

HOW TO COMPLETE AN
APPLICATION FOR SPECIAL LICENCE
SECTIONS 76, SALE OF LIQUOR ACT 1989

Application for a special licence is made in accordance with the details set out below and in neat readable handwriting:

1. DETAILS OF APPLICANT:

- a) Full name: **If you are an individual, state your full name (middle name/s included). If you are an entity described in (f), below, state the full name of the entity. Eg: Arnold Zachery Citizen, A Z Citizen Trust, A Z Citizen Tennis Club, etc.**
- b) Date of birth and Driver's license number (where applicant is an individual): **This information is required for individuals only.**
- c) Postal address for service of documents: **Any communication that the District Licensing Agency (the Council) has with you will be to this address.**
- d) Daytime contact name & telephone number: **If we need to speak with you concerning your application we will use this number.**
- e) Full name and address of manager(s) to be employed & managers certificate numbers : **We need to know the following information so that we can be assured that the conditions of the proposed Special Licence will be properly complied with.**

Name	Managers Certificate number	Date of Birth
<u>Arnold Zachery Citizen</u>	<u>056/GM/??/???</u>	<u>01/04/1980</u>
_____	_____	_____
_____	_____	_____

f) Status of applicant (tick appropriate box):

- | | | |
|---|---|---|
| <input type="checkbox"/> Natural Person (a single 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"/> Incorporated Society |
| <input type="checkbox"/> Government Dept or other instrument protection of personal crown | <input type="checkbox"/> Manager under the & Property Rights Act 1988 | |

2. PREMISES DETAILS:

- a) Address: **This is the location of the actual premises to have the Special Licence.**
- b) Proposed trading or other name (if any): **If the premise is going to have a name for the duration of the Licence, please state that name or name of Hotel or Stall Name eg Ed's Wild Wine & Beer.**
- c) Is a licence sought conditional upon construction or completion of premises? **YES/NO**

- d) Does the applicant own the proposed licensed premises? **YES/NO** If No...
- (i) What is the name and address of the owner: **Who is the actual owner of the premises?**
 - (ii) What form of tenure of the premises will the applicant have (including term of tenure?)
Are you leasing the premises? Hiring the premises? And for how long? Note a letter of confirmation will be required from the owner/s.
- e) What part (if any) of the premises does the applicant intend should be designated as:
- (i) A restricted area: **A restricted area restricts the presence of people on the premises to those over the age of 18 years only.**
 - (ii) A supervised area: **A supervised area restricts the presence of people on the premises to those of the age of 18 years unless they are under the supervision of a parent or legal guardian.**
 - (iii) Undesignated areas: **Where people under the age of 18 need not be accompanied by a parent or legal guardian. It may be appropriate to have no or some designated areas.**
- Please be clear in the description of these areas.**

3. **PURPOSES:** (To be included only where the application is made for a licence under Section 73 of the Act, eg Premises without a licence) **i.e.; Premises that are not licensed premises such as a hall or a marquee.**

- a) What is the occasion or event, or series of occasions or events, in respect of which the licence is sought?: **State the nature of the occasion(s). Be clear and accurate in your description, eg Citizen's Wedding Dance.**
- b) When is the occasion or event, or series of occasions or events, likely to occur?: **All dates must be listed, eg Friday 28th February 2020.**
- c) On which days and during what hours does the applicant intend to sell liquor under the licence: **Please be accurate and state the dates and times for which you need the Special Licence. If different days have different times please list them on a separate sheet so that there can be no doubt as to when alcohol will be sold and supplied, eg Friday 28th February 2020 from 6.00 pm to 2.00 am the following day. If 12.00 is used please state either midday or midnight.**

4. **PURPOSES:** (To be included only where the application is made for a licence under Section 74 of the Act, eg Premises wanting to trade outside of licence hours) **i.e.; Premises that are already licensed and the Special Licence is being obtained for additional hours.**

- a) Identifying particulars of the on licence or club licence held by the applicant: **Please state the existing Licence Number, eg 056/ON/99/2020**
- b) Address and trading name (if any) of hotel, tavern or club: **Please state the location of the premises and the name of the premises that is in the existing licence.**
- c) In respect of what kind or kinds of social gathering is the licence sought? **Describe the nature of the social gathering. Is it a birthday? Who's? Is it an anniversary? Of What?**
- d) When are the social gatherings to be held: **All dates must be listed, eg Friday 28th February 2020.**
- e) On which days and during what hours does the applicant intend to sell liquor under the licence? **Please be accurate and state the dates and times for which you need the Special Licence. If different days have different times please list them on a separate sheet so that there can be no doubt as to when alcohol will be sold and supplied, eg Friday 28th February 2020 from 6.00 pm to 2.00 am the following day. If 12.00 is used please state either midday or midnight.**

5. CONDITIONS:

- a) What provision does the applicant intend to make for the sale and supply of:
 - (i) Food? Please be accurate in response to this question. **Food must be available at all times and must be stated, eg savouries, sandwiches, salads.**
 - (ii) Non-alcoholic refreshments? State the range and nature of non-alcoholic refreshments. **Must be available at all times and must be stated, eg Fruit Juice, Water, Tea/Coffee, Soft Drinks.**
 - (iii) Low alcoholic beverages? **Must be available at all times and must be stated with a percentage of alcohol of 2.5 or less.**

- d) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licenced premises?
Phone number of local taxi, courtesy van, bus or dedicated sober drivers. Must be available for the hours of the special licence.

- e) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?
Monitoring patrons in the entire premises to ensure that they are not becoming intoxicated. Supplying water and encouraging food consumption.

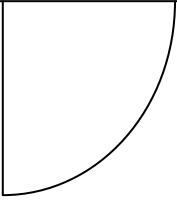
- f) What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?
Ensuring adequate signage is displayed and is visible. Monitoring of identification. Not allowing patrons to become intoxicated. Limiting the supply of alcohol. Promoting food and non-alcoholic beverages.

- g) What containers does the applicant propose to sell liquor in?
Jugs, glasses, plastic cups (a safer option at larger venues), cans or bottles.

Dated at Greymouth this 1st day of February year 2020

_____ **Required in all cases** _____
Applicants Signature

ENTRY



UNDESIGNATED AREA

SUPERVISED AREA

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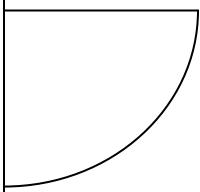
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