

e. On which days and during what hours do you intend to sell liquor under the licence?  
\_\_\_\_\_  
\_\_\_\_\_

**5. Conditions**

- a. What provision do you intend to make for the sale and supply of:
- v. Food: \_\_\_\_\_  
\_\_\_\_\_
  - vi. Non-alcoholic refreshments: \_\_\_\_\_  
\_\_\_\_\_
  - vii. Low-alcohol beverages: \_\_\_\_\_  
\_\_\_\_\_
- b. What steps do you propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? *(For example, supplying a phone, courtesy bus etc.)*  
\_\_\_\_\_  
\_\_\_\_\_
- a. What other steps do you propose to take to promote the responsible consumption of liquor? \_\_\_\_\_  
\_\_\_\_\_
- c. What steps do you propose to take to ensure that the requirements of the Act, in relation to the sale of liquor to prohibited persons, are observed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Declaration**

*This application for a special licence is made in accordance with the details I have provided. I declare that the information I have provided is, to the best of my knowledge, true and accurate.*

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application for a Special Licence**  
*(Section 76, Sale of Liquor Act 1989 – For Premises)*

**Please note:** *This application must be sent to the District Licensing Agency not less than twenty (20) working days before the licence is required.*

Notes to assist you in completing your application:

- a. In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989
- b. For the matters that are to accompany this application, see regulation 14(3) of the Sale of Liquor Regulations 1990

**Your application can not be processed unless you have included all the required information.**

**Use this checklist to ensure you have included all the required information:**

- Completed form (incomplete forms will result in processing delays)
- Three copies of the application form
- A written statement from the owner of the premises
- Application fee of \$63

**Send completed application form and attachments to:**

Matamata-Piako District Council  
PO Box 266  
Te Aroha, 3342

**Office Use Only**

File No.: \_\_\_\_\_ Document No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date Received

Application Due: \_\_\_\_\_

**Please note: This application must be sent to the District Licensing Agency not less than twenty (20) working days before the licence is required.**

**1. Details of Applicant/s**

- a. Full name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_
- b. Name of the business/organisation (if applicable): \_\_\_\_\_
- c. Postal address for correspondence: \_\_\_\_\_  
\_\_\_\_\_
- d. Name of daytime contact (if different from applicant): \_\_\_\_\_  
Telephone number: \_\_\_\_\_
- e. Name of Manager 1: \_\_\_\_\_  
Address: \_\_\_\_\_  
Manager's Certificate No.: \_\_\_\_\_ Date of birth: \_\_\_\_\_
- f. Name of Manager 2: \_\_\_\_\_  
Address: \_\_\_\_\_  
Manager's Certificate No.: \_\_\_\_\_ Date of birth: \_\_\_\_\_
- g. Status of applicant (Please tick the appropriate box):
  - Natural person
  - Private company
  - Public company
  - Licensing Trust
  - Partnership
  - Government Department or other instrument of the Crown
  - Local Authority
  - Trustee
  - Manager under the Protection of Personal and Property Rights Act 1988
  - Club

**2. Details of Premises**

- a. Proposed address: \_\_\_\_\_  
\_\_\_\_\_
- b. Proposed trading name (if any): \_\_\_\_\_  
Is a licence sought conditional upon construction or completion of the premises  
 Yes  No
- c. Do you own the proposed licensed premises?  Yes  No

- i. If no, what is the full name and address of the owner?  
(Note: A letter from the owner advising that they have no objection to the issue of a licence must be attached to this application)  
\_\_\_\_\_  
\_\_\_\_\_

- ii. And, what form of tenure/lease of the premises will you have (including the term of tenure/lease)?  
\_\_\_\_\_  
\_\_\_\_\_

- d. What part (if any) of the premises do you intend to be designated as:

- iii. A restricted area? \_\_\_\_\_
- iv. A supervised area? \_\_\_\_\_

**3. Purpose**

**If the premises is NOT subject to an existing On Licence or Club Licence:**

Full details of the occasion must be given so they can be identified and included on the licence. For example, 21<sup>st</sup> birthday- Name of person.

- a. What is the occasion/event (or series of occasions/events) that you require a special licence for? \_\_\_\_\_  
\_\_\_\_\_

- b. When is the occasion/event (or series of occasions/events)?  
\_\_\_\_\_

- c. On which days and during which hours do you intend to sell liquor under the license?  
\_\_\_\_\_  
\_\_\_\_\_

**4. Purpose**

**If the premises IS subject to an On Licence or Club Licence:**

Full details of the occasion must be given so they can be identified and included on the licence. For example, 21<sup>st</sup> birthday- Name of person.

- a. What are the details of the On Licence of Club Licence? \_\_\_\_\_  
\_\_\_\_\_

- b. Address and trading name (if any) of Hotel, Tavern or Club: \_\_\_\_\_  
\_\_\_\_\_

- c. What is the nature of the event/occasion the licence is sought for? \_\_\_\_\_  
\_\_\_\_\_

- d. When do you intend to hold the event/occasion? \_\_\_\_\_