

Special Licence

Application Checklist

APPLICATION DEADLINE:

Applications must be lodged not less than 20 working days before the event, not including the date of submission or date of the event.

A waiver can be sought from the District Licensing Committee for unforeseeable events (e.g. funerals).

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Fees may be paid at the Customer Services Counter by:

- Cash
- Eftpos

OR

- Internet Banking details: Account Name: Ashburton District Council,
Account Number: 03-1592-0521970-000, Reference: Applicant name (and Licence number)

APPLICATIONS WILL BE PROCESSED ONCE PAYMENT HAS BEEN RECEIVED

- | | |
|--------------------------|---|
| <input type="checkbox"/> | A clear, 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 sale of alcohol. |
| <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"/> | 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"/> | Food menu. (Food must be available at all times alcohol is being served) |
| <input type="checkbox"/> | Bar list (including low-alcohol and non-alcohol options) |
| <input type="checkbox"/> | LARGE public event (400 people or more) requires an Alcohol Management Plan with this application. See example attached to this form. |
| <input type="checkbox"/> | You may require a Traffic Management Plan. Contact Corridor Manager, Ashburton District Council |
| <input type="checkbox"/> | Public notice.
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. |
| <input type="checkbox"/> | A marquee over 100 square metres requires a building consent. |

Special Licence Application

Guidance Notes

Sale and Supply of Alcohol Act 2012

Please use this guide to help you with understanding fees and the requirements of an application for a Special Licence under the Sale and Supply of Alcohol Act 2012.

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 attendees (this requires additional information such as an Alcohol Management Plan).

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 and/or Rodeo, Festival, or similar event: | \$575.00 |

Please 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.

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.
- Prevent intoxication.
- Serves alcohol responsibly, or not at all.

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 legal guardian; however, a parent or guardian may purchase liquor and supply it to a minor. The definition of “legal guardian” is narrow, and does not include sports coach, extended family, or older sibling.

Providing Food

Providing 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 at all times that liquor is being sold or supplied.

Providing Low and Non-Alcoholic Drinks

Have a range of low-alcohol and non-alcoholic alcohol 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 free to use phone to call a taxi or friend all help to get your guests home safely.

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.

What is Designation?

Designation in this context means who can be in the licenced area or venue whilst alcohol is being served.

UNDESIGNATED – any member of the public may be in the Licensed area whilst the Special Licence is in operation.

SUPERVISED – any member of the public 18 years or older may be in the Licensed area whilst the Special Licence is in operation. In addition, minors may be present with their parent or legal guardian.

RESTRICTED – only members of the public 18 years or older may be in the Licensed area whilst the Special Licence is in operation.

Fire Evacuation Procedures

The owner of any building that is accessible to the public, must have in place fire 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 and Emergency NZ approved Fire Evacuation Scheme must be in place and kept up to date.

Contact FENZ Ashburton office for further information on 03 307 8962.

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. **Emergency exits must be kept clear.** 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.
2. **Know your maximum occupancy numbers.** Management of people entering the building is critical, to assess the numbers. Security staff should have counters to keep track of the number of people in the building.
3. **Fire Warden.** 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. **Warrant of Fitness.** All buildings which have life safety features such as alarm systems, fire exits and alike require a building Warrant of Fitness. **Do you know what to do in an emergency?**

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 and Emergency NZ Risk Reduction Advisor at: Mid-SouthCanterburyDistrict-RRTeam@fireandemergency.nz.

Traffic Management Plan

Traffic Management Plans (TMP) are required for all activities that **vary the normal operating condition of the road**, legal road is from boundary to boundary, irrespective of whether the activity is on a carriageway, footpath, or adjacent to the road.

Activities such as Concerts, Community Fairs attracting large numbers of attendees (1000+), Community gatherings in public spaces that impact legal road, including a footpath or carriageway, Attractions on or near a road are all situations that would require a TMP.

Depending on each event, the plan could simply require signage alerting drivers to “Slow Down. Event Ahead” or require a full road closure with diversions.

Planning needs to be completed well in advance - Road closures require 42 days’ notification, and any planning must be done well in advance of those 42 days.

