



# RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946, New Zealand  
Telephone 07 895 8188 • Fax 07 895 3256  
Email info@ruapehudc.govt.nz  
Website www.ruapehudc.govt.nz

For Council Use

## Special Licence Application

Form 10

Section 76 Sale of Liquor Act 1989

To: The Secretary  
District Licensing Agency  
Private Bag 1001  
TAUMARUNUI 3946

### Minimum of 10 working days notice is required to process a Special Licence

Application for a Special Licence is made in accordance with the details set out below. The notes attached should be referred to when completing the application.

### 1 Details of Applicant (receives proceeds from Sale of Liquor Act 1989)

- (a) Full Name: .....
- (b) Postal Address (for service of documents): .....
- (c) Daytime contact name and phone number: .....
- (d) Status of Applicant:  Private Company  Public Company  Trustee  Club  Partnership  
 Natural Person  Licensing Trust  Body Corporate to which section 75(bb) of the act applies  
 Board, Organisation, or other body to which section 75(bb) of the Act applies  
 Government department or other Instrument of the Crown  
 Manager under the Protection of Personal and Property Rights Act 1988

### 2 Details of Premises

- (a) Proposed trading name (on building) for premises: .....
- (b) If the Applicant does not own the premises, please complete the Property Owner Consent Form attached.
- (c) Is a licence sought conditional upon construction or completion of the premises?  Yes  No
- (d) Does the applicant own the proposed licensed premises?  Yes  No
- (i) what is the full name and address of the owner?  
.....  
.....
- (ii) what form of tenure of the premises will the applicant have (including term of tenure?)  
.....  
.....
- (e) Physical Address of Premises: .....

**3 Purposes (to be included only where the application is made for a licence under Section 73 of the Act)**

- (a) What is the occasion or event or series of occasions or events, in respect of which the licence is sought? \_\_\_\_\_  
\_\_\_\_\_
- (b) When is this occasion or event or series of occasions or events to occur? \_\_\_\_\_  
\_\_\_\_\_
- (c) On which days and during which hours does the application intend to sell liquor under the licence? \_\_\_\_\_  
\_\_\_\_\_

**4 Purposes (to be included only where the application is made for a licence under Section 74 of the Act)**

- (a) Identifying particulars of the on-licence or club licence held by the applicant: Address and trading name (if any) of licensed premises. \_\_\_\_\_  
\_\_\_\_\_
- (b) In respect of what kind or kinds of social gathering is the licence sought? \_\_\_\_\_  
\_\_\_\_\_
- (c) When are the social gatherings to be held? \_\_\_\_\_  
\_\_\_\_\_
- (d) On which days and during what hours does the applicant intend to sell liquor under the licence? \_\_\_\_\_  
\_\_\_\_\_

**5 Conditions**

- (a) What provisions of the following does the applicant intend to have available/provide during the sale and supply of:
  - (i) Food (provided/available) (please delete one)  
Food consists of i.e. savouries, pies, etc at this event. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - (ii) Non & Low Alcoholic Beverages. Please name **two** types of low alcoholic beverages, i.e. Amstel \_\_\_\_\_  
\_\_\_\_\_
- (b) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? i.e. phone, taxi, etc. \_\_\_\_\_  
\_\_\_\_\_
- (c) What other steps does the applicant propose to take aimed at promoting responsible consumption of liquor? \_\_\_\_\_  
\_\_\_\_\_
- (d) 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? \_\_\_\_\_  
\_\_\_\_\_
- (e) In what containers does the applicant propose to sell liquor? \_\_\_\_\_  
\_\_\_\_\_

## 6 Details of Manager (to be completed by the proposed Manager)

- (a) Full Name: \_\_\_\_\_
- (b) Date of Birth: \_\_\_\_\_
- (c) Postal Address: \_\_\_\_\_
- (d) Phone (day): \_\_\_\_\_
- (e) Fax: \_\_\_\_\_
- (f) Manager's Certificate Number: \_\_\_\_\_
- (g) Or wish to have Nominated Manager under Section 84(2) of the Sale of Liquor Act 1989 and a covering statement of experience is required. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (h) Signature of Proposed Manager: \_\_\_\_\_ Date: \_\_\_\_\_
- (i) Details supporting Managers \_\_\_\_\_  
\_\_\_\_\_

## 7 Details of Contact Person

- (a) Name of Contact: \_\_\_\_\_
- (b) Phone (day): \_\_\_\_\_
- (c) Fax: \_\_\_\_\_
- Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

## Property Owner Consent

Date: \_\_\_\_\_

We \_\_\_\_\_ (*name of applicant/organisation*) are seeking to hold a \_\_\_\_\_  
\_\_\_\_\_ (*type of function*), at the \_\_\_\_\_  
\_\_\_\_\_ (*name of venue*), on \_\_\_\_\_ (*date*)

where we intend to sell alcohol between the hours of \_\_\_\_\_ and \_\_\_\_\_

A Special Licence from the District Licensing Agency will be required for this event. As part of our application for a Special Licence, consent from the property owner is required for the sale and supply of alcohol from their premises. Therefore we hereby request permission from you to use this venue for the function shown above.

