

# Application for Special Licence

**Section 138, Sale and Supply of Alcohol Act 2012**

## General information:

- 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).
- Please read the notes over the page carefully and ensure all parts of the application are completed.

Office  
Use  
Only

## Application Checklist:

Supporting documents you need to provide with your application:

- Application fee**  
This is an application fee and is non-refundable after the application is received by the Hamilton City Council. (See the last page of this application form for details on fees).
  - 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 that the written consent must be for the same party as detailed in the applicant section of this form).
  - Detailed A4 scale (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 alcoholic beverages provided (menu).
  - Copies of each manager's certificate for those managing the event (if applicable).
  - Proof establishing the event(s) as genuine, special or particular occasion(s). Such as a program of activities / copy of ticket for public events / invitation for private events / promotional material etc.
- If this is a large event (400 or more people):**
- An alcohol management plan.
- If you are applying for the special licence on behalf of someone else, you must also provide:**
- A copy of the authority to act as an agent of the applicant, signed by the applicant

**Applications can be emailed to [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz) or posted to  
Hamilton City Council, Private Bag 3010, Hamilton 3240.**

**You can also apply online on our website: [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)**

**FEE DUE:**

**Office Use Only:**

Accepted by: \_\_\_\_\_

Receipt number: \_\_\_\_\_

Receipt date: \_\_\_\_\_

Class 1: **T310** – 770.50  
 Class 2: **T310** – 277.15  
 Class 3: **T310** – 85.10

# Special Licence information

## What is a special licence?

A special licence allows the sale or supply of alcohol on a given premises or conveyance for the duration of a specific occasion or event. A special licence can also be issued to an on- or club licensee for an event not covered by their licence.

A special licence can cover one event or a series of events, for up to 12 months after it is issued.

## When is a special licence required?

If alcohol is sold at an event or supplied to the public at an event, the person responsible needs to get a special licence. They also need a special licence if alcohol will be available and they charge an entry/ticket fee, or ask for a donation or koha.

Even if an event is to take place on already-licensed premises, as a licensee you will need to check whether a special licence may be needed in relation to the event, as it may not be covered by your existing on- or club licence.

You do **not** need a special licence if you are supplying alcohol to guests in your own private residence or you are holding a private event where alcohol is not being sold.

## Application timeframes

**An application for a special licence **MUST** be lodged at least 20 working days before the event(s) is/are to be held.**

Applications received within 20 working days of the event will not be accepted. For large events, we expect applications to be lodged at least 30 working days before the event(s).

A 'working day' does not include weekends, statutory holidays or any day from 20 December and 15 January (inclusive).

## Application fee

See the last page of this application form for details on special licence application fees

## Special licence types: on and 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 the sale or supply of alcohol that will be taken away and consumed at another place. This also allows free samples to be supplied. An off-site special licensee can only sell their alcohol (for example, a winery can sell the wine they produce).

## Large events

The District Licensing Committee may require that an applicant provide any or all of the following for a large scale event:

- An alcohol management plan describing how the applicant proposes to deal with matters such as security, monitoring, interaction with local residents and public health concerns.
- The applicant may be required to attend a meeting with a licensing inspector. The applicant will be contacted after the application has been received to arrange an appointment.

## Special licences for 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, location, type of event) - such as;

- The same event over a number of days - i.e. 3 day home show, race meetings, series of weekday fundraiser competition.
- Small clubs or similar organisations that do not hold a permanent licence. There needs to be many similarities - i.e. One club night a month for the same people and hours event 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.

## Public notice

If required to do so by the secretary of the District Licensing Committee, the applicant must within 10 working 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.

# Application for Special Licence

Section 138, Sale and Supply of Alcohol Act 2012

**To the Secretary**

**District Licensing Committee, Hamilton City Council**

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

## Applicant details

1. Full legal name to appear on licence:

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

2. Date of birth (if the applicant is an individual):

3. Occupation (if the applicant is an individual):

4. Status of applicant:

Individual person

Partnership

Local authority

Trustee

Club

Licensing trust or community trust

Private company

Public company

Other - advise what authority under which incorporated.....

5. Postal address (for service of documents):

Postcode:

6. Home phone:

Work phone:

Mobile phone:

7. E-mail address:

8. **Daytime contact details** (if different from above)

Name:

Phone number:

Mobile number:

E-mail address:

9. Does the applicant (or any company directors) 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	Penalty suffered

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

## Premises details

11. Address of premises where event(s) is to be held:

12. Trading name of premises or name of building:

13. Does the premises already hold a licence?  Yes  No  
If YES, state the licence number:

14. Is a licence sought conditional upon construction or completion of the premises?  Yes  No

15. Does the applicant own the proposed licensed premises?  Yes  No  
If NO - What is the full name and address of the owner?

If NO, what form of tenure and term of tenure will the applicant have?

16. What part (if any) of the premises does the applicant intend should be designated as (select at least one):

A restricted area (no one under 18 years of age allowed on site)?

A supervised area (minors allowed only with parent or legal guardian)?

Undesignated (any age allowed)?

## Event details

17. Will alcohol sold at the event(s) be for consumption on site or off site?

On site  Off site  Both

18. State the nature of the event(s) or occasion(s):

*NB – If the event is a fundraiser please clarify what/whom the funds are going towards.*

19. Will tickets be sold for this event(s)?  Yes  No

20. On which day(s) and during what hours is alcohol to be sold under the licence?

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

22. Probable age distribution of people attending:

23. 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 other goods and services?

24. What types of container will alcohol be sold in?

e.g. plastic glasses, paper cups, standard bar glasses, cans, bottles etc.

25. 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.

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

27. **For large events only**, what security will you be providing and evidence of their qualifications?

## Managers (or persons responsible) details

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 certificated manager(s) are essential. For other events the DLC may consider a "responsible person."

28. For each manager or responsible person, please state the full legal name, date of birth and residential address. If they are certificated managers, please supply a copy of their manager's certificate(s).

Name	Address	Date of birth	Manager's certificate number (if applicable)

## Conditions for on-site applications only

29. What provision will be made for the sale and supply of:

**Food?**

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

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

## Conditions for on- AND off-site applications

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

32. 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?

33. What steps will be taken to promote the responsible consumption of alcohol?

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

## 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 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.

- 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]

[Name]

[Designation]

### Contact us:

**Phone:** (07) 838 6633

**E-mail:** [licensing@hcc.govt.nz](mailto:licensing@hcc.govt.nz)

**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Hamilton City Council - Ground Floor, Garden Place, Hamilton

# Special Licence application fee

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 alcohol licensing.

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

<b>Licence Type</b>	<b>Application Fee</b>	<b>Description</b>
Class 3	\$85.10	1 or 2 events covered by the licence that are of a 'small size'
Class 2	\$277.15	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	\$770.50	All other special licences, including licences for events that are of a 'large size', 13 or more events that are of 'small size', or 4 or more events that are of 'medium size'.

- 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 Hamilton City Council that determines the final application fee so you may be charged further fees before your licence is granted.

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

## Contact us:

**Phone:** (07) 838 6633

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**Website:** [www.hamilton.govt.nz/alcohol](http://www.hamilton.govt.nz/alcohol)

**Location:** Hamilton City Council - Ground Floor, Garden Place, Hamilton