



## ŌPŌTIKI/ KAWERAU/ WHAKATĀNE DISTRICT LICENSING COMMITTEES 2023-2024

### CHECKLIST FOR APPLICATION FOR SPECIAL LICENCE

#### An application for special licence must be lodged:

- **At least 20 working\*** days before the event(s) is to be held
- If making an application **less than 20 working days** before the event, please provide an explanation as to why the application is late. **Please note** the District Licensing Committee or Agencies may decline your application in this case.

*\*working days do not include weekends, public holidays and the period from 20 December to 15 January (inclusive)*

To sell and supply alcohol for consumption at an event follow the instructions below.

**Your application will not proceed unless the application is completed correctly and all documentation is supplied, including full payment.**

To complete this application, you will need to answer all questions that follow, supply all of the documents required and pay the fee:

Incomplete applications will not be accepted. If no payment is made at the time of the application, the application is incomplete. If payment has been made online, please provide proof of payment.

#### WHAT TO INCLUDE

- Application fee
- Completed application form
- A NZ Police Authorisation form, signed and dated. Please note the NZ Police report on all applications and provide information of any convictions or concerns involving the applicant to the District Licensing Committee.
- Detailed floor plan (to scale, A4 or larger) of the premise showing:
  - The areas that are to be used for the sale or supply of alcohol
  - The areas that are to be designated restricted, supervised or undesignated
  - The principal entrance
  - Location of any food outlets and/or relevant activities
- Food and drinks menu(s) including non **and** low alcoholic beverages
- A written statement from the owner of the building/property giving consent for alcohol to be sold or supplied on the premise
- A copy of each managers' certificate for those nominated to manage the sale and/or supply of alcohol
- Detail of the event(s) - program of activities/copy of ticket or invitation/promotional material etc.
- Event management plan for events over 1000 attendees

## FEE AND PAYMENT INFORMATION

There are three different fees for special licences. The fee depends on the number of events covered by the licence and the number of people attending the event (not the number of people expected to consume alcohol). The fees are set by regulation.

Licence Type	Application fee	Description
Class 3	\$63.25	1 or 2 events covered by the licence that are of a 'small size' (less than 100 people)
Class 2	\$207.00	3 to 12 events covered by the licence that are of a 'small size' (less than 100 people) <b>or</b> 1-3 events of a 'medium size' (100-400 people)
Class 1	\$575.00	All other special licences, including events of a large size (400 or more people), <b>or</b> 4 or more 'medium size' events (100 to 400 people), <b>or</b> 13 or more 'small size' events (less than 100 people)



The Secretary  
 District Licensing Committee  
 Ōpōtiki District Council  
 PO Box 44  
 ŌPŌTIKI 3122



The Secretary  
 District Licensing Committee  
 Kawerau District Council  
 Private Bag 1004  
 KAWERAU 3169



The Secretary  
 District Licensing  
 Committee  
 Whakatane District Council  
 Private Bag 1002  
 WHAKATANE 3158

**(CIRCLE APPLICABLE COUNCIL)**

**APPLICATION FOR A SPECIAL LICENCE  
 SECTION 138 OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012**

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

**LICENCE DETAILS**

EVENT DATE(S):

WHAT TYPE OF SPECIAL LICENCE ARE YOU APPLYING FOR?

- On site – to sell or supply alcohol for consumption on site to people attending the vent  
 Off site – to sell alcohol for consumption elsewhere

**DETAILS OF APPLICANT**

- NATURAL PERSON     COMPANY     PARTNERSHIP     CLUB  
 OTHER: *advise what authority -*

FULL LEGAL NAME ON LICENCE:

HAVE YOU USED OR BEEN KNOWN BY ANY OTHER NAMES?

DAYTIME PHONE:

CELLPHONE:

EMAIL ADDRESS:

POSTAL ADDRESS:

PREFERRED METHOD OF CONTACT:

DATE OF BIRTH *(if individual)*:

PLACE OF BIRTH *(if individual)*:

MALE       FEMALE

OCCUPATION *(if individual)*:

**DETAILS OF CRIMINAL CONVICTIONS**

Has the applicant received any criminal or traffic convictions?

