



Ruapehu District Council

Private Bag 1001, Taumarunui 3946

Phone 07 895 8188 or 06 385 8364

Email: info@ruapehudc.govt.nz

Website: www.ruapehudc.govt.nz

Facebook: ruapehudc

Cover Sheet for

Special Licence Application

Section 138, Sale and Supply of Alcohol Act 2012

Please read the notes over the page carefully.

Be sure to complete each part of the application. Incomplete applications will be returned.

An application for a Special Licence MUST be lodged AT LEAST 20 WORKING DAYS before the event(s) is to be held.

For LARGE EVENTS, we expect applications to be lodged at least 30 working days before the event(s)

Applicant Checklist

The following must be included with your application:

- This Application Form, with all sections completed, signed and dated.
- Application Fee** - please see information sheet on the next page of this application or contact us for assistance.
- If the applicant is not the premises owner then a written statement from the owner of the building/property giving consent to the applicant for alcohol to be sold or supplied on the premises.
Note this consent must be for the same party as detailed in the applicant section of this form.
- Detailed A4 scale map (with measurements) site plan of the premises/site showing:**
 - Those areas that are to be used for the sale or supply of alcohol.
 - Those areas (if any) that are to be designated as restricted or supervised areas.
 - The principal entrance.
 - Location of all food outlets and other relevant activities.
- A complete list of food and non/low alcohol beverages provided (menu)
- Copies of each Managers' Certificate for those managing the event (if applicable)
- Proof establishing the event(s) as genuine, special or particular occasion(s) - (such as a programme of activities/copy of ticket for public events/invitation for private events/promotional material, etc).
- If a large event** - an Alcohol Management Plan
- If the applicant is a club or company, provide evidence of incorporation, ie, Certificate of Incorporation or proof of club validity.

Applications can be delivered to any Council Office, or posted or emailed to the applicable address above

For Office Use Only

- Class 1 \$575.00
- Class 2 \$207.00
- Class 3 \$63.25

Fee Due

Accepted and
Checked by

GL Code

Receipt No

Receipt Date

65 00 01 1100

Special Licence Information

1 On Site or Off Site

An **On-Site Special Licence** allows the sale or supply of alcohol that will be consumed at the event(s).

An **Off-Site Special Licence** allows free samples to be supplied. An Off-Site Special Licensee can only sell their alcohol (for example, a winery can sell the wines it produces).

2 Large Events

For large events, the applicant may be required to attend a meeting with a Licensing Inspector. You will be contacted after your application has been received to arrange an appointment.

3 More than One Day or One Event

If this application is for more than one day, then the days and events must be related in similarity (number and types of people, type of event) - such as:

- The same event over a number of days, ie, three-day home show, race meetings, series of weekday fundraiser competitions.
- Small clubs or similar organisations that do not hold a permanent licence. There needs to be many similarities, ie, one club night a month for the same people and hours, even with different themes.
- Function centre for different private functions where the numbers, venue and hours are similar.

Otherwise, a separate application and fee is required.

4 Fees

This form must be accompanied by the prescribed fee. Application fees are detailed below. (*Application Fees are set by the Ministry of Justice. For more information see www.justice.govt.nz.*)

5 Public Notice

If required to do so by the Secretary of the District Licensing Committee, the applicant must, within ten days after filing this application with the Committee, ensure that notice of this application in Form 8 is attached in a conspicuous place on or adjacent to the site to which this application relates.

6 Police Inquiry

The New Zealand Police is required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed. By signing this form, you consent to the release of this information.

Special Licence Application Fees

There are three fee rates for Special Licences. The fee depends on the size and number of events covered by the licence. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of liquor licensing.

Use the chart below to determine which category your Special Licence fits into. All application fees are GST inclusive.

Licence Type	Application Fee	Description
Class 3	\$63.25	1 or 2 events covered by the licence that are of a "small size".
Class 2	\$207.00	3 to 12 events covered by the licence that are of a "small size", or 1 to 3 events that are of a "medium size"
Class 1	\$575.00	

- A **small event** is an event that will be attended by less than 100 people.
- A **medium event** is an event that will be attended by between 100-400 people.
- A **large event** is an event that will be attended by more than 400 people.

Please note that it is Ruapehu District Council that determines the final application fee, so you may be charged further fees before your licence is granted.

Application fees are set by the Ministry of Justice. For more information, see <http://www.justice.govt.nz/policy/sale-and-supply-of-alcohol>.

If you need assistance calculating your application fee, please contact us on the details below.

Phone	07 895 8188 or 06 385 8364
Email	info@ruapehudc.govt.nz (please put "Liquor Licensing" in Subject line)
Website	www.ruapehudc.govt.nz
Location	59-63 Huia Street, Taumarunui Ayr Street, Ohakune Cr Duncan/Seddon Streets, Raetihi

Payment by Direct Credit

Ruapehu District Council
BNZ Taumarunui
Account No 02 0424 0150061 00

Please ensure your name is in the Reference Field, along with the words "Spec Lic"



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Application for

Special Licence

Section 138, Sale and Supply of Alcohol Act 2012

To the Secretary

District Licensing Committee, Ruapehu District Council

Application for a Special Licence is made in accordance with the details set out below.

