

Application for Special Licence (for Premises & Conveyance)



Upper Hutt City Council District Licensing Committee Section 138, Sale and Supply of Alcohol Act 2012

To: The Secretary
District Licensing Committee
Upper Hutt City Council
Private Bag 907
Upper Hutt 5140

Application for a Special Licence is made in accordance with the details set out below—
APPLICATIONS NEED TO BE LODGED AT LEAST 20 WORKING DAYS BEFORE THE EVENT:

1. Type of special licence applied for

On-site Off-site

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

2. Details of the applicant/entity

Full name to be on licence: _____

Daytime contact name and telephone number: _____

Contact postal address: _____

Email address (required): _____

Preferred mode of contact: _____ Post code: _____

Date of birth: _____

Has the applicant been convicted of any offence? Yes No

If Yes, what are the details of each offence?

Nature of offence: _____

Date of conviction: _____

Penalty suffered: _____

Status of application:

<input type="checkbox"/> Natural Person	<input type="checkbox"/> Partnership	<input type="checkbox"/> Public Company	<input type="checkbox"/> Trustee
<input type="checkbox"/> Private Company	<input type="checkbox"/> Local Authority	<input type="checkbox"/> Licensing Trust	<input type="checkbox"/> Club
<input type="checkbox"/> Government department or other instrument of the Crown	<input type="checkbox"/> Body Corporate to which section 28 (1) (b) of the Act applies	<input type="checkbox"/> Board, organisation or other body to which section 28 (1) (c) of the Act applies	<input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988

Is a licence already held by the premises or conveyance concerned? Yes No

3. Details of the manager(s)

Full name of manager(s) or responsible persons to be employed, and certificate numbers and expiry date of manager's certificate(s) (1 for every 50 persons):

Full name of manager(s) or responsible persons	Certificate number(s) and expiry date(s): if required

4. Premises details if special licence is for premises

Address of event: _____

Name of the building/licensed premises: _____

Is a licence sought conditional upon construction or completion of the premises?

Yes No

Does the applicant own the proposed licensed premises? Yes No

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

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

A restricted area (18 yrs. or older): _____

A supervised area (minors must be accompanied by a legal guardian): _____

(Attach a written statement from the owner of the premises to the effect that the owner has no objection to the granting of the licence.)

5. Conveyance details if special licence is for conveyance (vehicle)

Type of conveyance: _____

Registration number: _____

Address of home base: _____

Name used or proposed of conveyance: _____

6. Event details

Is this event applied for:

Where the applicant does not hold any other form of licence, or where a Club licence holder is holding an event outside the normal activities of the Club

OR

A social gathering on a Club or On-licence premises for a group of people who share a common interest or purpose

Full name of who or what the event is for: _____

Days and date of the event: _____

Hours of the event: _____

Hours that alcohol will be served: _____

Please describe the event **in full** – i.e. the purpose of the event and entertainment provided:

Number of people attending: _____

Age range of people attending: _____

Is the applicant engaging, or intending to be engaging, in the sale or supply of any other goods other than alcohol and food, or in the provision of any service 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 service: _____

Detail the type of food that will be available at the function and the provider—e.g. caterers or prepared on site. (Remember that food must be available at all times liquor is for sale or supply, even before and after suppers—**note potato crisps, dips and nuts are not substantial food.**):

Name the non-alcoholic refreshments and low alcohol beverages that will be available:

Will liquor be sold through a cash bar? Yes No

If No, describe how liquor will be sold/supplied: _____

Whole of the premises to be licensed?

Only part of the premises to be licensed – give details of location within the premises:

Will this event be advertised? Yes No

Is this event open to the public? Yes No

Admission by ticket or invitation? Ticket Sales Invitation Door Sales

7. Conditions

To what extent, and where, is drinking water intended to be freely available to patrons?

If no access to water mains, is potable water intended to be available? _____

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

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?

What containers does the applicant propose to sell alcohol in? _____

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

Dated at _____ this _____ day of _____ 20____
(Town/City) (date) (month)

Applicant: _____
(Signature)

Application Process

1. Applicant applies for a Special Licence with the District Licensing Committee (Upper Hutt City Council). Application may need to include additional information (see below).
2. DLC obtains reports from licensing inspector and Police. Copies of reports are sent to applicant if they contain any objections.
3. DLC considers and grants application on paper or holds a public hearing. Hearing is required if objections have been received.
4. DLC keeps a copy of all applications and decisions and sends a copy to the Police.

General

Cost – refer to schedule of fees and charges. This cost may cover several occasions (for up to one year).

A special licence must be for an occasion(s), event(s) or social gathering(s) and not merely an extension of hours.

Food and non-alcoholic refreshments must be available during the function or event covered by the special licence.

Additional Requirements for Special Licences

Where the premises is not owned by the applicant, a written statement is required from the owner of the premises to the effect that the owner has no objection to the granting of the licence.

Please remember to supply a site-plan for the event(s).

Advertising is discretionary. The DLC Secretary may require the applicant to place a public advertisement. However this occurs in exceptional circumstances.

The DLC Secretary may also require a certified manager to be appointed.

The applicant needs to supply details regarding alternative forms of transport from the event, and details of food and non-alcoholic beverages to be supplied at the event.

Functions being held in community halls should be discussed with the licensing inspector prior to making application.

Documents to be submitted with this application

- Application fee
- If using a marquee that requires building consent, please provide the building consent application number : _____

For large scale events

- Alcohol Management Plan
- Event Management Plan
- Traffic Management Plan
- Building certificate, if required by the Secretary of the District Licensing Committee
- Resource Management Act (RMA) certificate, if required by the Secretary of the District Licensing Committee

Form 8 | Public notice of application for special licence

Only fill out this form on request

Section 139, Sale and Supply of Alcohol Act 2012

Full name of company, partnership or individual, address and occupation: _____

Has made application to the District Licensing Committee at: _____

In respect of the premises situated at(or specify kind of conveyance): _____

Known as: _____

The general nature of the business conducted (or to be conducted) under the licence is: _____

The days on which and the hours during which liquor is intended to be sold under the licence are:

The application may be inspected during ordinary office hours at the office of Upper Hutt District Licensing Committee at the Civic Administration Building, 838-842 Fergusson Drive, Upper Hutt.

Any person who is entitled to object and who wishes to object to the granting of the application may, not later than 15 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at Upper Hutt City Council, Private Bag 907, Upper Hutt 5140.
No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

No objection to the renewal 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.
This is the first (or second) publication of this notice (delete where not applicable).

The first publication was made on: _____

A copy from the newspaper, of each notice (preferably the full page) showing the date must be sent to the District Licensing Committee.