



GUIDANCE ON SPECIAL LICENCE APPLICATIONS FOR LICENSED CLUB PREMISES

There are many different types of Clubs including Cosmopolitan, RSA, working men, sports, community and social clubs – any Incorporated Club that sells alcohol is required to hold a Club Licence. A condition of Club licences is only being able to sell to ‘*authorised customers*’ – Club members, genuine guests of members and members of affiliated Clubs. This means that Special licences are required for any Club event that intends to sell alcohol to people outside of those categories.

Link to Special Licence application form

[Special Licence - 2020 writeable.pdf \(ruapehudc.govt.nz\)](https://www.ruapehudc.govt.nz/SpecialLicence-2020writeable.pdf)

When do you need a special licence?

Anytime you have an event that will go outside of your licensed conditions, for example

- Sale of alcohol to people other than authorised customers
- Sale of alcohol outside of your licensed area
- Sale of alcohol outside of your licensed hours

If you have an event that requires a special licence and you do not hold one, this is a breach of your Club licence conditions

When do you NOT need a special licence?

- Events for authorised customers only
- Events where the bar will not operate and no alcohol will be sold
- Events that you ‘dry hire’ your Club for

FEES

Class 3 - \$63.25

One or two SMALL events

Class 2 - \$207.00

Three to 12 SMALL events

OR

One to three MEDIUM events

Class 1 - \$575.00

One LARGE* event, more than three MEDIUM events, or more than 12 SMALL events

If you are confident on the correct fee you can pay in advance online, but please make sure the payment is labelled with the **invoice number and/or your Club’s name**. If you are not sure, please ask to be invoiced on your email or at the counter if you hand in a hardcopy application. No licences will be issued until payment in full is received.

In order to have multiple events on one application, the events **MUST BE SIMILAR** in nature. For example, a series of tasting events, different rounds of a hunting competition or multiple birthdays AS LONG AS the details for each are much the same. If in doubt – please ask!

*If you are planning a LARGE event, please get in touch with Council before submitting your application.



What size is my event?

SMALL—up to **99 people**

MEDIUM—**100 to 400 people**

LARGE—**400+ people**

What do you need to include with the application?

The Application Form – you need to answer EVERY question and be SPECIFIC. The more details you can provide the less likely it will be that you are contacted for further information.

A Site Plan – This should be the date stamped plan that was included on the Club's last renewal report. If you need a copy of please ask. If the proposed licensed area exceeds your normally licensed area you can amend this siteplan or use a new one.

Food & Drinks – this is often lacking sufficient detail. We need to see menus. Remember food has to be available at ALL times alcohol is being sold. If the event catering (where applicable) is not going to cover the entire event period, your bar snack menu with a minimum of three to four options should be available to purchase. If your answer to food provision is just 'platters' or 'a hangi' Council and the Medical Officer of Health will come back to you for more information. Please make sure you include enough details so we can be confident that substantial food will be available for the duration of the event.

Copies of Manager's Certificates – we only need to see these for the staff members that will actually be working during the event. If you are not sure at the time of submitting your application, include all DMs that might be rostered.

Evidence of Event – again this is missing fairly often. Posters and/or invitation are best. Club newsletters or screenshots from Facebook events can also be used. For funerals/wakes/unveiling we do understand these might not exist, so in this case funeral notices, other relevant newspaper notices or obituaries are very helpful. The DLC is not keen on booking forms as evidence so any of the above is preferable.

Certificate of Incorporation – if you need to get another copy of this you can look up your club here [Home | Incorporated Societies \(companiesoffice.govt.nz\)](https://www.companiesoffice.govt.nz/)

Fire Evacuation Scheme (for evacuation of premises declaration) – your scheme needs to be kept up to date! This very important for the safety of your Club and everyone involved with it. This means doing a trial evacuation every 180 days (or every six months). If you have a genuine alarm you can also use this as evidence of a trial. To maintain your scheme visit [Fire and Emergency New Zealand - Online Services - Evacuation Schemes](https://www.fireandemergency.govt.nz/online-services/evacuation-schemes)



TIMEFRAMES

Special licences **MUST** be submitted a minimum of **20 working days** prior to the event (30 working days for a large event). If you submit late there needs to be a genuine reason that the event could not have been foreseen - deciding to have an event last minute or forgetting to submit the application does not count! Funerals/wakes are generally the exception to this timeframe, we will be understanding of an event of this nature and can process these as urgent.

If you are unsure or want to double check anything to do with your application, please get in touch via **Healthliquor@ruapehudc.govt.nz** or **07 895 8188** and ask to speak to Flora. It is much easier to resolve any queries **BEFORE** you submit, it will save time for both you and Council and ultimately get licenses issued in a shorter timeframe!