Does your event need a Special Licence?

Will there be alcohol at your event?

— Yes →

— No → **Special licence NOT required**

Will alcohol be sold?

Will alcohol be consumed or given away?

— No → **Special licence NOT required**

Yes ↓

Who will be selling the alcohol?

Is there a cost/payment by attendees for entry or participation? e.g. ticket, cover charge, donation, or payment for a meal.

— No → **Special licence NOT required. BYO is permitted, e.g. Wedding, 21st. NB: There may be exceptions.**

Event Organiser OR Venue OR Other Party

Caterers who hold a Caterers Alcohol Licence

Yes ↓

Special licence required. To be applied for by the person taking the proceeds from sale of the alcohol.

Yes ↓

Special licence NOT required

Yes ↓

Special licence required. Talk to the Alcohol Licensing Team about application requirements. NB: Applications must be made at least 20 working days before the date of the event.

The Organiser MUST talk to the Alcohol Licensing Team about the event arrangements and permitted options under the Act.

Note: This flowchart is a preliminary guidance sheet only and DOES NOT substitute as formal advice about a particular event or application.

Please contact the Alcohol Licensing Team to discuss your specific event and requirements and to confirm whether you require an alcohol licence. **info@greydc.govt.nz** or **027 283 0347**.