Should you require further information relating to this request, please do not hesitate to contact:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Organisation contact signature: \_\_\_\_\_

**Premises Owner's Consent**

Name: \_\_\_\_\_

Premise: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Premise owner \_\_\_\_\_ Date \_\_\_\_\_

Comments/Conditions  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designation of Premises**

Please indicate the designation sought with relation to various parts of the premises. (Please include these on your site plan).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Notes for Special Licence Application

### 1. Details of Applicant

- (a), (b) The name and postal address of the Association applying for the Special Licence, i.e. the group organising the event, e.g. Ohura Yacht Club, PO Box 20, OHURA.
- (c) Tick the group which best describes the applicant. If 'other' chosen, please elaborate.

### 2. Details of Premise

- (a) Physical address (or addresses) where the event is being held, e.g. Waimarino Cricket Clubhouse, Seddon Street, Raetihi
- (b) If the group applying for the Special Licence does not own the premise the event is being held in, signed permission from the owner of the premise is required stating they have no objections to the premises being used and it is acknowledged alcohol will be sold and supplied on the premises.

### 3. Designation

When underage persons will be present at the event, the District Licensing Agency requests that areas where alcohol is sold and consumed are designated as either '**restricted**' or '**supervised**' and separated from other parts of the venue, e.g. the bar area could be roped off.

**Restricted** - Area where only drinking age persons are allowed.

**Supervised** - Area where alcohol is allowed and underage persons are supervised.

**Undesignated** - Area where alcohol is allowed.

Alcohol sale or consumption is not permitted outside the stated areas. Since the Smoke Free law was introduced it has been common for an appropriate outside area to be designated.

### 4. Details of Event

One Special Licence can be applied for to cover the same event on several different occasions at the same venue, e.g. 'After Match Function' each Saturday over the season, or one event, e.g. over a weekend, which takes place at more than one venue, e.g. 'Reunion' with events in different halls.

- (a) There can be only one event
- (b) There may be more than one date.

### 5. Conditions

- (a) Please provide a menu/examples of snack food that will be readily available, and any meals to be provided. Food must be available throughout the event.
- (b) A free telephone, taxi service available, and courtesy van are examples of assistance with transport.
- (c) Low alcohol and non-alcoholic drinks such as soft drinks, tea and coffee, should be available as an alternative.
- (d) Clear instructions to staff regarding proof of drinking age and not serving inebriated persons, displaying posters about underage drinking and drink driving etc, and a commitment to the requirements of the Sale of Liquor Act 1989 are examples of what is required here.
- (e) Will drinks be sold in glasses, cans, bottles, or all three.
- (f) A plan showing –
- Those parts of the premises that are to be used for the sale or supply of liquor; and
  - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
- (g) (*Where the applicant is not the owner of the premises*) A written statement from the owner to the effect that the owner has no objection to the grant of the licence.
- (h) The prescribed fee.

### 6. Details of Manager

One or more Managers need to be named. In most cases they do not have to hold a General Manager's Certificate, but they need to be aware of the conditions of the Special Licence and have some experience with the sale and supply of liquor. The named Manager needs to be on the premises at all times, which is why it is sometimes necessary to have more than one person named.

### 7. Details of Contact Person

Name, position in the club, and contact details of the person completing the application form, e.g. Jane Bloggs, Secretary, day 027 \*\*\* \*\*\*, fax 07 896 \*\*\*\*

It is important that the contact person can be contacted during the working day. They are considered the representative of the Applicant.

Please be aware that the LLI may require additional information or changes to hours, personnel, etc which may delay the processing of your application. Securing a Special Licence *before* advertising the event will ensure that your event proceeds as planned.



# RUAPEHU DISTRICT COUNCIL

Private Bag 1001, Taumarunui 3946, New Zealand  
Telephone 07 895 8188 • Fax 07 895 3256  
Email [info@ruapehudc.govt.nz](mailto:info@ruapehudc.govt.nz)  
Website [www.ruapehudc.govt.nz](http://www.ruapehudc.govt.nz)

For Council Use

## Evacuation of Premises for Special Licence

Sale of Liquor Act 1989  
Sections 18, 41 and 64 (as amended by the Building Act 1991)

I (full name) .....

Licence Holder (or Secretary) of the premises known as .....

and which operates under a Special Licence, state:

(Delete One)

- (i) That the building in which the premises are situated has an evacuation scheme plan for public safety, which meets the requirements of Section 21A of the Fire Service Act 1975  
or  
(ii) 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 of such a scheme.

Signed: ..... Date .....

Designation: .....

### Evacuation Schemes for Public Safety

An Evacuation Scheme is require if:

The building is used as a place where 100 or more people are able to be present for different purposes or activities, or if

**The premises have no sprinkler system (or adequate sprinkler system)**  
**and**

If the building contains facilities for employment for more than 10 people; or

Accommodation is provided for more than five people

(Fire Service Act 1975, Section 21A)

**Note:**

The National Fire Commander may grant waivers from the requirement of any building, where in the opinion of the National Commander, there are already other provisions which will ensure the safety of people within the building (Section 21A(9)).

This certificate is to be completed, signed and returned with your renewal application, **even if your building is exempt.**