Excluding speed camera infringement notices or traffic infringement offence notices or convictions that have been 'clean slated' under the Criminal Records (Clean Slate) Act 2004

YES

NO

Nature of Offence	Conviction Date	Sentence

Please record any further convictions on a separate sheet

**DETAILS OF NOMINATED PERSON**

A Special Licence requires a **nominated person to take responsibility for the safe and responsible of alcohol** at the event(s). The nominated person must be over 20 years of age.

NAME:

OCCUPATION:

DATE OF BIRTH:

DAYTIME PHONE:

CELLPHONE:

RELEVANT EXPERIENCE AND TRAINING:

**DETAILS OF CRIMINAL CONVICTIONS – NOMINATED PERSON**

Has the nominated person received any criminal or traffic convictions?

Excluding speed camera infringement notices or traffic infringement offence notices or convictions that have been 'clean slated' under the Criminal Records (Clean Slate) Act 2004

YES

NO

Nature of Offence	Conviction Date	Sentence

Please record any further convictions on a separate sheet

**EXEMPTION FROM REQUIREMENT TO APPOINT CERTIFIED MANAGER**

If you do not have certified managers, but have nominated a person responsible for the vent, you can apply for an exemption from the requirement to appoint a manager in accordance with S.213(2) of the Act.

A nominated person is provided above who will be responsible for the supply and sale of alcohol at the event

YES  NO

I wish to apply for an exemption for the requirement to appoint a manager

YES  NO

**DETAILS OF ANY CERTIFIED MANAGER/S EMPLOYED or VOLUNTEERING FOR THIS EVENT**

Full name	Address	Date of Birth	Certificate Number

**PREMISE DETAILS**

ADDRESS OF PREMISE WHERE EVENT(S) ARE TO BE HELD:

PROPOSED TRADING NAME FOR THE EVENT/NAME OF THE BUILDING:

DOES THE APPLICANT OWN THE LICENCED PREMISE?

YES  NO (*attach owner permission*)

WHAT PART, IF ANY, OF THE PREMISE DOES THE APPLICANT INTEND TO DESIGNATE AS RESTRICTED AREA OR SUPERVISED AREA?

Leave blank if entire premise is to be undesignated

RESTRICTED AREA(S) – for those 18 years or older:

SUPERVISED AREA(S) – where minors must be accompanied by a legal guardian:

**EVENT DETAILS**

For more than one event, please complete the multi event form at the back of the application

PRINCIPAL PURPOSE OF THE EVENT:

ON WHAT DAYS AND DURING WHICH HOURS WILL ALCOHOL BE SOLD?

ENTRY WILL BE:

BY TICKET  INVITED GUESTS  OPEN TO THE PUBLIC

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**NUMBER OF PEOPLE ATTENDING:**

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**PROBABLE AGE DISTRIBUTION OF PEOPLE ATTENDING:**

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**WILL YOU SELL ANY GOODS OTHER THAN FOOD OR ALCOHOL, OR PROVIDE ANY SERVICE?**

**YES** *(provide details below)*

**NO**

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**WHAT TYPES OF CONTAINERS WILL ALCOHOL BE SOLD IN?**

*Eg plastic glasses, paper cups, standard bar glasses, cans, bottles*

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**WHAT RANGE OF ALCOHOL PRODUCTS WILL BE AVAILABLE?**

*Include alcohol percentage of each*

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**WHAT SECURITY ARRANGEMENTS WILL BE MADE?**

*If using private security please provide a copy of security registration certificate*

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**WHAT STEPS WILL BE TAKEN TO PROVIDE HELP WITH, AND INFORMATION ABOUT ALTERNATIVE FORMS OF TRANSPORT FROM THE PREMISES?**

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**WHAT OTHER STEPS DOES THE APPLICANT INTEND TO TAKE AIMED AT PROMOTING THE RESPONSIBLE CONSUMPTION OF ALCOHOL?**

