



Application for Special Licence
Section 138, Sale and Supply of Alcohol Act 2012

Application Number: /

Fee Paid:

Receipt Number:

To The Secretary
District Licensing Committee
Timaru District Council
PO Box 522
Timaru 7940

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

Type of special licence applied for:

- On-Site (the licensee can sell or supply alcohol for consumption on-site to people attending the event)
- Off-Site (the licensee can sell or supply alcohol for consumption elsewhere, to people attending the event)
- Combined On-Site and Off-Site

1 Details of Applicant

a) Full legal name (*ie the person or organisation that the proceeds from alcohol sales are going to*):

.....
.....

b) Applicants Date of Birth (*if individual*)

c) Daytime Contact Name.....

d) Phone Number:

e) Mobile Number:

f) Postal Address (*for service of documents*):

g) Email Address (*please print clearly*).....

h) Applicant status (*tick appropriate box*):

- | | |
|--|---|
| <input type="checkbox"/> Individual person | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Club | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Local Authority | <input type="checkbox"/> Incorporated Society |

i) Business details (*describe principal business, any other businesses*).....

.....

j) Have you ever been convicted of an offence (including traffic but not parking)?
Note: *As per the Criminal Records (Clean Slate) Act 2004, if you have no convictions in the last 7 years, you need not declare any convictions prior to that date other than convictions relating to imprisonment or indefinite disqualified from driving?*

- Yes No

If 'Yes', give details below:

Nature of Offence	Date of Conviction	Penalty Suffered

2 Details of Managers

For each member or responsible person, please state the full legal name, date of birth and residential address.

Name	Address	Date of Birth	MC Number and expiry date (<i>if applicable</i>)

3 Details of Premises or Conveyance

a) Name and address of premises

.....

b) Tenure (*i.e. freehold, unit title, leasehold, or under licence*)

.....

c) Whether licence conditional on completion of building work

Yes No

If "Yes", state details

d) Whether licence already held for premises or conveyance concerned

Yes No

If Yes, state what kind of licence:

Or

a) Type of conveyance (*eg, ship, railway carriage, bus, etc*).....

b) Any registration number

c) Any home base address

d) Any name used or proposed for conveyance

4 Event Details

Occasion/Event	Day (<i>eg Saturday</i>)	Date (<i>eg 1/5/15</i>)	Time (<i>eg 7pm-3am</i>)

Occasion/Event	Day (eg Saturday)	Date (eg 1/5/15)	Time (eg 7pm-3am)

- a) Estimate of number of people attending
- b) Probable age distribution of people attending
- c) Ticket price (*if applicable*):.....
- d) Principal purpose of event
- e) Whether applicant intending 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”, nature of other goods and services
- f) Types of container in which alcohol to be sold

5 Conditions

- a) Experience and training of applicant
- b) Provision for intended to be made—
 - Food (*please note that being a good host, and normal practice now dictates, that food is continuously available throughout event*)
 - Non-alcoholic beverages (*type and range*).....
 - Low-alcohol beverages (*Name*)

- Which type of alcoholic beverage will be available for sale at your event?

Beer Wine RTD's Sprints Cider

- c) What containers do the applicant proposed to sell alcohol in?
.....

- d) Off-Sales special only – what alcohol products will be available for sale?
.....

- e) To what extent, and where, drinking water is intended to be freely available to patrons
.....

- f) Steps intended to be taken to provide help with and information about alternative forms of transport from the premises (*eg taxi, fee phone available etc*)
.....

- g) Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people
.....

- h) Any other steps the applicant proposes to promote the responsible consumption of alcohol
.....

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

6 Attachments

- a) Floor plan showing –

- each area to be designated as an:
 - Undesignated area (*Any person of any age may be present on the premises*); or
 - Supervised area (*Persons under 18 may be present, but only if accompanied by a parent or legal guardian. Those under 18 cannot be sold alcohol*); or
 - Restricted area (*No person under 18 may be present on the premises*)
- the principal entrance

- b) Any relevant publicity material related to your event/application

- c) Menu if applicable

- d) Alcohol Management Plan for any 'large' event

**PLEASE NOTE – HAVE YOU FULLY COMPLETED THIS APPLICATION FORM?
INCOMPLETE APPLICATIONS WILL BE RETURNED AND MAY NOT BE ISSUED IN
TIME.**

Dated at this day of /

.....
Signature of Applicant

Notes

- 1 *This form must be accompanied by the prescribed fee.*

- 2 *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.*

SALE AND SUPPLY OF ALCOHOL ACT 2012

APPLICATION FOR SPECIAL LICENCE

FOOD SAFETY

Any group or individual preparing food for special occasions and in particular those applying for a Special Licence must complete the attached Food Safety form.

To enable your application to be processed, please complete the following –

Name of Organisation:.....

Contact person:

Contact telephone number/s:.....

Name of Venue:

Is a registered caterer to be used for the provision of the food Yes / No

Name of Caterer Licence Number

Detail of food to be provided at function

.....

.....

What premises is the food to be purchased from

.....

.....

How is the above purchased food being transported to the venue

.....

How is food to be stored at venue

.....

.....

Is the food to be prepared at the venue Yes / No

If **No**, where is food being prepared and how is it being transported to venue

.....

What food preparation is to be carried out at the venue or what foods being reheated at the venue

.....

.....

How is processed food to be stored: Fridge / Bain Marie

Name of persons holding food handlers certificates:

.....

.....

Facilities available at venue (*tick appropriate box*)

	YES	NO	HOT WATER	COLD WATER	SOAP	TOWEL
SINK						
WASH HAND BASIN						
DISHWASHER						

Is crockery/utensils/glassware/knives/forks/spoons hired?Yes / No

If yes to above, name of hire company

If no, where are items from?

Are disposable items being used?Yes / No

Protective clothing being worn Yes / No

Type Apron / Hat / Gloves

Date and Time of function

.....

.....

Time foods to be served

.....

DATE
ENVIRONMENTAL HEALTH OFFICER Approved / Not Approved