

**Special licence (On-site or Off-site)**

Section 137 of the Sale and Supply of Alcohol Act 2012

**The following must be included in your application or it will be returned**

**Allow as much time as possible to obtain the consents you need.** Unopposed special licence applications take **20 working days** to process; **40 working days** for large events. Applications received outside these timeframes might not be processed in time for the event. **ate applications will not be accepted.**

Please tick when completed:

- Completed application and Prescribed fee paid (non refundable)
- Amenity and Good order report
- A menu with food descriptions and prices (*copy of food registration certificate(s) must be provided*)
- A beverage list showing beverage range and prices (*alcoholic, low alcohol and non-alcoholic*)
- Completed Building Owner's Approval/Building Evacuation Declaration (*attached*) with *copy of your "Building Warrant of Fitness" (if applicable)*
- A4 or A3 to scale plan of the premises with measurements, clearly labeled and legible, showing **all** of the following:
- The parts of the premises to be used for the sale or consumption of alcohol showing measurements of the floor area
  - The parts of the premises intended to be restricted, supervised or undesignated areas
  - The full layout of the event (*location of the bar, food, water, stage, etc.*)
- Map showing location of premises, or a route map for conveyances
- Copy of Certificate of Incorporation (*if applicable*)
- Copies of any Managers' Certificates
- A copy of the invitation, ticket and any promotional material
- An alcohol management plan (**required for large events**)

**Notes:**

- *The applicant must be the person or entity that will take any money from the sale of alcohol.*
- *Additional information may be requested during the processing period.*
- *A building consent may be required for marquees or tents, or if you intend to use a building not normally used as a licensed premises. Contact the Council's building department on free phone 0800 920 029 and ask to speak with a Duty Building Officer. A resource consent may be required if the proposed activity is not allowed under the Far North District Plan. Contact the Council's planning department on free phone 0800 920 029 and ask to speak with a Duty Planner.*

**Fees**

Fees include GST and are non-refundable. If it is determined that the class fee category should be changed, any additional fee must be paid before the licence is issued.

- Small event:** Fewer than 100 people attending
- Medium event:** Between 100 and 400 people attending
- Large event:** More than 400 people attending

| Special Licence Class | Class description                                               | Fee     |
|-----------------------|-----------------------------------------------------------------|---------|
| Class 1               | 1 large event; 4 or more medium events; 13 or more small events | \$575   |
| Class 2               | 3 to 12 small events; 1 to 3 medium events                      | \$207   |
| Class 3               | 1 or 2 small events                                             | \$63.25 |

**Office Use Only**

Class:  Fee:  Payment received:  /  /

# Special licence (On-site or Off-site)

Section 137 of the Sale and Supply of Alcohol Act 2012

To: The Secretary  
Far North District Licensing Committee

Application No. \_\_\_\_\_  
Office Use Only

## I Application Details

a) Application type:

**On site** (alcohol will be consumed **on the premises/at the event**)

**Off site** (alcohol will be consumed **somewhere else e.g. takeaway**)

**Note: only manufacturers, distributors, importers or alcohol wholesalers can apply for an off site licence**

b) Is there an existing licence for the premises or conveyance?

**Yes** - Licence type:  On-Licence  Off-Licence  Club Licence

Licence number:

**No**

c) **Late applications:** State the reason why you are applying less than 20 working days before the event/first event, and if the event could have been reasonably foreseen.

d) Have you or your organisation previously held a Special Licence?  **Yes**  **No**

## 2 Applicant Details

a) Full legal name(s) to be on licence:

b) Status of Applicant:

Private Company

Partnership

Registered Limited Partnership

Body Corporate

Trustee

Territorial Authority

Incorporated Society/Charitable Trust

Club

Public Company

Natural Person (*over 20 years old*)

Board, Organisation or other Body

Licensing Trust or Community Trust

Department of State (*or other instrument of the Crown Manager under the Protection of Personal and Property Rights Act 1988*)

c) Postal address for service of documents:

**d) Applicant Details:**

Name

Date of Birth  Occupation

Telephone  Mobile

Email

Website

Preferred means of formal contact  Mail  Email

**e) Business details (describe the principal business; any other businesses):**

**f) State all criminal convictions (other than convictions for offences against provision of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies):**

No criminal convictions

Convictions - list here:

**3 Manager/Supervisor Details**

| Full Name            | Certificate Number   | Expiry Date          | Driver's licence number (if no certificate) |
|----------------------|----------------------|----------------------|---------------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                        |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                        |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>                        |

**4 Premises or Conveyance Details**

**PREMISES ONLY:**

a) Address where event will take place

b) Trading name for premises (if applicable)

c) Is the licence sought conditional on completing building work?  Yes  No

d) Does the applicant own the proposed licensed premises?  Yes  No

e) Please provide the premises building occupancy load?(How many people can the premises safely/legally hold - **written documentation from Independent Qualified Person is required**)

