

Application for Special Licence

(Section 138, Sale and Supply of Alcohol Act 2012)



General information:

An application for a special licence MUST be lodged at least 20 working days before the event(s) is to be held.

For large events, we expect applications to be lodged at least 30 working days before the event(s).

Please read the notes over the page carefully and ensure all parts of the application are completed.

Application Checklist:

Supporting documents you need to provide with your application:

- Application fee
This is an application fee and is non-refundable after the application is received by Matamata Piako District Council (see the last page of this application form for details on fees)

- A written statement from the owner of the building/property giving consent to the applicant for alcohol to be sold or supplied on the premises (Note that the written consent must be for the same party as detailed in the applicant section of this form)

- Detailed A4 scale (with measurements) site plan of the premises/site showing:
 - those areas that are to be used for the sale or supply of alcohol
 - those areas (if any) that are to be designated as restricted or supervised areas
 - the principal entrance
 - location of all food outlets and other relevant activities

- A complete list of food and non/low alcoholic beverages provided (menu)

- Copies of each manager's certificate for those managing the event (if applicable)

- Proof establishing the event(s) as genuine, special or particular occasion(s). Such as a program of activities / copy of ticket for public events / invitation for private events / promotional material etc

If this is a large event (400 or more people):

- An alcohol management plan

If you are applying for the special licence on behalf of someone else, you must also provide:

- A copy of the authority to act as an agent of the applicant, signed by the applicant

Send the completed application form and attachments to:

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

If Paying by Internet Banking please use the following details:

Account Name: Matamata-Piako District Council
Bank: Bank of New Zealand
Branch: Te Aroha
Bank Account No: 02 0436 0021611 00
Payee Name: < your name >

Pay at one of our three offices:

35 Kenrick Street, Te Aroha
56-62 Canada Street, Morrinsville
Cnr Tainui and Tui Streets, Matamata

Application for Special Licence

(Section 138, Sale and Supply of Alcohol Act 2012)

To the Secretary
District Licensing Committee, Matamata Piako District Council

Application for a special licence is made in accordance with the details set out below.

Applicant details

Full legal name to appear on licence: Name of Organisation:
(the licensee, i.e. the person or organisation that the proceeds from alcohol sales are going to):

Name of Applicant: _____

Date of birth (if the applicant is an individual): _____

Occupation (if the applicant is an individual): _____

Status of applicant:

- | | |
|---|--|
| <input type="checkbox"/> Individual person | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Private company |
| <input type="checkbox"/> Licensing trust or community trust | <input type="checkbox"/> Public company |
| <input type="checkbox"/> Club | <input type="checkbox"/> Local authority |
| <input type="checkbox"/> Other _____
<i>(advise what authority under which incorporated)</i> | |

Postal address (for service of documents): _____

_____ Postcode: _____

Home phone: _____ Work phone: _____

Mobile phone: _____

E-mail address: _____

Daytime contact details *(if different from above)*

Name: _____

Phone number: _____ Mobile number: _____

E-mail address: _____

Does the applicant (or any company directors) have any criminal convictions?

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

Yes

No

If YES, please state the nature of the offence, date of conviction and penalty suffered:

Nature of the offence	Date of conviction	Penalty suffered

What relevant experience and training does the applicant have relevant to alcohol service and compliance?

Premises details

Address of premises where event(s) is to be held: _____

Trading name of premises or name of building: _____

Does the premises already hold a licence? Yes

No

If YES, state the licence number:

Is a licence sought conditional upon construction or completion of the premises?

Yes

No

Does the applicant own the proposed licensed premises? Yes No
If NO - What is the full name and address of the owner?

What form of tenure and term of tenure will the applicant have?

What part (if any) of the premises does the applicant intend should be designated as (select at least one):

A restricted area (no one under 18 years of age allowed on site)?

A supervised area (minors allowed only with parent or legal guardian)?

Undesignated (any age allowed)?

Event details

Will alcohol sold at the event(s) be for consumption on site or off site?

