

## SPECIAL LICENCE (PREMISES)

### Note:

- ¥ Allow as much time as possible prior to the date of an event to obtain all appropriate consents. Unopposed Special Licence applications take a **minimum of 25 working days** to process. Applications received outside of this timeframe may not be determined prior to the event.
- ¥ A building consent may be required prior to the issue of a Special Licence if you are intending to use a building that is not normally used as a licensed premises and/or a marquee or tent is required. This process may take up to 10 working days. For more information about obtaining a building consent, Ph 801 3813.
- ¥ The building owner has an obligation under the current Building Act to ensure that the building is safe and fit for its intended purpose. Please provide confirmation from the building owner that the building is appropriate for this type of function.
- ¥ Please note that no more than 12 events or dates can be applied for on this application form.
- ¥ Special licences cannot be applied for to remove the designation of a licensed premises.

### You are required to provide the following:

Use this cover page to assist you in lodging a complete Special Licence application.

- 2 COPIES of application and all documentation**
- FEE: \$63.00 [inclusive of GST]**  
**(NB: Cheques to be made payable to the Wellington City Council)**

#### Related Documents:

- detailed A4 scale** plan of the interior of the premises showing the areas where liquor is to be sold or supplied.
- a **written statement from the owner** of the building giving consent to the applicant for liquor to be sold or supplied on the premise and confirmation that the building is appropriate for the type of function being applied for.
- a complete list of all food, non alcohol and low alcohol beverages that are to be provided.
- a copy of each manager's certificate for those nominated to manage the event (if applicable)
- if the event is on a Statutory Day has the DLA/Police criteria been addressed?

#### If a private event:

- a copy of the invitation
- a list of all invited guests (full names)

#### If a public event:

- a copy of the ticket
- a copy of any promotional material for the event

**Please note that the applicant must be the party that will be taking the money from the event e.g. the name on the bank account. The application is only to be signed by the applicant or the applicant's Solicitor NOT an Agent. The above information must be included with your application for it to be accepted.**

For further information please contact 499 4444, or  
The Secretary, District Licensing Agency, PO Box 2199, Wellington

# Application for a Special Licence

[For Premises]

Section 76, Sale of Liquor Act 1989

To: The Secretary  
District Licensing Agency  
PO Box 2199  
Wellington

Application for a special licence is made in accordance with the details set out below.  
Please PRINT clearly.

## 1. Details of Applicant

(a) Full name(s)

(b) Applicant's date of birth: [if individual or partnership]

Postal address for service of documents:

(c) Daytime contact name:

Fax Number:

Phone Number:

Email address:

(d) Full name and address of manager or managers to be employed, certificate numbers of managers, expiry date of each certificate, and date of birth for each manager:

(e) Status of applicant [tick appropriate box]

Natural Person

Private Company

Public Company

Licensing Trust

Partnership

Government Department  
or other instrument of the Crown

Local Authority

Trustee

Manager under the  
Protection of Personal and  
Property Right Act 1988

Club

Body Corporate

Board, organisation  
or other body

## 2. Premises details

(a) Address of premises:

(b) Name of building or trading name:

(c) Is the licence sought conditional upon construction or completion of the premises?

Yes  No

If you answered Yes to this question you are advised to contact Building Consents and Licensing Services of Wellington City Council on Ph 499 4444 at your earliest convenience to determine if a building or health clearance is required.

(d) Does the applicant own the proposed licensed premises?

Yes  No

If No,

(i) What is the full name and address of the owner?

(ii) What form of tenure and term of tenure will the applicant have?

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

(i) A supervised area:

(ii) A restricted area:

*Note: A **supervised area** is an area that individuals under 18 years of age may be present if they are accompanied by a parent or legal guardian, a **restricted area** means that no one under 18 years of age may be present. If **no parts** of the premises are to be designated, write **NONE** on each line above.*

### 3. Purposes – Section 73

*Provide a full description of the proposed event so an Inspector knows everything there is to know about what will happen during the event/s. (Please continue on a separate sheet if necessary).*

**Complete either section 73 or 74, but not both.**

(a) What is the occasion or event, or series of occasions or events, in respect of which, the licence is sought?  
(e.g., Wellington Annual Car Races).

(b) On which day/s is the occasion or event, or series of occasions or events to occur? (e.g., Saturday 14 November 1996).

(c) During what hours does the applicant intend to sell or supply liquor under the licence? (e.g., 4pm to 1am the following day):

### 4. Purposes – Section 74

*Provide a full description of the proposed event so an Inspector knows everything there is to know about what will happen during the event/s. (Please continue on a separate sheet if necessary).*

**Complete either section 73 or 74, but not both.**

(a) Identify the particulars of the on, off or club licence held by the applicant.

On Licence No:

Club Licence No:

Off Licence No:

Licensee:

(b) Address and trading name of licensed premises?

(c) In respect of what kind or kinds of social gathering is the licence sought? (e.g., Wedding reception).

(d) On which day/s are the social gatherings to be held? (e.g., Monday 19 May 1997)

(e) During what hours does the applicant intend to sell or supply liquor under the licence? (eg., 1pm to 11pm)

## 5. Conditions

**The Sale of Liquor Act requires that food, low-alcoholic and non-alcoholic beverages must be available at all times that liquor is being sold or supplied. Please provide a thorough list for the questions below.**

(a) Detail what provision does the applicant intend to make for the sale and supply of:

*[Please supply detailed lists of what is to be supplied]*

(i) Food?

(ii) Non-alcoholic refreshments?

(iii) Low-alcoholic beverages?

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

(c) What other steps does the applicant propose to take aimed at promoting the reasonable consumption of liquor?

(d) What other steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

(e) What containers does the applicant propose to sell liquor in? [e.g: standard bar glasses, disposable glasses, cans or bottles etc.]

**Please Note:**

The New Zealand Police are required by the Sale of Liquor Act to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Agency and the Liquor Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns the applicant will also be informed.

Dated at Wellington this

day of

20

Printed name

Applicant signature

# Special Licence Information Sheet

Special licence applications can be delayed because we do not have the information we require. You can speed the application process up by completing this sheet giving **as much information as possible**.

1. What is the purpose of the event/s or social gathering/s? (For example – birthday party, prizegiving, fundraising, Who's birthday)  
Give a full description:

2. How many people will attend?

3. How many persons can the premises hold under the Fire Evacuation Scheme?  
**Note: If you do not know it is your responsibility to find out before filing this application.**

4. Is this application intended to change the designation of the premises [existing on, off or club licensed premises only] to enable minors to be present on the premises for an occasion or event where **no liquor will be sold**?

Yes  No

5. Who will attend the event/s or social gathering/s? (For example, public, friends, club members, etc.)

6. What will happen during the event/s or social gathering/s. (For example, entertainment, speeches, a disco, dancing, dinner or supper, etc.) *please describe in full; use a separate sheet if necessary.*

7. If there is to be some sort of entertainment, what time will it:

Begin:  End:

8. Are tickets to be pre-sold or sold on the day/s of the event/s or social gathering/s. Please tick one box

Pre-sold  Sold on day

Door sales  No tickets sold

Invitation

9. What are the name/s of the person/s to be in charge of the event/s or social gathering/s

10. Have you or your organisation held a special licence before?

Yes  No

Print Name:

Signature:  Date:  /  /20

# IS A CERTIFICATED MANAGER REQUIRED FOR THE EVENT?

A certificated manager under the Sale of Liquor Act 1989 is someone who holds a current general or club manager's certificate.

This is a guideline. The Wellington District Licensing Agency reserves the right to use its discretion in accordance with the Act.

