

Application for Special Licence



Section 138, Sale and Supply of Alcohol Act 2012

To: The Secretary
Central Otago District Licensing Committee
Central Otago District Council
PO Box 122
Alexandra 9340

Type of Special Licence Application On-Site Off-Site

If applied for less than 20 working days before the event and the need for a special licence could not have been foreseen earlier, please describe the circumstances

1. DETAILS OF LICENSEE (*Licensee is the Person/Club/Organisation/Company receiving the profits from the sale of alcohol*)

Full name _____

Postal address for service of documents _____

Contact details Contact person _____

Phone _____

Cell phone _____

Email _____

Status of applicant

Natural person Date of birth _____ Place of Birth _____

Previous experience _____

Private company Partnership

Club (*In the case of unincorporated clubs the Secretary may request further information.*)

Other _____

(*i.e. Body Corporate, Board, Trustee, Government Department.*)

Has the applicant been convicted of any offence? Yes No

If **yes**, please detail Nature, Date of Conviction and Penalty Suffered

OFFICE USE ONLY	Date Sent	Deadline Date	Date Received	Application No.
Police Report				
MOH report				Debtor No.

2. DETAILS OF MANAGER *(The individual who will be responsible for alcohol sales at the event)*

Full name of bar manager _____

Date and place of birth _____

Telephone numbers Daytime _____ Cell phone _____

Does the proposed bar manager hold a managers certificate? Yes No

If yes Certificate number _____ Expiry date _____

If no Brief details of any relevant experience _____

Other Staff Details		
Name	Experience	Manager Certificate Number

Continue on separate page if required

3. PREMISES DETAILS

Name of premises _____

Physical address of premises _____

Does the applicant own the proposed licensed premises? Yes No

If **no**, what is the full name of the owner? _____

What part of the premises is to be licensed? _____

Does the premises have a current Fire Evacuation Scheme approved by Fire and Emergency NZ? _____

The whole premises is to be licensed only part of the premises is to be licensed

Give details which areas within the premises: *(Plan to be attached)*

Do you plan to have any area age restricted? Yes No

If **yes** tick as appropriate: Restricted area

(No person under 18 may be in the area)

Supervised area

(Persons under 18 may be present if accompanied by parent or legal guardian)

Details of designated area _____

If **no**: Undesignated area (persons any age may be present)

Is a Licence already held for these premises Yes No

If **yes** On-licence Club Licence

Licence number _____

4. EVENT DETAILS

Please complete in as much detail as possible, and if needed you can attach further information.

Event title _____

Principal purpose of the event _____

Do you intend to engage in the sale or supply of any goods other than alcohol and food?

Yes Please detail _____

No _____

Number of people expected to attend event _____ Event target age group _____

Event date(s) _____

Event Time(s) _____

Day(s), date(s) and hours alcohol will be sold _____

Please describe the format for the event programme. (Entertainment, activity, availability of food)

Will this event be advertised?

Yes How _____

No

Is this event Private (invited people only will attend) Public (anybody can attend)

How will admission be controlled?

Ticket Private invitation No admission requirements Other

If by ticket, will they be

Pre-sold Door sales Both Other

If **other**, how _____

Will qualified security staff be used at entry points and circulating monitoring the event?

Yes How many? _____ Company name _____

No

Will the sale of alcohol be through a cash bar only? Yes No

If **no**, describe how alcohol will be sold/supplied _____

What alcohol will be available? _____

5. CONDITIONS

Detail the type and amount of food that will be available at the event/function _____

Is the food provided by caterers (if so who) or prepared on site? _____

Details of how free drinking water will be provided and water source _____

What other non-alcoholic refreshments will be available? _____

What low-alcoholic refreshments will be available (i.e. brand of low alcohol beer)? _____

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. courtesy coach, taxi service, committee members available etc.

What other steps does the applicant propose to promote responsible consumption of alcohol? (eg limit number of purchases per transaction) _____

What control will be in place to ensure that alcohol is not sold/supplied to prohibited persons? (Persons under the age of 18, persons who are intoxicated, persons to whom alcohol may not be sold in accordance with the licence sought) _____

What containers does the applicant propose to sell alcohol in? (plastic, glass, stubbies, cans etc)

How will you ensure there is no disorderly behaviour/general nuisance or increase in vandalism caused by persons attending your event? _____

How will noise from the event be managed and mitigated? _____

Applicants Signature

Dated

Applicant (if a natural person) to complete and submit with application

- **All directors of the applicant company**
- **Secretary of applicant club**
- **For a special licence the duty manager and applicant for the event**

Personal Information

Full name :

Gender: (M) (F) (Other) Date of birth:
(dd/mm/yyyy)

NZ Driver Licence number:
Or Passport number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names
<input type="text"/>	<input type="text"/>	<input type="text"/>

Consent to release information

1. The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information subject to name suppression where that information is necessary to the purpose of the vet
2. NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
3. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
4. The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police has ascertained that the purpose of the Police vet still exists.
5. Information provided in this consent form may be used to update New Zealand Police records.
6. I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result.

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name: Date:

Signature: Electronic Signature