



# APPLICATION FOR SPECIAL LICENCE

## Incomplete applications will not be processed

Applications must be lodged at least 20 working days before the event, unless special circumstances apply (see below).

Short notice applications (less than 20 working days before the event date) must be accompanied by an explanation for the District Licensing Committee (DLC) to consider. Applications received outside this deadline may not be accepted.

The application must be accompanied by the correct fee (fees are non-refundable).

Please use separate pages to provide extra information where necessary.

If you have any questions while completing this form, please contact Dunedin DLC staff on 03 474 3481 or email [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz).

## Please read and complete the following checklist before submitting the application

- Written statement from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. An email is acceptable, this can be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the event and applicant included as a reference.
- If a body corporate: certificate of incorporation (or equivalent document)
- A list/menu of all food, non-alcohol and low-alcohol beverages (less than 2.5% alcohol)
- A scale plan of the premises showing the principal entrance and the areas where alcohol is to be sold, supplied and consumed, with an indication of which areas are to be:
  - undesignated – anyone of any age allowed
  - supervised – minors must be with their parent/guardian
  - restricted – R18.
- Copies of promotional material and event entry ticket
- Copy of host responsibility policy
- Alcohol management plan for large events
- Risk mitigation plan detailing how you will ensure the impact on the community will be minimised, e.g. control of noise and litter, parking, dispersal of patrons.

## Calculate your application fee (please note fees are set by the Ministry of Justice and are non-refundable)

|         |  |                 |
|---------|--|-----------------|
| Class 1 | One large event (400+ people), more than three medium events (100–400 people) or more than 12 small events (fewer than 100 people) | <b>\$575.00</b> |
| Class 2 | One to three medium events (100–400 people) or 3–12 small events (fewer than 100 people)   | <b>\$207.00</b> |
| Class 3 | One or two small events (fewer than 100 people)  | <b>\$63.25</b>  |

Appropriate fee \$

## Office use only

Under 20 days    Date received:     Date of event:

Pre-pay     Invoice     Emailed     Posted

# APPLICATION FOR SPECIAL LICENCE

## Section 138 of the Sale and Supply of Alcohol Act 2012

To the Secretary, Dunedin District Licensing Committee

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

Type of special licence sought

- On-site:** s.22(2) On-site special licences permit a licensee to sell or supply alcohol for consumption on those premises to people attending an event as described in the application. Additionally, the holder of an on or club licence may be permitted to sell or supply alcohol for consumption on the premises at a time not ordinarily permitted by the licence or in an area not specified in the licence.
- Off-site:** s.22(5) Off-site special licences permit the holder of a special licence to sell, at an event as described in the licence, the licensee's alcohol for consumption somewhere else. While the off-site special licence is being used, the licensee may also supply free alcohol, as a sample, for consumption on the premises.

### Late application explanation

If this application has been lodged less than 20 working days before the date of the event please explain why.

### Contact person

Name:

Phone:

Email:

Postal address for service:

### Applicant details

Applicant status (please select from the below options)

- |  |   |   |
|--|---|---|
| <input type="radio"/> Individual   | <input type="radio"/> Partnership   | <input type="radio"/> Body corporate                    |
| <input type="radio"/> Public company   | <input type="radio"/> Private company   | <input type="radio"/> Club                              |
| <input type="radio"/> Trustee  | <input type="radio"/> Local authority   | <input type="radio"/> Licensing trust                   |
| <input type="radio"/> Government department or other instrument of the Crown | <input type="radio"/> Manager under the Protection of Personal Property Rights Act 1988 | <input type="radio"/> Board, organisation or other body |

Full legal name or names to be on the licence

*Legal name(s) of the person(s) or organisation that will receive any proceeds from alcohol or ticket sales. Include any other names you may be known by.*

Phone:

Email:

If a body corporate, please state authority under which this is incorporated, e.g. Companies Act 1993, Incorporated Societies Act 1908, Charitable Trusts Act 1957.

Business details (please describe principal business, any other businesses etc.)

What experience and training does the applicant have in relation to premises/events licensed to sell and/or supply alcohol?

