

Application for Special Licence



Section 138, Sale and Supply of Alcohol Act 2012

To: The Secretary
 Central Otago District Licensing Committee
 Central Otago District Council
 PO Box 122
 Alexandra 9340

Type of Special Licence Application On-Site Off-Site

If applied for less than 20 working days before the event and the need for a special licence could not have been foreseen earlier, please describe the circumstances:

1. DETAILS OF APPLICANT

Full name: _____

Postal address for service of documents: _____

Contact details: Contact person: _____

Phone: _____

Cell phone: _____

Email: _____

Status of applicant:

Natural person: Date of birth: _____ Place of Birth: _____

Previous experience: _____

Private company Partnership

Club *(In the case of unincorporated clubs the Secretary may request further information.)*

Other _____

(i.e. Body Corporate, Board, Trustee, Government Department.)

Has the applicant been convicted of any offence? Yes No

If **yes**, please detail Nature, Date of Conviction and Penalty Suffered.

OFFICE USE ONLY	Date Sent	Deadline Date	Date Received	Application No.
Police Report				
Licensing Inspectors Report				
MOH report				
				Debtor No.

2. DETAILS OF MANAGER *(Details of the individual who will be responsible for alcohol sales at the event, i.e. duty manager)*

Full name of bar manager: _____

Date and place of birth: _____

Telephone numbers: Daytime: _____ Cell phone: _____

Does the proposed bar manager hold a managers certificate? Yes No

If yes Certificate number: _____ Expiry date: _____

If no Brief details of any relevant experience: _____

Other Staff Details		
Name	Experience	Manager Certificate Number

Continue on separate page if required

3. PREMISES DETAILS

Name of premises _____

Physical address of premises _____

Does the applicant own the proposed licensed premises? Yes No

If **no**, what is the full name of the owner: _____

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.

What part of the premises is to be licensed?

The whole premises is to be licensed only part of the premises is to be licensed

Give details which areas within the premises: (Plan to be attached)

Do you plan to have any area age restricted? Yes No

If **yes** tick as appropriate: Restricted area Supervised area
(No person under 18 may be in the area) (Persons under 18 may be present if accompanied by parent or legal guardian)

Details of designated area _____

If **no**: Undesignated area (persons any age may be present)

Is a Licence already held for these premises: Yes No

If **yes**: On-licence Club Licence Licence number: _____

4. EVENT DETAILS

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

Event title: _____

Principal purpose of the event: _____

Do you intend to engage in the sale or supply of any goods other than alcohol and food?

Yes Please detail _____

No _____

Number of people expected to attend event: _____ Event target age group: _____

Event date(s): _____

Event Time(s): _____

Day(s), date(s) and hours alcohol will be sold _____

Please describe the format for the event programme, what entertainment is being provided, any other goods being sold: _____

Will this event be advertised?

Yes How _____

No

Is this event: Private (invited people only will attend) Public (anybody can attend)

How will admission be controlled?

Ticket Private invitation No admission requirements Other

If by ticket, will they be:

Pre-sold Door sales Both Other

If **other**, how _____

Will qualified security staff be used at entry points and circulating monitoring the event?

Yes How many? _____ Company name: _____

No

Will the sale of alcohol be through a cash bar only? Yes No

If **no**, describe how alcohol will be sold/supplied: _____

What alcohol will be available? _____

5. CONDITIONS

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? _____

Details of how free drinking water will be provided and water source: _____

What other non-alcoholic refreshments will be available? _____

What low-alcoholic refreshments will be available (i.e. brand of low alcohol beer)? _____

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? eg courtesy coach, taxi service, committee members available etc:

What other steps does the applicant propose to promote responsible consumption of alcohol? (Eg limit size and number of purchases per transaction). _____

What control will be in place to ensure that alcohol is not sold/supplied to prohibited persons? (Persons under the age of 18, persons who are intoxicated, persons to whom alcohol may not be sold in accordance with the licence sought) _____

What containers does the applicant propose to sell alcohol in? (plastic, glass, stubbies, cans etc)

How will you ensure there is no disorderly behaviour/general nuisance or increase in vandalism caused by your event or by persons attending your event? _____

How will noise from the event be managed and mitigated? _____

Applicants Signature

Dated

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

I/We _____ being the owner of the premises described as:
_____ (address)

have no objection to the granting a Special Licence on this property.

(Property Owner)

Date

Contact phone number: _____

Checklist

Please ensure that you have attached the following information

- A completed application form signed by the applicant
- Fee:
 - number of persons attending, number of events
 - **\$63.25 small events** (under 100 persons attending or 1-2 small events)
 - **\$207.00 medium events** (100-400 persons attending, or 3-12 small events, or 1-3 medium sized events)
 - **\$575.00 large events** (over 400 persons attending, or 3 medium events, or more than 12 small events)
- Plan of the premises showing the areas where alcohol is to be sold or supplied, food locations, designated areas etc.
- If a public event, a copy of promotional material including a copy of any ticket
- If private event, a copy of any invitation
- Alcohol Management Plan for large events

For more information see Council's Special Licence information, or contact the Licensing Inspector at the Council's Alexandra office.

Telephone: (03) 440 0056

Email: info@codc.govt.nz

Office Use Only – Further Information