Medium event with between 100 and 400 attendees: Yes No
- A Large event with more than 400 attendees: Yes No
- Irrespective of numbers attending, the event is a Rodeo or similar Yes No

## Indicate Category For The Number and Size of Events:

- Class 3: One or Two Small events Yes No
- Class 2: Three to Twelve Small events Yes No  
One to Three Medium events Yes No
- Class 1: Large event Yes No  
Thirteen or More Small events Yes No  
Four or More Medium events Yes No  
A Rodeo or similar event Yes No

## Applicant to Indicate Fees to be Applied

- Class 3: \$63.25 Yes No
- Class 2: \$207.00 Yes No
- Class 1: \$575.00 Yes No

Note: Ashburton District Council reserves the right under the Act to increase the level of event Category being applied for, if the Council has reasonable grounds to consider the application and event requires additional processing and monitoring.

# Special Licence

## Host responsibility Notes

### What is Host Responsibility?

Host Responsibility is the term used to describe ideas to help create a safer drinking environment. The six key components of Host Responsibility are:-

- Do not serve alcohol to minors (under 18 years old);
- Provide and promote substantial food;
- Provide and promote low and non-alcoholic drinks;
- Arranges safe transport options;
- Prevents intoxication;
- Serves alcohol responsibly, or not at all.

The Sale of Liquor Act 1989 requires that all holders of on licences, club licences, and special licences undertake to be “Responsible Hosts”. This means that it is a legal requirement on your special licence to include the six host responsibility ideas in the running of your event.

### Serving Minors

The minimum age at which persons can purchase alcohol is 18 years. A minor (person under 18) cannot purchase alcohol even if accompanied by their parent or guardian; however a parent or guardian may purchase liquor and supply it to a minor. The definition of “guardian” is narrow, and does not include sports coach, extended family, or older sibling.

### Providing Food

Providing and substantial food at an event where liquor is served is important, to slow down the absorption of alcohol from the stomach into the blood. Foods such as nachos, wedges, sandwiches, savouries can taste great, and also slow down the onset of intoxication. Promote your food, and have it available whenever liquor is being supplied.

### Providing Low and Non-Alcoholic Drinks

Have a range of low and non-alcoholic drinks available. Check the alcohol content of drinks; some will contain more alcohol than you realise. Some RTDs are available from 5% to 12% alcohol. Provide beverages for those who choose not to drink alcohol; there is a huge range available.

### Arrange Safe Transport Options

Arrange safe transport home for your guests. Encourage sober drivers, have a courtesy vehicle available, or a phone to call a taxi or friend all help to get your guests home safely. Remember the combination of a few drinks, along with tiredness, can be deadly when driving home after a night out.

## Preventing Intoxication

The onset of intoxication is gradual, and the signs vary amongst individuals. Alcohol helps to relax most people, however changes in speech, co-ordination, appearance and behaviour should be heeded, and service slowed down or refused. It's not easy to "cut-off" a mate, but you are doing them a favour.

Police crime and injury statistics show that intoxicated persons are much more likely to be either offenders (usually male), or victims (often women). It is against the law to sell or supply liquor to an intoxicated person on licensed premises.

## Serving Alcohol Responsibly

Serving Alcohol responsibly means just that! Avoid drinking games, and serving more than doubles. Serving spirits in containers greater than 500 ml in licensed premises is illegal. Watch out for drink spiking; alcohol is the most common drug in drink -spiking sexual assaults.

# Building and Fire Safety

For Licensees and Bar Managers

## Sale and Supply of Alcohol Act 2012

Licensees need to be aware of their responsibilities regarding building checks and maintenance, and fire evacuation. These requirements are covered by the Building Act 2004 and the Fire Service Act 1975, and are described here briefly.

## Compliance Schedule/Building WOF

Buildings containing certain features require a Compliance Schedule. These features are required to ensure a building is safe and healthy, and include such systems as:

- Sprinkler systems
- Fire alarms
- Emergency lighting
- Air conditioning systems
- Back flows
- Lifts.