### Manager details

Provide the below details for each manager or proposed manager.

| Full name            | Date of birth        | Manager's certificate number | Expiry date          |
|----------------------|----------------------|------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>         | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>         | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>         | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/>         | <input type="text"/> |

If the proposed manager does not hold a manager's certificate, please state recent and relevant experience and their date of birth (this requires an exemption by the DLC under s213):

### Criminal convictions

Has the applicant or any proposed manager been convicted of an offence?  Yes  No

Please state all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in part 6, and convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies.

| Full name            | Conviction           | Date of conviction   |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Event details

Name of the event:

Main purpose of the event:

Type of event (describe):

Address where the event will be held:

When is the event? Date:  Day of the week:  Start time:  End time:

If a series of events, attach a schedule or use the template on page 8

Estimated number to attend:  Likely age range of those attending:

Is the event public?  Yes  No

If yes, is entry by ticket?  Yes  No

Alcohol sales by cash bar?  Yes  No

Will security be employed?  Yes  No

Which types of alcohol beverages will be available for sale at your event? (tick as many as appropriate)

Beer  Wine  RTDs  Spirits

Does the applicant supply or sell, or intend to supply or sell, any goods other than alcohol and food?

Yes  No If yes, provide details:

Does the applicant provide, or intend to provide, any services other than those related to the sale or supply of alcohol or food?

Yes  No If yes, provide details:

### Details of premises or conveyance

#### For premises:

Name/trading name of the building:

Address of the premises:

Is there a current licence?  Yes  No If yes, provide licence number:

#### For a conveyance:

Type of conveyance: (e.g. ship, bus, train):

Trading name of conveyance:

Registration number:

Address where based:

Does the applicant own the premises or conveyance?  Yes  No

If 'no', please provide the full legal name and address of the owner:

*A written statement is required from the owner of the building or property giving you approval to sell and supply alcohol and allow its consumption on the premises. This can be sent to [dla@dcc.govt.nz](mailto:dla@dcc.govt.nz) with the name of the event and applicant included as a reference.*

What type of lease does the applicant have and when does it expire?

Is the licence conditional on completion of building/mechanical work?  Yes  No

If 'yes', details:

Is there a current and operable fire evacuation scheme in place for the premises? Do you understand the procedures should the premises need to be evacuated?

Yes  No (If unsure, please contact your local Fire Service for advice)

### Conditions – designations

What designation(s) are required for the event:

- Undesignated (people of any age are permitted at event)
- Supervised event (people under 18 years must be accompanied by parent or legal guardian)
- Restricted event (people under 18 years not permitted)

### Other conditions

1. What provision does the applicant intend to make for the sale and/or supply of:

i) food (describe type and range and when it will be served, attach menu)

ii) non-alcoholic drinks (describe type and range)

iii) low-alcohol drinks (2.5% alcohol by volume or less, describe type and range)

2. What containers will the alcohol be served in?

3. To what extent, and where, will drinking water be freely available to patrons?

4. If no access to mains water supply is available, how will clean drinking water be made available?

5. What steps will be taken to provide help with, and information about, transport options from the premises?

6. How does the applicant intend to staff the premises to ensure compliance with the Act? Please provide the number of staff and their experience.

7. What steps will be taken to prevent the sale and supply of alcohol to prohibited people? (minors and intoxicated people)

8. What other steps does the applicant propose to promote the responsible consumption of alcohol?

Signed:  Date:  Place:

If required by the DLC, the applicant must give public notice of it in the form described in the regulation (form 7) within 20 working days after filing this application. The notice must be given in compliance with regulation 36 or 38 of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).

## Privacy statement

The information you provide in this application, and any supporting documents, will be used by the Dunedin City Council to process your application under the Sale and Supply of Alcohol Act 2012. The information will be shared with the Dunedin District Licensing Committee (DLC), DCC Licensing Inspectors, Police and the Medical Officer of Health as part of the approval process. If required, the information may form part of a public hearing before the DLC and may be used in any subsequent decision relating to your application. The decision will be publicly available.

If your application is publicly advertised, the associated information will be publicly available.

The DCC is required to keep a statutory register of all alcohol licence applications and anyone can request a copy of the information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at [privacy@dcc.govt.nz](mailto:privacy@dcc.govt.nz) or 03 477 4000.

## Special licence - series of events

*In this context, this means the events are related in some way and are located at the same address.*

|    | Name and description of event | Day, date, month, year | Start time | End time | Number attending |
|----|-------------------------------|------------------------|------------|----------|------------------|
| 1  |                               |                        |            |          |                  |
| 2  |                               |                        |            |          |                  |
| 3  |                               |                        |            |          |                  |
| 4  |                               |                        |            |          |                  |
| 5  |                               |                        |            |          |                  |
| 6  |                               |                        |            |          |                  |
| 7  |                               |                        |            |          |                  |
| 8  |                               |                        |            |          |                  |
| 9  |                               |                        |            |          |                  |
| 10 |                               |                        |            |          |                  |
| 11 |                               |                        |            |          |                  |
| 12 |                               |                        |            |          |                  |