



**APPLICATION FOR SPECIAL LICENCE -  
FOR PREMISES  
(SALE OF LIQUOR ACT FORM 10)**  
Section 76, Sale of Liquor Act 1989

To: The Secretary  
Central Otago District Licensing Agency  
P O Box 122  
ALEXANDRA

**1. DETAILS OF APPLICANT**

(Details of the individual or entity that will be the holder of the special licence.)

(a) Full name \_\_\_\_\_

(b) Postal address \_\_\_\_\_  
\_\_\_\_\_

(c) Day time contact name \_\_\_\_\_

(d) Telephone number Daytime \_\_\_\_\_ Evening \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

(e) Status of applicant (tick appropriate box)

Natural Person Date of birth: \_\_\_\_\_

Private Company

Partnership

Club A club does not have to be incorporated in order to hold a special licence. In the case of unincorporated clubs the DLA may request further information

Other: \_\_\_\_\_  
ie Body Corporate, Board, Trustee, Government Department. See section 75 of the Sale of Liquor Act 1989

**2. BAR MANAGER'S DETAILS**

These are the details of the individual who will be responsible for liquor sales at the event, ie duty manager.

(a) Full name of the bar manager \_\_\_\_\_

(b) Date of Birth \_\_\_\_\_

(c) Telephone number Daytime \_\_\_\_\_ Evening \_\_\_\_\_

(d) Does the proposed manager hold a managers certificate **Yes / No**

**If yes** Certificate number \_\_\_\_\_

**If no** – brief details of any relevant experience

\_\_\_\_\_  
\_\_\_\_\_

(e) I acknowledge that I understand my obligations as prescribed by the Sale of Liquor Act 1989

Signature of Liquor Manager \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date Sent	Date Received	Valuation number	Application No.
Police Report				
Licensing Inspector Report			Event date	Debtor No.
Notes				

**3. PREMISES DETAILS**

(Details of the premises in which the event will be held)

- (a) Name for premises \_\_\_\_\_
- (b) Physical address of premises \_\_\_\_\_
- (c) Does the applicant own the proposed licensed premises? **Yes / No**  
If No, (i) What is the full name of the owner? \_\_\_\_\_  
(ii) A written statement from the owner giving approval to this application must be supplied. This can be completed on page 4 or submitted separately. This is not required if the premises is a Council owned facility.
- (d) What part of the premises is to be licensed?  
 The whole premises is to be licensed  
 Only part of the premise is to be licensed – give details which areas within the premises  
\_\_\_\_\_
- (e) Do you plan to have any area age restricted?  
If **yes** please tick as appropriate:  
 *Restricted Area* – No person under 18 may be in the area.  
 *Supervised Area* – Persons under 18 may be present if accompanied by parent or legal guardian.  
Details of designated area \_\_\_\_\_  
If **No**  
 *Undesignated Area*
- (b) Is the applicant applying for a licence under Section 74? (this applies to the holders of a Club or On-Licence for times when the premises are normally closed). **Yes / No**  
If Yes -  On Licence     Club Licence    Certificate number 067/ \_\_\_\_\_

**4. DETAILS OF THE EVENT**

Please complete in as much detail as possible, and if needed you can attach further information

- (a) Event title: \_\_\_\_\_
- (b) Day, date and hours of the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (c) Please **describe the format for the event in full** (eg the purpose of the event, what entertainment is being provided, format for event ie 21<sup>st</sup> Birthday party for Joe Blogg, band playing supper served at 10pm).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (d) Will this event be advertised? **Yes / No**  
If yes, how? \_\_\_\_\_
- (e) Approximate number attending the event? \_\_\_\_\_

- (f) Is the event private (ie only invited people will attend) or open to the public (ie anybody could attend)? **Private / Public**
- (g) How will admission be controlled? **Ticket / Private Invitation / No admission requirements/ Other**  
 If by ticket, will they be **Pre-sold / door sales / both**  
 If Other, how? \_\_\_\_\_
- (h) Will security staff, other than bar staff, be used at entry points and circulating monitoring the event? **Yes / No**  
 If Yes, who? \_\_\_\_\_
- (i) Will the sale of liquor be through a cash bar? **Yes / No**  
 If no – describe how liquor will be sold/supplied \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. CONDITIONS**

Details of food, non-alcoholic drink and other safeguards that will be conditions of the special licence

- (a) Detail the type and amount of food that will be available at the function  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Is the food provided by caterers (if so who?) or prepared on site?  
 \_\_\_\_\_
- (b) What non-alcoholic refreshments will be available?  
 \_\_\_\_\_
- (c) What low-alcoholic refreshment will be available? (ie low alcoholic beer, this could also be mixes)  
 \_\_\_\_\_
- (d) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? *Eg. Taxi service, telephone available etc.*  
 \_\_\_\_\_  
 \_\_\_\_\_
- (e) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? *Eg Beer cans opened at purchase*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (f) What controls will be in place to ensure that liquor is not sold/supplied to prohibited persons, namely:  
 (Persons under the age of 18?; Persons who are intoxicated?)  
 (Persons to whom liquor may not be sold in accordance with the licence sought? eg monitoring the entry points)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(g) What alcohol will be available and what containers does the applicant propose to sell liquor in?

Eg. plastic jugs, glass, stubbies, cans etc.

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Property Owner approval** (not required if it's a Council property)

I/We \_\_\_\_\_ being the owner of the premises described as \_\_\_\_\_ (place)

have no objection to the granting of this Special Liquor Licence application.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
Date

Contact phone number: \_\_\_\_\_

Please allow at least **twenty (20) days** for processing of this application. If the event is large then more time may be required.

**Checklist**

Please ensure that you have attached the following information

- A completed application form signed by the applicant
- Fee of \$63.00
- Plan of the premises showing the areas where liquor is to be sold or supplied if
  - it is a large public event
  - if the event is outdoors
  - if only part of a premises is to be used or a designation is to be applied (see question 3(f))
- A written statement from the owner giving consent to the application, if you are not the owner of the premises, and it is not a Council owned facility that has been hired. See question 3(d)
- If a public event: a copy of promotional material, a copy of any ticket
- If private event: a copy of invitation

More information if required can be obtained from Council's Special Licence pamphlet.

Should you require any further information or assistance, please do not hesitate to contact the Licensing Inspector at the Council's Alexandra office.

Central Otago District Council  
William Fraser Building  
P O Box 122  
Alexandra

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Facsimile (03) 448 9196  
E-mail liquor@codc.govt.nz