Most licensed premises have safety features that require them to have a Compliance Schedule and an annual Warrant Of Fitness

## Warrant of Fitness

A Building Warrant Of Fitness is signed by the building owner, or manager, stating that the requirements of the Compliance Schedule have been fully met in the previous 12 months. The Council maintains records of this and a copy must be displayed on the premises.

The Warrant Of Fitness must be updated every 12 months. The owner must also provide documentation that the inspection, maintenance, and reporting procedures stated have been complied with over the past 12 months. A building maintenance register must be kept on the premises and the manager must record the daily, monthly or quarterly checks.

You must employ a registered independently qualified person to carry out these annual checks.

## Building Occupancy

The maximum number of persons that may be in a premises, or part of a premises, must not be exceeded. You need to know how many persons (total patrons and staff) are allowed in your premises.

This number is determined by looking at the use of the premises, the floor area, means of escape, and toilet facilities. Council can assist with determining this number, and is establishing a register of building occupancies.

**You must know how many persons may be on your premises at any one time.**

## Fire Evacuation Scheme

The owner of a building must have in place evacuation procedures for the safe, prompt, and efficient evacuation of the building's occupants in the event of a fire emergency. One of the fire evacuation requirements is that if your premises can hold 100 or more persons, then a Fire Evacuation Scheme must be in place and kept up-to-date.

An application for a new licence or renewal of an ON, OFF, or CLUB licence must be accompanied by advice that the Fire Evacuation Scheme is up to date. It is recommended that all licensees, and prospective licensees consult with the Fire Safety Officer to ensure they are aware of their responsibilities. Bar managers are deemed "Fire Wardens" so must be familiar with fire evacuation procedures.

## Special Licences

The following notes apply to all licensed premises, however are provided for Special Licence applicants, as it is recognized that these events are often run by community groups without trained bar staff.

1. Ensure that exits are not compromised by stands, stalls, displays etc. There is the temptation to utilize all available space when having one-off events. Emergency exits must be kept clear.
2. Management of people entering the building is critical, so as to assess the numbers. Security staff should have counters to keep track of the number of people in the building. Know your maximum occupancy numbers.
3. Unless there is an events manager appointed and present at the time, the bar manager is usually deemed the Building's Fire Warden. If this responsibility is delegated, e.g. to security staff, it should be with clear instructions of duties, evacuation procedures etc.
4. All buildings which have life safety features such as alarm systems, fire exits and alike require a building Warrant Of Fitness.

Non-compliance with your responsibilities may result in opposition to your licence or legal action through the district court.

## More Information

If you require more information on building or fire safety issues, contact Council on 03 307 7700 or the Ashburton Fire Safety Officer on 03 307 8962.



# Application for a Special Licence

Sections 138, Sale and Supply of Alcohol Act 2012

**To:** The Secretary,  
 Ashburton District Licensing Committee,  
 PO Box 94,  
 Ashburton 7740

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

<b>1. Applicant details</b>	
(a) Full Name of applicant:	
(b) Contact Name:	
(c) Postal Address:..... .....	
(d) Contact Number:	Email:
(e) Business Website (if applicable):	
(f) Is this Licence sought for a <input type="checkbox"/> premise or <input type="checkbox"/> conveyance	
(g) Is this a <input type="checkbox"/> On-site application or <input type="checkbox"/> Off-site application <input type="checkbox"/> Combined on/off-site application	
(h) Have you applied for this Special Licence 20 working days before the event? <input type="checkbox"/> Yes <input type="checkbox"/> No  If no, was this event reasonably foreseeable? Please provide details?	
(i) Status of applicant:	
Natural Person <input type="checkbox"/>	Private Company <input type="checkbox"/> Public Company <input type="checkbox"/>
Licensing Trust <input type="checkbox"/>	Partnership <input type="checkbox"/> Government Department Or instrument of the Crown <input type="checkbox"/>
Local Authority <input type="checkbox"/>	Trustee <input type="checkbox"/> Manager under the Protection of Personal and Property Rights 1988 <input type="checkbox"/>
Club <input type="checkbox"/>	Body Corporate to Which Section 391bb Of the Act applies <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988 <input type="checkbox"/>

**2. Further details where the licensee is a natural person**

(a) Full Name:	
(b) Maiden or other name:	
(c) Address:..... .....	
(d) Contact Number:	Email:
(e) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
(f) Date of Birth:	Place of Birth:
(g) Occupation:	
(h) State any criminal convictions:..... .....	

