

Application for Special Licence

Sections 138, Sale and Supply of Alcohol Act 2012

For office use only:

Connect Ref:

ALC / /

About this application:

- **This application cannot be accepted if it is incomplete or the fee is not paid.**
- Applications must be lodged with the Agency at **least 20** working days before the licence is required.
- Applications received outside this deadline may not be accepted by the District Licensing Committee (DLC) for consideration.
- **Short notice applications** (less than 20 working days before the event date) must be accompanied by a letter explaining the reason for lateness for DLC consideration. You need to have a good reason as the Act refers to the reason for the lateness as being “could not reasonably have been foreseen earlier”.
- Note: There is a statutory non-working day period every year from 20 December to 15 January. This means special licence applications for events over the summer holiday period must be filed early.
- The application must be accompanied by the correct fee. Accepted methods of payment are either by cash, eftpos or cheque (cheques made payable to “Christchurch City Council”).
- Applications **cannot** be submitted online or emailed and **must be either delivered to Civic Offices, 53 Hereford Street or posted to Christchurch District Licensing Committee, Christchurch City Council, PO Box 73013, Christchurch 8154.**

Applications for special licences are made in accordance with the details set out below.

1. **s.22(2) On-site specials:** Permit a licensee to sell or supply alcohol for consumption on those premises to people attending an event as described in the application. Additionally the holder of an On or Club licence may be permitted to sell or supply alcohol for consumption on the premises at a time not ordinarily permitted by the licence or in an area not specified in the licence.
2. **s.22(5) Off-site specials:** Permit the holder of a special licence to sell, at an event described in the licence, the licensee’s alcohol for consumption somewhere else. Whilst the off-site special is being utilised the licensee may also supply alcohol free, as a sample, for consumption on the premises.
Series of events: If you wish to apply for a number of events on one application, these events must be linked in some way, e.g. a series of related meetings; a series of sports meetings.

1. Application details

On-site Off-site – **Note: An off-site special licence cannot be used for a conveyance**

2. Calculate your fee

Fees are based on how many events and the size of the events you are applying for are. The questions and table below will help you work out what fee you can expect to pay. Refer to your answers on page 4 under the Event Details Section (questions 5a to 5d)

- a. How many people do you expect to be attending each event?
Large: more than 400 people expected
Medium: 100–400 people expected
Small: less than 100 people expected
- b. **Series of Events:** How many events are you applying for? (State number)
- c. Use the table below to calculate your fee:

Class	Fee	Description	Council verification of fee: (For office use only on invoicing)
1	\$575	* 1 large event; >3 medium events; >12 small events	
2	\$207	* 3–12 small events; 1–3 medium events	
3	\$63.25	* 1 or 2 small events	

* Large event: >400 people expected, Medium event: 100–400 people expected, Small event: <100 people expected

For office use only:

Connect Invoice No:

Receipt No:

Date:

3. Details of applicant

a. Full legal name to be on licence (i.e. individual or organisation):

Date of birth (if individual):

Sex (if individual): male female

b. Postal address:

Suburb:

City:

Post Code:

c. Is this address used for any other business with Council? e.g. Rates; dog registration. Yes No

If Yes and this address has changed recently please go to the "Contact us" link at www.ccc.govt.nz/contact-us to update your address details for all other Council business.

d. Daytime Contact Name (first name and surname):

Phone:

Mobile:

Fax:

Email:

Website:

Preferred mode of contact:

e. Status of applicant: *(tick appropriate box)*

Natural Person

Licensing Trust

Trustee

Private Company

Partnership

Public Company

Government Department

Club

Incorporated Club

Manager under the protection of Personal and Property Rights Act 1988

Body Corporate to which section 28(1)(b) of the Act applies

Board, organisation, or other body to which section 28(1)(c) of the Act applies

f. Do you wish to be exempt from the requirement of section 213(1) to appoint at least one manager? Yes No

If **NO**, please provide the following information:

Full name of proposed manager:

Address of proposed manager:

Manager's certificate number:

Expiry Date:

Does this person have any other role or responsibilities at the event? Yes No If yes, please detail:

If **YES**, please provide the following information:

Details of person nominated by the licensee to manage the conduct of the sale of alcohol under the licence:

Full name:

Address:

What is their role?

