



Application for Special Licence (for premises)

Section 76 Sale of Liquor Act 1989

Cameron Road
Private Bag 12803
Tauranga 3143
Phone: 07 571 8008
Fax: 07 5779820
customerservice@westernbay.govt.nz
www.westernbay.govt.nz

Guide for Applicants (please detach for your future reference)

Please read the application form thoroughly before completing.

The checklist below is to assist you with your application and to ensure that Council receives all the information required to process your application.

Your application must be filed with the Agency in which the premises or area is situated.

Have you provided (All applications must have the following provided)

1. 2 complete copies of your application and attachment. *(Note: If 3 complete copies are not supplied, a photocopy and administration fee of \$15 will be charged and is payable before issue of a licence).*
2. Sketch Plan. A plan of the premises or area where the event is being held showing where the consumption of liquor will be carried out, and also identifying any restricted or supervised areas.
3. A fire evacuation scheme (for expected attendances of greater than 100 people or evidence as to why a scheme is not required). (Refer Application Questions 12, 13 and Statement of Safety).
4. Owners letter of consent (required when the premises are not licensed and the applicant doesn't own the premises). (Refer Application Question 8).
5. The fee of \$63 (includes GST) if the application is made not less than 20 working days prior to the event, otherwise in accordance with the Local Government Act, the fee shall be \$94.50 (including GST). See Note below.

Note: The application must be submitted not less than 20 working days prior to the event. If the application is submitted later, there is no guarantee that a decision can be made in time for the event, even though there has been an additional fee paid. ***NO APPLICATION FOR SPECIAL LICENCE CAN BE ACCEPTED WITHIN FIVE (5) WORKING DAYS OF THE EVENT.***

6. If you are applying as any one of the following and are not the holder of an existing liquor licence, **THEN** have you included the necessary documents:

- | | |
|---|---|
| <input type="checkbox"/> Company | Copy of Memorandum of Association or other documentary evidence of its authority to sell liquor or hold a licence under that Act. |
| <input type="checkbox"/> Incorporated Society | Certificate of Incorporation or other documentary evidence. |
| <input type="checkbox"/> Club | Copy of Constitution or Rules. |
| <input type="checkbox"/> Board, Organisation or Body | Reference to the Act authorising the sale of liquor. |
| <input type="checkbox"/> Manager pursuant to Property Rights Act 1988 | Copy of Property Order. |

7. Have you signed and dated the form personally?





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Office Use Only

Incomplete Criteria for Counter and Postal Applications

Application

Page 1		Check status of applicant (Q5) matches name of applicant (Q2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2	Q6	Check that "Yes" or "No" to convictions is ticked	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2	Q8	Check if the applicant does not own the premises, a letter of consent from the owner identified at Q8 is provided.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2	Q9	Check that a sketch plan has been provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2	Q10, 11	Check that one only of Q10 or Q11 is ticked "Yes"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2	Q10	Check if Q10 is ticked "Yes", then Q12 is completed		
	OR		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 2	Q11	Check if Q11 is ticked "Yes", then Q13 is completed		
Page 4	Q14	Check Q14 if ticked "Yes", has a Certificate of Compliance or other evidence been produced from Council's Planners	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 4	Statement of Safety	Check Q12 or Q13, if numbers attending are greater than 100 people then an evacuation scheme must be supplied, or evidence as to why a scheme is not required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Page 4		Check that applicant has signed application and if a company, the relationship is identified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Pages		Check all questions answered.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Guide for Applicants - Reference

- Page 1 Q5** Check application Q12 or Q13 for date the first event is to be held. If the event date is less than 20 working days from the date of application, check that the total fee paid is \$94.50 (including GST). Yes No
- Check that date of first event is not less than 5 working days from date of application. Yes No
- Page 1 Q6** Check applicant status. Documentation supplied. Yes No

Note: If any criteria indicates "NO", the application is incomplete.

Is application complete? Yes No

If incomplete, date and method of Advice to Applicant stating requirements

Date _____ Method _____

Accepted by: _____
 (signature)

Name: _____

Receipt Details:	\$63.00	LO/LIQL
Late Applications - \$94.50:	\$63.00	LO/LIQL
	\$31.50	GL - 50 02 07 3540

DATE
 STAMP
 (if accepted
 as complete)



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Section 76 Sale of Liquor Act 1989

When this form is completed, return to:

The Secretary
Western Bay of Plenty District Licensing Agency
Private Bag 12803
Tauranga 3143

(NOTE: If you are posting this form and the application is assessed as incomplete, the application can not be processed and you will be informed)

1. **Name of Business/Proposed Trading Name:** _____

2. **Name of Limited Company or Partnership or full legal name of Individual/s making Application** *(please ensure that if the application is for a company or partnership, the company or partnership details are inserted)*

If applying as a partnership or company, full legal names of each partner or director.

Postal Address for Service of Documents:
(this address will be used for all Council correspondence, not just liquor licensing)

Post Code: _____

3. **Daytime Contact Name and Telephone Number(s):**

Name: _____ Phone Number: _____
Phone Work: _____ Phone Mobile: _____

4. **Details of Proposed Manager:**

You must appoint a certified manager or nominate a person (where the event is a private social gathering) as being responsible for the sale, supply or consumption of liquor (if applicable).

