

“We have firm views as to what the Special Licence is not intended to cover. It is not intended to be a means for hotels and taverns to obtain extended trading hours at times when the premises would otherwise be required to be closed ...”

**Judge Gatley
Chairman Liquor Licensing Authority**

APPLICATION FOR SPECIAL LICENCE

IMPORTANT

Please read the contents of this application carefully and ensure all information is provided as insufficient information will cost time delays. Agency staff will provide assistance towards accomplishing a speedy and efficient issue of the Licence.



NOTES

Please ensure the necessary documents accompany this application and the application is lodged in accordance with the following notes:

1. The application shall be made in the name of the person or entity who receives the revenue from the sale of liquor.
2. The application shall be accompanied by two (2) further copies.
3. The application should be lodged **20 working days prior to the event** to enable a public hearing to take place should reports in opposition to the application be received.
4. A plan showing:-
 - i. Those parts of the premises that are to be used for the sale of liquor; and
 - ii. Those parts of the premises (if any) that the applicant intends should be designated as restricted or supervised areas.
5. Where the applicant is not the owner of the premises a written statement from the owner to the effect that the owner has no objection to the grant of a Licence.
6. Except in exceptional circumstances the provision of solid food for the duration of the Special Licence will be required. The food must be provided in close proximity to the point of alcohol sales.
7. In the case of large public events a Certificated Manager shall be appointed to supervise liquor sales. The Manager's Certificate number must be provided. An event management plan has to be submitted with the application. (Also complete the Police Questionnaire - please ask at the counter)
8. Application Fee of \$63.00 (inc GST) payable to Napier City Council.

**APPLICATION
for
SPECIAL LICENCE**

1. DETAILS OF APPLICANT(S)

(a) Full name(s)

(b) Postal Address for service of documents

*Compulsory

Suburb..... Postcode*

(c) Daytime contact name Telephone No:

(d) Full name and address of proposed manager (if any)

*Compulsory

Suburb..... Postcode*

(e) Status of Applicant (*Tick appropriate box*) Natural Person Club
Partnership Private Company Public Company

Other (*as defined Sec 75 See notes on Page 5*)

2. PREMISES DETAILS

(a) Address of proposed licensed premises

(b) Proposed trading name of premises (if any)

(c) Is a licence sought conditional upon completion of the premises?.....YES/NO

(d) Does the applicant own the proposed premises.....YES/NO

If NO (i) What is the full name and address of the owner ?

.....
.....

(ii) What form of tenure of the premises will the applicant have (including term of tenure?)

.....

(e) What part (if any) of the premises does the applicant intend should be designated as:

(i) A restricted area

(ii) A supervised area

Complete either 3A or 3B whichever is relevant.

3A. PURPOSES – FOR ANY PERSON OR PURPOSE

(a) What is the particular occasion or event, or series of occasions or events, in respect of which the licence is sought?

.....

(b) On which days and during which hours does the applicant intend to sell and/or supply liquor under the licence?

.....

.....

3B. PURPOSES - FOR HOLDERS OF ON LICENCES IN RESPECT OF HOTELS OR TAVERNS OR HOLDERS OF CLUB LICENCES FOR SOCIAL GATHERINGS OUTSIDE LICENCE HOURS.

(a) Identifying particulars of the ON or CLUB licence held by the applicant:

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(b) In respect of what kind of social gathering is the licence sought?

.....

(c) On which days and during what hours does the applicant intend to sell liquor under the licence?

.....

4. CONDITIONS

(a) What provision does the applicant intend to make for the sale and supply of:

(i) Food ?

(ii) Non alcoholic refreshments ?

(iii) Low alcohol beverages?

(b) What steps does the applicant propose to provide assistance with or information about alternative transport?

.....

(c) What steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

.....

(d) What steps does the applicant propose to take to ensure the requirements of the Act in relation to the sale of liquor to prohibited persons are observed?

.....

(e) What containers does the applicant propose to sell liquor in?

.....

Dated at this day of 20...

.....

Applicant

Notes: In respect of status of applicant Section 75 states

- (a) Any person who has attained the age of 20 years; or
- (b) Any company within the meaning of the Companies Act 1993 that is not prevented by a restriction in its constitution from selling liquor or from holding a licence under the Act; or
- (ba) Any body corporate (whether incorporated in or outside New Zealand) that is authorised to sell liquor or hold a licence under this Act or under any previous enactment relating to the sale of liquor; or
- (bb) Any board, organisation, or other body that is authorised by another Act to sell liquor or hold an on-licence under this Act; or
- (c) Any licensing trust; or
- (d) Any partnership comprising any person, companies, or trusts referred to in paragraphs (a) to (c) of this subsection; or
- (e) Any Government department or other instrument of the Crown; or
- (f) Any local authority whether or not expressly authorised by any other enactment to hold a special licence under the Act; or
- (g) Any club; or
- (h) Any trustee within the meaning of the Trustee Act 1956; or
- (i) Any manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988, if the order authorises the manager to hold such a licence.