Does this person have any other role or responsibilities at the event? Yes No If yes, please detail:

Specify any experience or position or authority that shows that have some competency to undertake the role of duty manager for the event.

4. Premises details (Site/Event Location)

a. Address of proposed licensed premises: *(This needs to be the Legal/rates address – ask the Alcohol Licensing Team if unsure)*

b. Premises/site/location name:

c. Is a licence already held for these premises or conveyance? Yes No If YES, licence number:

Trading name (if any):

d. **If premises are a conveyance:** *Type of conveyance (ship, bus, plane, railway carriage)*

Registration number:

Home base address:

Any name used for the Conveyance?

e. Is the licence conditional upon completion of building work? Yes No

If YES:

State any building consent details, e.g. for Marquees or stages:

NB: If a marquee or tent will be used, and the marquee or tent is larger than 100m² in area, please contact the Duty Building Consent Officer, Civic Offices, phone (03) 941 8999

f. Does the applicant own the proposed licensed premises? Yes No

If NO:

Owners full name:

Owners address:

g. How do you have tenure? (form and term)

Leasehold:

Tenancy agreement:

Venue hire agreement:

Site license (e.g. for footpaths):

Exhibit stand permit:

Other (state):

If you are not the premises owner, does your above tenure arrangement include permission for alcohol to be part of your use of the site use?

NB: Additional information and/or signed documents may be requested in some instances to confirm details of tenure conditions.

Using a public space? Please read the information at the end of this form and ensure you obtain the required consents/lease/or approvals.

5. Event details

a. Name of organiser/contact person for the event:

Role of organiser:

Phone:

Mobile:

Email:

b. **Principal purpose of event:** What is the occasion or event (or series of occasions or events) that are linked in some way in respect of which the licence is sought?

Name of event(s):

Purpose of event(s):

If linked events: Yes No How are they linked?

c. Please list the areas of the premises to be used (including for any outside areas), and any designations sought:

- **Restricted designation:** no person under 18 may be present on the premises.
- **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **Un-designated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

Area:	Designation:

d. Entry arrangements (e.g. tickets/invitation/manager/membership, etc):

e. Details of any entertainment (e.g. band, time booked, etc): or other activities on the site associated with the event.

f. Numbers expected:

Ages of those attending:

g. When is this occasion or event, or series of occasions or events, to occur?

- h. On which days and during which hours does the applicant intend to sell alcohol under the licence?
- i. Does this 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?
- j. Off-site special only – what alcohol products will be available for sale?

k. **Conveyances** – please specify the following:

The pick up point:

Where you will be stopping on the journey (e.g. names of wineries):

Where you will be stopping for a meal:

What parts of the journey will you be permitting supply/consumption of alcohol on the conveyance:

The drop off point:

NB: as a general rule no consumption of alcohol will be permitted within in one hour of the completion of the trip or on the home journey to the drop-off point.

6. Conditions

- a. What provision does the applicant intend to make for the sale and supply of:
 - Food:** *(Please note that being a good host, and normal practice now dictates, that food is continuously available)*
 - Type:
 - Provided by:
 - Non-alcoholic refreshments:**
 - Low-alcoholic beverages:**
- b. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? (e.g. free telephone available, taxis, courtesy vehicle, etc)
- c. What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? (e.g. free non-alcoholic drinks to designated drivers, free water, signage)
- d. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed? (Prohibited persons are minors, intoxicated persons, persons not attending/invited the event/occasion/gathering)
- e. Any other steps the applicant proposes to promote the responsible consumption of alcohol?
- f. What containers does the applicant propose to sell alcohol in?
- g. To what extent, and where, is drinking water intended to be freely available to patrons?
- h. What other licensed premises are there in the vicinity of this proposed premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)
- i. What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?