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**WHAT STEPS DOES THE APPLICANT INTEND TO TAKE TO ENSURE THAT THE REQUIREMENTS OF THE ACT IN RELATION TO THE SALE OF ALCOHOL TO PROHIBITED PERSONS ARE OBSERVED?**

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**DESCRIBE OTHER SYSTEMS (INCLUDING TRAINING SYSTEMS) AND STAFF TO BE IN PLACE FOR COMPLIANCE WITH THE ACT**

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**CONDITIONS**

**WHAT PROVISION DOES THE APPLICANT INTEND TO MAKE FOR THE SALE AND/OR SUPPLY OF:**

**FOOD:** *provide details or attach a menu*

**NON-ALCOHOLIC AND LOW ALCOHOLIC (2.5% or less) DRINKS:** *provide details*

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**TO WHAT EXTENT AND WHERE IS DRINKING WATER INTENDED TO BE FREELY AVAILABLE TO PATRONS?**

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**IF WATER IS NOT MAINS SUPPLY, WHAT POTABLE WATER IS INTENDED TO BE AVAILABLE?**

**SIGNATURE OF APPLICANT**

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

*'Pursuant to the Privacy Act 1993 the following is brought to your attention: The personal information contained in this form is being collected to assist Council and other agencies in processing your application and may be made available to the public as part of the process. You do have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993'*

**SIGNATURE OF NOMINATED PERSON**

Nominated persons signature \_\_\_\_\_ Date: \_\_\_\_\_

*'Pursuant to the Privacy Act 1993 the following is brought to your attention: The personal information contained in this form is being collected to assist Council and other agencies in processing your application and may be made available to the public as part of the process. You do have the right of access to, and correction of, this information subject to the provisions of the Privacy Act 1993'*

DLC OFFICE USE ONLY	
<b>Application fee must be paid with application</b>	
Date lodged: _____	
Fee Paid: _____	Receipt number: _____



# NEW ZEALAND POLICE AUTHORISATION

## SECTION 103 OF THE SALE AND SUPPLY OF ALCOHOL ACT 2012

Assessing the suitability of the applicant of a manager's certificate is a requirement under the sale and Supply of Alcohol Act 2012. The Police are required to report on this application. That report may include the release of any previous convictions that you may have, (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.

### YOUR DETAILS

FULL NAME OF APPLICANT: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MALE

FEMALE

MAIDEN (OR OTHER) NAMES: \_\_\_\_\_

DRIVER LICENCE NUMBER: \_\_\_\_\_

COUNTRY OF ORIGIN: \_\_\_\_\_

### PERSONS WHO ARE NOT NEW ZEALAND RESIDENTS OR CITIZENS

DETAILS OF CURRENT WORK OR VISITORS PERMIT: \_\_\_\_\_

LAST PERMANENT ADDRESS: \_\_\_\_\_

CURRENT PASSPORT OR CERTIFICATE ID NUMBER: \_\_\_\_\_

COUNTRY WHERE PASSPORT OR CERTIFICATE WAS ISSUED: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

#### THE IMPACT OF THE CRIMINAL RECORDS (CLEAN SLATE) ACT 2004 ON APPLICATIONS FOR MANAGER'S CERTIFICATES UNDER THE SALE AND SUPPLY OF ALCOHOL ACT 2012

The Criminal Records (Clean Slate) Act 2004 commenced on Monday 29 November 2004. The Act enables individuals who satisfy all of the eligibility criteria to conceal all of their convictions in most circumstances. It sets a high threshold for eligibility

The general criteria for obtaining the benefits of the 'clean slate' scheme are set out below. Section 7 of the Act should be consulted for full information.

The individual must have:

- No convictions within the last seven years;
- Never been sentenced to a custodial sentence (eg imprisonment, corrective training, borstal)
- Never been ordered by a Court during a criminal case to be detained in a hospital due to his/her mental condition, instead of being sentenced
- Paid in full any fine, reparation or costs ordered by the Court in a criminal case;
- Never been indefinitely disqualified from driving under section 65 of the Land Transport Act 1998 or an earlier equivalent provision (section 65 relates to mandatory penalties for repeat offences involving use of alcohol or drugs)

Additional info: [www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004](http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004)