Name: _____ Manager's Certificate Number: _____
Address: _____
Phone Home: _____ Phone Work: _____
Phone Mobile: _____

5. **Status of Applicant:** *(Tick one ✓)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Partnership/Private Company | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Licensing Trust | <input type="checkbox"/> Local Authority | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Government Department/Other Instrument of the Crown | <input type="checkbox"/> Body Corporate to which Section 75(ba) of the Act applies | <input type="checkbox"/> Manager Under the Protection of Personal Property Rights Act 1988 |
| <input type="checkbox"/> Board, Organisation, or Other Body to Which Section 75(bb) of the Act applies | <input type="checkbox"/> Club | |

6. Where the Applicant is a Natural Person (including Partners or Directors), or where there is a nominated person, has any applicant or nominated person been convicted of any offence? Yes No Tick one ✓

If yes, provide details of any offence(s)

Name	Nature of Offence	Date of Conviction	Penalty Suffered
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Premises or Area Details

7. Address of Proposed Licensed Premises or Area _____

8. Does the Applicant own the proposed licensed premises or Area? Yes No Tick one ✓

If no, what is the full name and address of the owner? _____

What form of tenure will the Club have? _____

What term of tenure? _____

9. Is the whole of the premises or area to be designated Restricted or Supervised? Yes No Tick one ✓

If No, what part (if any) of the premises does the applicant intend should be designated as:

A Restricted Area _____
(Area where no one under the age of 18 years is permitted)

OR

A Supervised Area _____
(Area where you are permitted if you are under the age of 18 years with supervision, by a parent or guardian)

AND provide a sketch plan identifying the location of the designated areas.

10. Is the application made for a Licence under Section 73 (authorises the holder of the licence to sell and supply liquor at an event or series of events in an area not part of a licensed area or the event is held on licensed club premises, but is to be attended by predominantly non-members) Yes and GO TO Q12 (a and b)

OR Tick one ✓

11. Is the application made for a Licence under Section 74 (authorises the holders of On Licences or Club Licences to sell and supply liquor at any time when the premises are required to be closed for the sale of liquor, to persons attending social gatherings). Yes and GO TO Q13 (a-e)

Purpose and Details of Events

- 12(a) Details of the occasion or event, or series of occasions or events, in respect of which the licence is sought: (under Section 73 of the Sale of Liquor Act)

Details of the Event (must include the name of the event, who the event is catering for such as name of persons whose birthday or wedding it is)	What is the day?	What is the date?	Hours during which liquor will be sold, supplied or consumed	Hours during which the event will take place
Event 1				
Event 2				

Event 3					
Event 4					

Note: Where you wish to include more than four events, please attach details of events on a separate schedule.

12(b) Further details of the occasion or event, or series of occasions or events: (please circle the appropriate answer)

	Approximate number of people attending	Is the Event			Will you be using any outside area	Where an outside area will be used	
		Open to the public?	By Invitation only	By ticket sales		Is the area shown on your scale plan	Does your letter of permission cover this area
Event 1		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Event 2		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Event 3		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Event 4		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

- 13 (a) Licence number of the On Licence, Off Licence or Club Licence held: _____
- (b) Premises Name _____
- (c) Premises Address _____
- (d) Details of the social gathering or gatherings, in respect of which the licence is sought:

Details of the social gathering		What is the day?	What is the date?	Hours during which liquor will be sold, supplied or consumed
Event 1				
Event 2				
Event 3				
Event 4				

Note: Where you wish to include more than four events, please attach details of events on a separate schedule.

(e) **Further details of the occasion or event, or series of occasions or events:** (please circle the appropriate answer)

	Approximate number of people attending	Is the Event			Will you be using any outside area	Where an outside area will be used is the area part of the existing licensed area?
		Open to the public?	By Invitation only	By ticket sales		Note: If you have answered "No" to this question, you should be completing Q12 not Q13 of this application
Event 1		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Event 2		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Event 3		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Event 4		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

14. Are any of the proposed days, dates or hours beyond those allowable in any resource consent granted to the applicant?

Yes No Tick one ✓

If yes, the applicant must discuss this with Council's planning staff prior to making the application.

Conditions

15. What provisions does the applicant intend to make for:

Food _____

Low Alcohol Beverages _____

Non-Alcoholic Refreshments _____

Assistance or information about alternative forms of transport: _____

16. What 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?

17. What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

18. What containers will the liquor be sold or consumed in?

Statement of Safety

Tick one ✓

The building in which the premises are situated has an evacuation scheme for public safety which meets the requirements of Section 21A of the Fire Service Act 1975; or

The building by reason of its current use, does not require such a scheme, or that the building is exempt from having to meet the requirements for such a scheme, or the event or series of events does not involve a building.

Applicant's Signature _____
(Must be signed by the applicant personally)

Date _____

If applying as a Company, please indicate your relationship to the Company eg Director/Secretary

Relationship _____