**3. Further details where the licensee is a company**

(a) Date of incorporation:
(b) Place of incorporation:

Full details of each director and the secretary

Name:.....

Address:.....  
.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....  
.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....

.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....

.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

**4. Further details where the licensee is a private company**

Capital:

Authorised capital

Paid-up capital

full details of each person who holds shares issued by the company

Name:.....

Address:.....

.....

Place and date of birth:.....

Position held:.....

Face value of shares held:.....

State any criminal convictions:.....

Name:.....

Address:.....

.....

Place and date of birth:.....

Position held:.....

Face value of shares held:.....

State any criminal convictions:.....

Name:.....  
Address:.....  
.....  
Place and date of birth:.....  
Position held:.....  
Face value of shares held:.....  
State any criminal convictions:.....

**5. Further details where the licensee is a public company**

Full details of each person who holds 20 per cent or more of the shares, or of any particular class of shares issued, by the company

Name:.....  
Address:.....  
.....  
Place and date of birth:.....  
State any criminal convictions:.....

Name:.....  
Address:.....  
.....  
Place and date of birth:.....  
State any criminal convictions:.....

Name:.....  
Address:.....  
.....  
Place and date of birth:.....  
State any criminal convictions:.....

**6. Further details where the licensee is a partnership**

Full details of each partner

Name:.....

Address:.....

.....

Signature:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....

.....

Signature:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....

.....

Signature:.....

Place and date of birth:.....

State any criminal convictions:.....

**7. Details of premises (if not a conveyance)**

(a) Proposed trading name for premises (if any):

(b) Address of proposed licensed premises:

(c) Is a licence sought conditional upon construction or completion of the premises?  Yes  No

(d) Does the licensee 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 will the applicant have (including term of tenure)?

## 8. Details of conveyance

(a) Type of conveyance (eg. ship, railway carriage, bus):

(b) Does the licensee own the proposed conveyance?  Yes  No

If **no**:

i. What is the full name and address of the owner?

ii. What form of tenure will the applicant have (including term of tenure)?

(c) Home base address:

(d) Any name used or proposed for conveyance:

(e) Provide registration number:

(f) Is a licence sought conditional upon construction or completion of the premises?  Yes  No

## 9. Designated Areas

(a) What part (if any) of the premises does the licensee intend should be designated as:

i. A restricted area

ii. A supervised area

## 10. Event Details

(a) What is the principal purpose of this event?

(b) On which days and during which hours does the applicant propose to sell alcohol under the licence?

(c) Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?  Yes  No

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

(d) Estimate number of people attending the event?

(e) Estimate the number of people under the age of 18 years?

(f) What types of containers do you intend to sell alcohol in?

(g) What alcoholic drinks do you intend to sell? (eg. wine, beer, RTD's)

## 11. Conditions

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

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

(c) State the experience and training of the applicant:

(d) Provide details of staff training for compliance with the Act:

(e) 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?

**(On-site Special Licence Only)**

(f) What provision does the applicant intend to make for the sale and supply of :

- i. Food?
- ii. Non-alcoholic refreshments?
- iii. Low-alcohol beverages?
- iv. Water?

**1. Details of Manager**

How many managers have been/will be appointed?

**Manager details**

Name:.....

Address:.....

.....

Certificate Number:.....

Manager date of birth: .....

Name:.....

Address:.....

.....

Certificate Number:.....

Manager date of birth: .....

Name:.....

Address:.....

.....

Certificate Number:.....

Manager date of birth: .....

## 2. Signature and Date

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature of applicant: \_\_\_\_\_

### Notes:

1. This form must be accompanied by the prescribed fee, and the items in the checklist.
2. If required to do so by the secretary of the District Licensing Committee, the applicant must within 10 working days after filing this application with the committee ensure that notice of this application in form 8 is attached in a conspicuous place on or adjacent to the site to which this application relates.