**CONVEYANCE ONLY:**

f) Type (car, bus, etc.)

g) Trading name for conveyance

h) Home base address (if any)

## 5 Event Details

Describe the event in detail and attach a separate sheet if necessary:

a) What is the general nature of the event?

b) The days and hours proposed for the sale of alcohol:

c) Estimated number of people attending:

d) Probable age distribution of people attending:

e) Entry arrangements (*tickets, invitation, door sales, members, etc.*):

f) Principal purpose of the event (*fundraiser, prize-giving, birthday*):

g) How will alcohol be sold:

Cash bar

Other (*please describe*):

h) Do you intend to sell or supply goods other than alcohol and food, or provide any services not directly related to the sale and supply of alcohol and food?  **Yes**  **No**

If **yes**, please describe:

i) Parts (if any) of the premises intended to be designated as a:

Restricted area (*no under-18s*):

Supervised area (*under-18s with a legal guardian*):

j) What type of container will alcohol be sold in:

Glass- size and price

Paper/plastic cup - size and price

Bottle - size and price

Cans - size and price

k) Will you do sample alcohol tastings?  **Yes**  **No**

(note: *tastings are defined as 40ml or less*)

l) **On-site Special Licence only** Please list what food will be available at all times alcohol is being sold

## 6 Public Health

Describe the processes or systems in detail and attach a separate sheet if necessary:

- a) What systems or processes do you have in place to comply with the "COVID-19 Public Health Response (Alert Level Requirements) Order 2021"?

- b) Will you be providing any free or complimentary alcohol?  Yes  No

If Yes, please provide details

- c) How will you promote and/or advertise food? i.e. how will attendees know what food is available at all times alcohol is sold

- d) Intoxicated Patrons - It is an offence to sell or supply alcohol to an intoxicated person

How will you prevent intoxicated attendees entering your event?

How will you identify if a person is intoxicated?

How do you ensure attendees do not become intoxicated?

What process do you have to deal with intoxicated attendees?

- e) Minors It is an offence to sell or supply alcohol to a minor

What process do you have to deal with minors at your event?

## 7 Conditions

a) Describe to what extent and where drinking water will be freely available to patrons:

b) If there is no access to mains water supply, please comment on the potability of the water that will be available:

c) Describe the steps that will be taken to prevent the sale and supply of alcohol to minors and intoxicated people:

d) Describe what steps will be taken and what information will be provided to help with transport options from the licensed premises (e.g. taxis, shuttles, etc.):

e) Describe what experience and training that applicant has in relation to the sale and supply of alcohol:

f) Describe any other systems (including training and security) and staff that are, or will be, in place to comply with the Act:

g) Describe any steps that will be taken to promote the responsible consumption of alcohol:

## Special Licence

### NOTES:

1. The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.
2. This application, including personal information, will be available to the public and media as part of the District Licensing Committee's decision-making process.
3. If required by the secretary of the District Licensing Committee, the applicant must 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, within 10 working days of filing with the District Licensing Committee. The Secretary of the District Licensing Committee may waive this requirement if it is deemed impracticable or unreasonable to display the notice.

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

Signature of Applicant \_\_\_\_\_

### Applications must be submitted to:



#### Far North District Licensing Committee

Private Bag 752  
Kaikohe 0440

Email: [DLG@fndc.govt.nz](mailto:DLG@fndc.govt.nz)  
[www.fndc.govt.nz](http://www.fndc.govt.nz)

## Building Owner's Approval and Building Evacuation Declaration

*This form must be completed, even if the applicant is the owner of the property.*

I have no objection to (name of applicant):

Using my premises situated at:

For the purpose of:

To take place on (date):

Premises occupancy Load:

*Must be supported by written documentation from your building "Independent Qualified Person".*

Does the Building have a Building Warrant of Fitness (BWOFF) Number:

Yes - State BWOFF Number: \_\_\_\_\_  No  N/A

*If you do not have this number please contact the Council's Building Compliance team via email [compliance@fndc.govt.nz](mailto:compliance@fndc.govt.nz)*

### As the building/property owner, by signing this declaration I HEREBY STATE

That the building maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017 or the Fire Service Act 1975 section 21B.

**OR**

Because of the building's current use, its owner is not required to provide and maintain such a scheme.

**If you are unsure that the building has an approved scheme, check with the building owner. For the requirements of an evacuation scheme refer to Fire and Emergency New Zealand website: [www.fireandemergency.nz/business-and-landlords](http://www.fireandemergency.nz/business-and-landlords)**

**NOTE: Even if an approved evacuation scheme is not required, the building must have an evacuation procedure that meets Part 1 of the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018 - this does not require approval by Fire Emergency New Zealand.**

For more information or advice please contact [cpumuriwhenua@fireandemergency.nz](mailto:cpumuriwhenua@fireandemergency.nz)

\_\_\_\_\_  
Owner's Name (print)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date