On site Off site Both

State the nature of the event(s) or occasion(s):

NB – If the event is a fundraiser please clarify what/whom the funds are going towards.

Will tickets be sold for this event(s)? Yes No

On which day(s) and during what hours is alcohol to be sold under the licence?

Number of people attending (estimate, if not known): _____

Probable age distribution of people attending: _____

Does the applicant intend to engage in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

Yes No

If YES, what is the nature of those other goods and services?

What types of container will alcohol be sold in?
e.g. plastic glasses, paper cups, standard bar glasses, cans, bottles etc.

What is the range (types) of alcohol products you intend to sell – and the alcohol percentage (%)?
e.g. Lion Red stubbies 4%, Woodstock 5%, etc.

For off-site applications only – If providing tastings, please specify what products, alcohol percentage (%), and the size of each tasting (ml).

For large events only, what security will you be providing and evidence of their qualifications?

Managers (or persons responsible) details

The Sale and Supply of Alcohol Act 2012 requires the appointment of managers for special licences unless exempted by the District Licensing Committee (DLC). Therefore, for large events and many medium events certificated manager(s) are essential. For other events the DLC may consider a "responsible person."

For each manager or responsible person, please state the full legal name, date of birth and residential address. If they are certificated managers, please supply a copy of their manager's certificate(s).

Name	Address	Date of birth	Manager's certificate number (if applicable)

Conditions for on-site applications only

What provision will be made for the sale and supply of:

Food?

LOW alcohol beverages (2.5% or less) and NON-alcoholic beverages?

What steps will be taken to provide assistance with or information about alternative forms of transport from the premises?

Conditions for on - AND off-site applications

To what extent, and where, is drinking water to be freely available to patrons?

What steps will be taken to ensure that the requirements of the Act in relation to the sale and supply of alcohol to prohibited persons are observed?

What steps will be taken to promote the responsible consumption of alcohol?

What other systems (including training systems) and staff will be in place for compliance with the Act?

Declaration

The New Zealand police are required by the Sale and Supply of Alcohol Act 2012 to make inquiries into the suitability of the applicant. This will involve informing the District Licensing Committee and the Alcohol Regulatory and Licensing Authority of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.

- I consent to the release of this information
- I hereby state that the above particulars are true and correct
- I understand that my application will not be lodged with Council until the application fee is paid and all required documents are supplied. Incomplete applications will be returned.

Applicant name: _____

Designation: _____

Signature: _____

Date: _____

Contact us:

Phone: (07) 838 6633

E-mail: info@mpdc.govt.nz

Website: www.mpdc.govt.nz/our-services/alcohol-licensing

Location: 35 Kenrick Street, Te Aroha

Alcohol Licensing Fees

Special Licence

There are three fee rates for special licences. The fee depends on the size and number of events covered by the licence. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of alcohol licensing.

Use the chart below to determine which category your special licence fits into. All application fees below are GST inclusive.

Licence Type	Application Fee	Description
Class 3	\$63.25	1 or 2 events covered by the licence that are of a 'small size'
Class 2	\$207.00	3 to 12 events covered by the licence that are of a 'small size', or 1 to 3 events that are of a 'medium size'
Class 1	\$575.00	All other special licences, including licences for events that are of a 'large size', 13 or more events that are of 'small size', or 4 or more events that are of 'medium size'.

- A small event is an event that will be attended by less than 100 people.
- A medium event is an event that will be attended by between 100-400 people.
- A large event is an event that will be attended by more than 400 people.

Please note that it is Matamata Piako District Council that determines the final application fee so you may be charged further fees before your licence is granted.

Application fees are set by the Ministry of Justice. For more information, see <http://www.justice.govt.nz>.

If you need assistance calculating your application fee, please contact us on the details below.

Contact us:

Phone: (07) 884 0060

E-mail: info@mpdc.govt.nz

Website: www.mpdc.govt.nz/our-services/alcohol-licensing

Location: 35 Kenrick Street, Te Aroha