The safety of drivers, pedestrians and cyclists has to be taken into consideration for any event and falls under the Health and Safety at Work Act 2015

More Information

Please contact Corridor Manager, Ashburton District Council, to discuss any requirements for your event on 03 307 7700.

Event Activities that may require Consent

To check if your event is hosting any activities that may require a consent, visit Ashburton District Council website.

Event FAQ:

<https://www.ashburtondc.govt.nz/do-it-online/events/planning-an-event>



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

Email: info@adc.govt.nz

Application for a Special Licence is made in accordance with the details set out below:

1. Event	
Event Name:	
Nature of Event:	
Location of Event:	
Date of the Event:	
Class of event: <i>(see guidance notes "Applicable Fee")</i>	
Class 1 <input type="checkbox"/>	Class 2 <input type="checkbox"/>
Class 3 <input type="checkbox"/>	
Type of Licence required: <i>(please circle one)</i> <ul style="list-style-type: none"> • ON • OFF • ON/OFF Combined 	Type of Venue: <i>(please circle one)</i> <ul style="list-style-type: none"> • Premises (see 3.) • Conveyance (see 4.)
If you have not given 20 working days' notice for this event, (see cover page), please give your reason:	
2. Applicant details	
<i>(the person/club/company/organisation receiving the profits from the sale of alcohol.)</i>	
(a) Full Name of applicant:	
(b) Postal Address:	
(c) Phone Number:	

(d) Email:
(e) State the hospitality training and experience of the applicant:
(f) Convictions: Have you ever been convicted of an offence (within the last 7 years as per Criminal Records (Clean Slate) Act 2004?
If yes, please provide details – nature of offence, date of conviction, penalty suffered.
<p>(f) If you are applying on behalf of an entity, please provide the following details. <i>(Entity means Club; Board, Organisation or Body; Body Corporate; Private Company; Partnership etc)</i></p> <p>Name of entity:</p> <p>Type of entity:</p> <p>Date of Incorporation:</p> <p>Place of Incorporation:</p> <p>Name and contact details of Secretary:</p> <p>Business Website (if applicable):</p>
3. Premises details
Proposed trading name for premises (if any):
Street address of proposed premises:
Is a licence conditional upon construction of a marquee (100m ² +) or completion of building works to the premises?
If yes, state building consent number:
Does the licensee own the proposed licensed premises? <input type="checkbox"/> Yes <input type="checkbox"/> No
If no: Please submit the owner permission form provided with this application.
Is the premises a Conveyance (ship, railway carriage, bus)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of conveyance:

Does the licensee own the proposed conveyance?

If no: Please submit the owner permission form provided with this application.

Home base address of conveyance:

Any name used or proposed for conveyance:

Provide registration number:

Please provide the following on a detailed (minimum A4 size) floor plan:

1. The total area to be licensed (include designation – see guide)
2. Main Entrance, other entrances and emergency exits
3. Toilets (number and location)
4. Bar area(s) (sale/supply)
5. Food area(s) (sale/supply)
6. Security staff (number and location)
7. Free water location(s)
8. Place of Safety
9. Outside smoking area(s)
10. Location of signage (Host Responsibility Policy, Prohibited persons etc.)

Designated Areas (see guidelines provided with this application for details)

Is the whole premises to be designated as one of the following?

Undesignated Supervised Restricted

If different designations are required for different areas, e.g. Undesignated for a family area and Restricted for 18 plus only, please indicate above and show on your floor plan.

4. Details of Persons Responsible for Management of Alcohol

How many managers have been/will be appointed?

Please provide a copy of each Manager's Certificate.

If not certified, please ensure that each person named on this application completes the free online ServeWise training course and **provide those certificates**.

You will find the course at www.servewise.alcohol.org.nz

Manager 1:

Full Name:.....

Date of Birth

Address:.....

.....

Have they managed an event similar to this in the past? Yes No

Please give details:

If no please, provide details of any recent and relevant experience in the hospitality industry?

Manager 2:

Full Name:.....

Date of Birth

Address:.....

.....

Have they managed an event similar to this in the past? Yes No

Please give details:

If no please, provide details of any recent and relevant experience in the hospitality industry?

Manager 3:

Full Name:.....

Date of Birth

Address:.....

.....