Special Licence Details

1 Will alcohol sold at the event(s) be for consumption On-Site or Off-Site On-Site Off-Site

Is this application being lodged at least 20 working days prior to the event? Yes No

Could the event(s) for which the Special Licence is applied for reasonably have been foreseen? Yes No

If NO, describe the details

Applicant Details

2 Full Legal Name (*the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to*)

3 Applicant's Date of Birth (*if an individual*)

4 Postal Address (*for service of documents*)

5 Daytime Contact Name

6 Phone Mobile

7 Email

8 Status of Applicant

- | | | |
|---|---|---|
| <input type="checkbox"/> Individual Person | <input type="checkbox"/> Partnership | <input type="checkbox"/> Local Authority |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Club | <input type="checkbox"/> Licensing Trust or Community Trust |
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Public Company | |
| <input type="checkbox"/> Other - advise what authority under which incorporated | | |

If Applicant is a Club, what is the name of your current President?

If Applicant is a Club, what is the name of your current Secretary?

- 9 Does the Applicant have any Criminal Convictions? (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies)

Yes No

If YES, please state the nature of the offence, date of conviction and penalty suffered

Nature of the offence	Date of conviction	

- 10 What relevant experience and training does the applicant have relevant to alcohol service and compliance?

Details of Managers (or) Persons Responsible

The Sale and Supply of Alcohol Act 2012 requires the appointment of Managers for Special Licences unless exempted by the District Licensing Committee (DLC). Therefore, for large events and many medium events, certified Managers are essential. For other events, the DLC may consider a "responsible person".

- 11 For each Manager or responsible person, please state the full legal name, date of birth and residential address. If they are Certified Managers, please supply a copy of Managers' Certificate(s).

Name	Address	Date of Birth	Managers Certificate No. (if applicable)	Certificate Expiry (if applicable)

Premises Details

12 Address of Premises where event(s) is to be held

13 Proposed Trading Name of the Premises (if any)

14 Does the premises already hold a licence (if the event is held on licensed premises?)

Yes No

If YES, state the licence number

15 How many people 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

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

Yes No

17 Does the applicant own the proposed licensed premises?

Yes No

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

What form of tenure and terms of tenure will the applicant have?

Property Owner's Signature

Date

18 Indicate which part (if any) of the premises is intended to be designated as (select at least one):

A **RESTRICTED** area (no one under 18 allowed on site)

A **SUPERVISED** area (minors allowed only with parent or legal guardian)

UNDESIGNATED (any age allowed)

Event Details

19 On which **DAYS** and during what **HOURS** is alcohol to be sold under the licence?

20 State the name and nature of the event(s) or occasion(s) of the above days. *Note: If the event is a fundraiser, please clarify what/whom the funds are going towards.*

21 Number of people attending (*estimate, if not known*)

22 Probable age distribution of people attending

23 Are tickets pre-sold or sold on the day(s) of the event(s) or social gathering?

Pre-Sold Sold on the Day Door Sales No Tickets Sold Invitation

24 Describe the type of entertainment that you intend to provide for the event(s)

25 Does the applicant intend to engage in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

Yes No

If YES, what is the nature of those goods or services?

26 What type of containers will alcohol be sold in? *e.g. plastic glasses, paper cups, standard bar glasses, cans, bottles, etc.*

27 What is the range (types) of alcohol products you intend to sell - and the alcohol percentage (%)? *e.g. Lion Red stubbies (4%), Woodstock (5%), etc.*

28 **For off-site applications only** - If providing tastings, please specify what products, alcohol percentage (%) and the size of each tasting (ml).

29 **For medium/large events only** - What security will you be providing and evidence of their qualifications?

Conditions for ON-SITE Applications Only

30 What provision will be made for the sale and supply of the following:

(a) Food - describe type and range (Please ensure your caterer/food provider has obtained the necessary permits).

(b) **LOW** alcoholic (2.5% or less) and **NON** alcoholic beverages?

31 What steps will be taken to provide assistance with or information about alternative forms of transport from the premises?

Conditions for On-SITE and OFF-SITE Applications

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

33 What steps will be taken to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

34 What steps are proposed aimed at promoting the responsible consumption of alcohol?

35 What other systems (including training systems) and staff will be in place for compliance with the Act?

36 How many staff members/volunteers will be available during the event(s) to assist in monitoring to ensure compliance with the Act?

Additional Information *(for amenity and good order)*

37 What entertainment will you be providing? Please give details, e.g. band (including name of band, time they will be playing, etc.)

38 How do you propose to address noise levels arising from the operation of your event?

39 What is the distance from your event to the closest school, church or hospital?

How will you manage the impact of your event on the above?