- j. What appropriate staff, systems and training will be in place to ensure compliance with the law?

- k. How will noise be managed and mitigated?

- l. How will you ensure there is no disorderly behaviour/general nuisance or increase in vandalism caused by your event or by persons attracted to your event?

7. Please attach the following:

- A plan of the building/detailed site plan of the area to be licensed
- Confirmation of any other required consents/approvals granted or have been applied for: Building, Traffic Management; lease of public space. See note below.
- Any relevant publicity and promotional material related to your event
- Alcohol Management Plan if the number of expected guests exceeds 150 (guidelines can be found on the Council website)
- Menu (if applicable)
- Fee
- Tenure Q4(f) Additional information and/or written documentation confirming tenure may be requested in some instances

Short notice applications (less than 20 working days before the event date):

Must be accompanied by a letter explaining the reason for lateness for DLC consideration. You need to have a good reason as the Act refers to the reason for the lateness as being “*could not reasonably have been foreseen earlier*”.

Holding an event in a public space

If you are planning to hold an **event in a public place (park, reserve, road or square)**, an [Event Permit](#) will most likely be required. For more information please contact the Events Partnerships & Development Team on eventsdevelopment@ccc.govt.nz or contact the Council on (03) 941 8999, ccc.govt.nz/news-and-events/running-an-event/event-permits/

The Events Team can also advise you on whether there are any other consents or approvals you might require, including:

- **Traffic Management Plan (TMP):** If you are wanting to use a public laneway or road area as part of your event – ccc.govt.nz/consents-and-licences/business-licences-and-consents/temporary-road-closures/road-closures-for-events/
- **Building Consent:** If you are erecting a marquee over a certain size (100m² in area) or erecting a stage.

If you are seeking to lease a footpath area outside your licenced premises as part of your event, please discuss with Alcohol Licensing and we can make a referral to the leasing team to arrange approval.

If your event is on private land and you are erecting a marquee or stage over a certain size you will still need to obtain a building consent. Contact Council and ask to talk with the Duty Building Consent Officer.

Important: Approvals and timelines for these approvals and consents are separate from Alcohol Licensing. Some of the above permits and approvals need to be applied for well in advance (e.g. as early as 60 days) in advance of the event date. Alcohol Licensing may not be able to assess your special licence application or issue your licence until we have received confirmation that other approvals and consents required for your event have been granted.

PLEASE NOTE: HAVE YOU FULLY COMPLETED THIS APPLICATION FORM AND ATTACHED ALL REQUIRED DOCUMENTS? INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED. DELAYS RISK YOUR LICENSE NOT BEING ISSUED IN TIME. PAYMENT OF THE FEE MUST ACCOMPANY THE APPLICATION.

8. Authorisation

Dated at Christchurch this _____ day of _____ 20____

Applicant's signature:
(*must not be signed by an Agent or Solicitor*)

Privacy Statement

Information contained in your application and any supporting information will be held by Christchurch City Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of any public notification of your application. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Council's Licensing Inspectors) for the purposes of assessing and reporting on your application, and to the Christchurch District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Christchurch District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publicly available.

The Council is required to keep a record of every special licence application filed with the District Licensing and the Committee's decision on it. This information (which includes the application and all attachments) is made available to the Council's Licensing Inspectors, the Medical Officer of Health, and the Police for the purposes of monitoring compliance with any licence conditions and undertakings, Duty Manager appointments or nomination, and the Act.

The Council is also required to keep a register of licensees to whom special licences have been issued by the District Licensing Committee.

The Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority.

Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the Council. The Privacy Act 1993 applies to the Council and under that Act, you have the right to see and correct personal information that the Council holds about you.