

# Application for Special Licence – Form 6



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

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## How to apply:

See the instructions below to apply for a Special Licence. In order to obtain a Special Licence, you must:

- Have a person with a Manager's Certificate employed to manage the sale and supply of alcohol.

## What you need to do:

- Supply the completed application form
- Supply all required supporting documents
- **Lodge the application at least 20 working days prior to the event**
- Pay the application fee – see Councils website or Customer Services for this information

## How to submit your application?

Post: Hauraki District Council, PO Box 17, Paeroa 3640

Email: [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)

Drop off your application to any of our Council offices

## What to include:

- A floor plan of the proposed premises showing
  - Those parts of the premises that are to be used for the sale or supply of alcohol; and
  - Those parts of the premises (**if any**) that the applicant intends should be designed as restricted areas or as supervised areas.
  - Principal entrance
- A copy of any Manager's Certificate for someone who has not been previously registered with this Council
- A written statement from the owner of the proposed premises to the effect that the owner has no objections to the granting of the licence
- Identifying particulars of the on-licence or club licence held by the applicant
- Where the applicant is a club but does not hold a club licence under the Act. The District Licensing Committee may require:
  - A copy of the Certificate of Incorporation or other documentary evidence of its incorporation; and
  - Identifying particulars of the club's charter; and
  - A copy of the club's constitution or rules

## Payment Options

- Pay by cash, eftpos or credit card at any of our Council offices.
- Internet banking: Our bank account 02-0396-0064018-004, Reference 4257 Surname

*Any questions? Please contact Council's Liquor Licensing Administrator*

Office Use Only	Application Fee	Receipt Number	Document No.

# Application for Special Licence



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

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To the Secretary of the Hauraki District Council Licensing Committee this application is made in accordance with the details set out below.

Full name: Mrs/Miss/Ms/Mr
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Contact phone Number:	Email Address:
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Postal address for service of documents:
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Application for On site or Off site licence?	<input type="checkbox"/> On site Licence	<input type="checkbox"/> Off site Licence
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Whether the event for which the special licence is applied for could reasonably have been foreseen?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

If NO, please describe the circumstances
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**Details of applicant**

Full legal name or names to be on licence	
Whether licence already held for premise or conveyance concerned	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state kind of licence:	

**Status of applicant *tick appropriate box***

<input type="checkbox"/> Natural person	<input type="checkbox"/> Private company	<input type="checkbox"/> Public Company
<input type="checkbox"/> Licensing Trust	<input type="checkbox"/> Partnership	<input type="checkbox"/> Local Authority
<input type="checkbox"/> Trustee	<input type="checkbox"/> Club	
<input type="checkbox"/> Government Department or other instrument of the Crown		
<input type="checkbox"/> Manager under the Protection of the Personal and Property Rights Act 1988		

**Criminal Convictions**

State all criminal convictions for offences against the provisions of the Land and Transport Act 1998 not contained in Part 6, and offences to which the criminal records (Clean slate) 2004 applies

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**Full name and address of manager/s to be employed, & certificate numbers of manager's certificate:**

Full name of Manager		
Manager's Address		
Manager's Certificate No:		Expiry Date:

Full name of Manager		
Manager's Address		
Manager's Certificate No:		Expiry Date:

Full name of Manager		
Manager's Address		
Manager's Certificate No:		Expiry Date:

**Premises Details**

Address of proposed licensed premises

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Proposed trading name of premises (if any)

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

Yes  No

Does the applicant own the proposed premises? Yes  No

If no:

What is the full name and address of the owner?

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What form of tenure of the premises will the applicant have (including term of tenure)?

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**Event Details**

What is the particular occasion or event, or series of occasions or events, in respect of which the licence is sought?

When is this occasion or event (or series of) to occur?

On which days and during what hours does the applicant intend to sell liquor under the licence?

Please estimate the number of people attending:

Probable age distribution of people attending:

Principal purpose of the event:

Does the applicant intend to engage in the sale or supply of any goods other than alcohol or food, or the provisions of any services other than those directly related to the sale or supply of alcohol and food:     Yes / No

What containers does the applicant propose to sell alcohol in?

**Conditions**

Experience and Training of Applicant

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What provision does the applicant intend to make for the sale and supply of:

Food?	
Non-alcohol refreshments?	
Low Alcohol beverages?	

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

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If no access to mains water supply, potability of water intended to be available?

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Steps intended to be taken to provide help with and information about alternative forms of transport from the licensed premises?

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Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited persons are observed?

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Any other steps the applicant proposes to promote the responsible consumption of alcohol?

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Other systems (including training systems) and staff in place (or to be in place) for compliance with the Act

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Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_  
(location) (day of month) (month) (year)

Applicant signature

	<b>Hauraki District Licensing Agency</b>		<b>M2641965</b>
	<b>Responsibility: P Thom</b>	<b>Date issued 20/05/2020</b>	<b>Version No: 6</b>
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