40 What is the distance from your event to the closest licensed premises, residential housing, neighbouring businesses and public recreational area?

How will you manage the impact of your event on the above?

41 How will you ensure that the operation of your event will not result in an increase in vandalism and unrest in the area?

Declaration

The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and Alcohol Regulatory Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

Signature

Date

Print Name

Designation/
Position



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Declaration

Evacuation of Premises

Section 100, Sale and Supply of Alcohol Act 2012

Note: This declaration is to be completed, signed and returned with your application, even if your premises does not require an evacuation scheme

Evacuation of Premises Declaration

Full Name of Licence Holder

Trade Name of Premises

Type of Licence Operated:

On Licence

Off Licence

Club Licence

I hereby state that (*tick whichever applies*)

The owner of the building in which the premises are situated provides and maintains an evacuation scheme, as required by Section 76 of the Fire and Emergency New Zealand Act 2017 and that a trial evacuation has been held within the last 180 days.

Because of the building's current use, its owner is not required to provide and maintain such a scheme.

Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Print Name

Designation

Signature

Date



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Disclosure of Police Information

Sale and Supply of Alcohol Act 2012

As applicant for this licence, you are required to sign the authority below. Failure to allow Police to disclose this information may result in your application not being determined.

Authorisation

The NZ Police is required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report.

Do you consent to the release of this information?

Yes

No

Print Name

Signature

Date

To the Applicant:

As part of your application process, the Medical Officer of Health (MOoH) is required to report on your application for a Special Licence under Section 103 of the Sale & Supply of Alcohol Act 2012. If we have any further questions one of our Officers will contact you.

Public Health Questionnaire

Your Application may be delayed if we don't receive the following information.

To report, the MOoH needs to understand the host responsibility measures you will be taking to protect those attending your event from Alcohol related harm.

The questions attached enquire into whether you:

- **Ensure that no intoxication or sale of alcohol to minors occurs during your event**
- **Prevent intoxication in those attending your event by slowing their rate of drinking and of alcohol absorption by offering sufficient food and low and non-alcoholic drinks**
- **Reduce the likelihood of drink-driving by helping those attending your event find alternative transport**

If you have any questions or would like further Host Responsibility information, please contact:

MidCentral District Health Board region includes: Palmerston North, Manawatu, Taranaki, Horowhenua, Whanganui, Ruapehu & Rangitikei District Councils

Contact: Jill Job, Compliance Officer 06 350 9110

Please return this questionnaire with a list of foods and non alcoholic drink options available at your event.

Public Health Questionnaire

		Please Y for yes and N for No
1	What is the type of event you are requiring a special licence for? _____	
2	How many hours is the licence requested for <ul style="list-style-type: none"> less than 8 hours 8 and over 	
3	What time of day will your event will finish <ul style="list-style-type: none"> Before 2am Later - state time of finish _____ e.g. 3am 	
4	How many people are you anticipating will attend your event? <ul style="list-style-type: none"> Less than 400 More than 400 (Please provide an Alcohol Management Plan) 	
5	Will children and family be attending? <ul style="list-style-type: none"> Under 18s present No one under 18 present 	
5	How many staff/volunteers will be present to observe/serve those attending the event?	
6	Are staff/volunteers trained to cease serving liquor to a person before that person is allowed to become intoxicated? (Refer to Intoxication Guidelines on ALAC website)	
7	Is everybody who looks below 25 years of age being asked for valid ID before being served liquor (valid ID is: Passport, NZ Driver's Licence or 18+ photo ID card)	
8	Do you ensure that a range of food is provided at all times alcohol is being served? Food must be more substantial than packet chips, peanuts etc. We recommend at least 3 options. Please include a list of food or menus available at your event	
9	What types of low alcohol (2.5%) and non alcoholic drinks do you have? _____	
10	How will those attending access water during the event? <i>Clean carafes of water and glasses on every table, 2 water coolers will be sited at either end of hall with plastic cups</i>	
11	What methods are used to alert patrons to alternative forms of transport that are available? <ul style="list-style-type: none"> a) Signage b) Free phone c) Courtesy coach/bus 	
12	Are the following resources on site: <i>(please tick if you need any of the resources below)</i>	

Public Health Service: Lambie Building, Whanganui Hospital, 100 Heads Road | Private Bag 3003, Whanganui 4500
Phone: 06 348 1775 | After hours: 06 348 1234

	Host Responsibility leaflets	Under 18 Signs	Intoxication Signs	Smokefree Signs	
13	All internal areas will be smoke free?				

The following questions apply to your plans for the event in relation to compliance with the Sale and Supply of Alcohol Act 2012.

I have read and understood the above questions and will implement the measures I have ticked above.

(Name/Trading name of event location) _____

Print your name: _____ Role _____

Print your staff/mgr designation: _____ Signed: _____ Date: _____

Daytime Ph: _____ Fax: _____ Mob: _____ email: _____

Send us any additional comments or further Host Responsibility measures you wish to tell us about