Have they managed an event similar to this in the past? Yes No

Please give details:

If no please, provide details of any recent and relevant experience in the hospitality industry?

5. Event details – If applying for more than one event, provide separate pages for each event

Event name:

Event date(s):

Principal purpose of this event (full description):

Age of target audience for this event:

Number of expected attendees:

Number of expected attendees that will be under 18 years of age:

Contingency (postponement) date(s) if required:

Hours proposed:

Start time:

End time:

Estimate number of people attending the event? (An alcohol management plan may be requested)

If the application is for a Special Licence as part of a larger event, such as an A&P Show or similar.

How many people can be accommodated within the designated licenced area?

Does your event require resource consent?

Yes

No

Does your event require a marquee building consent?

Yes

No

Does your event require a traffic management plan?

Yes

No

How will admission be controlled:

Presold Tickets

Door Sales

Invitation only

What is the cost of the ticket?

What is included in the cost of this ticket?

Who will be monitoring the entrance to this event?

- Bar staff
- Family member
- Individual
- Certified Security (provide name of company and number of staff)

How do you intend to monitor attendees during the event? Please provide full details.

Substantial food options must be available at all times.

What food are you providing for the event? Please provide a list or menu if applicable.

If providing a meal, what will it consist of and what time provided?

What will be available before and after supper is served?

NOTE: potato crisps, dips, lollies, ice-creams and nuts are NOT considered substantial food.

How will you promote this food?

If the application is for a Special Licence as part of a larger event, such as an A&P Show or similar.

1. Please provide a list of the food vendors that will be in attendance at the event.
2. Please show on the site map the proximity of food vendors to the Licensed area.

Alcohol sale and supply. Please provide details on the sale/supply of alcohol, e.g. Cash Bar

Is there a limit to the number of drinks able to be purchased at one time?

What containers do you intend to sell alcohol in? (e.g. glass, plastic, cans)

Do you intend to sell wine by the bottle? Yes No

Free Potable water must be provided at all times. How will you supply and promote free water?

Where will the water be located? e.g. on tables, at the bar, etc

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? (e.g. courtesy van, access to free phone, taxi number etc)

Staff and Training. How many staff will you have working at the event and what training will you be providing for them?

What steps does the applicant propose to take to manage the sale and supply of alcohol with the aim of reducing harm?

What controls are on place to deal with persons who are intoxicated to ensure their safety and the safety of others, and that there is **no** sale or supply of alcohol to them?

What controls are in place to ensure alcohol is not sold or supplied to persons under the age of 18 years?

6. Signature and Date

Signature of applicant: _____

Position: _____

Date: _____

If being completed online, your name in the Signature box will be treated as confirmation of your acknowledgement and acceptance of the above responsibilities and liabilities, and that you have made the above representations, warranties and certifications.

Applications must be signed and dated.



Premises Owner Consent

Sale and Supply of Alcohol Act 2012

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

Premises Owner Details	
Name:	
Address:	
Contact Number:	
Premises Details	
Premises Name:	
Premises Address:	
Signature and Date	
As owner/agent for owner of the above premises, I advise I have no objection to the grant of this license(s).	
Name: _____	
Signed: _____	Date: _____



Public Notice

Section 139, Sale, and Supply of Alcohol Act 2012

Public notice of application for a special licence.

.....

.....

(Full name, address and occupation of applicant)

Has made application to the District Licensing Committee at Ashburton for the issue of a special licence for the premises at

.....

(Address)

Or the conveyance known as

.....

The general nature of the event for which the licence is required

.....

(Type of event e.g., Quiz night, A&P Show, Rodeo)

The days on which and the hours during which alcohol is (or is intended to be) sold under the licence are:

(Specify days and hours)

.....

.....

.....

The application may be inspected during ordinary office hours at the office of the Ashburton District Licensing Committee at 2 Baring Square East, Ashburton.

Any person who is entitled to object and who wishes to object to the issue of the licence may file a notice in writing of the objection with the Secretary, Ashburton District Licensing Committee, PO Box 94, Ashburton District Council, or info@adc.govt.nz, no later than (the date specified by the Secretary).

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in Section 142 (1) of the Sale and Supply of Alcohol Act 2012.