



Southland*district*Licensing**agency**
of the Southland District Council

15 Forth Street, PO Box 903, Invercargill 9840 New Zealand
Tel: 0800 732 732, Fax: 0800 732 329
liquor@southlanddc.govt.nz www.southlanddc.govt.nz

APPLICATION FOR SPECIAL LICENCE
Section 76 Sale of Liquor Act 1989

General Information

What is the latest date that I can make application?

All applications are required at least 10 working days prior to the event. Applications received later than 10 days prior to the event will be accepted and processed only where it is practicable to do so.

How many events can I apply for?

Up to six events may be included on one Special Licence, provided that the Special Licence applies to the same applicant and premises for each of the events, and the events are related.

How long does the application process take?

The Police have 15 working days to report. Note the Sale of Liquor Act defines the period between 20 December and 15 January as non-working days.

If the application is opposed by the Inspector or Police, the application is determined before the Licensing Agency.

The Inspector has no statutory limit on time to report. Typically if the application is complete and there are no objections, the Inspector will report soon after the other reporting agencies. If the application is incomplete, the Inspector will place the application on hold until all the supporting documentation has been submitted.

If I decide to withdraw the application, can I get a refund of my application fee?

The application fee is not refundable.

What if bad weather postpones the event?

You can still operate under the special licence on the day the event is postponed to (Section 82 of the Act).

Does a person with a Manager's Certificate have to be present during the event?

Yes if the event is at a hotel or tavern. For other sites, the reporting agencies may require a certificated manager to be on duty at high risk events, this is determined on a case by case basis.

What hours can I apply for?

This should be discussed with the Invercargill Police Liquor Licensing Squad (phone 03 211 0400) and the Licensing Inspector prior to making the application, who will give an indication on what hours will be acceptable in the particular case.

Can we sell takeaway liquor under a special licence?

Yes, this is determined on a case by case basis. For example a Wine and Food Festival would be considered a suitable event for takeaway sales.

Can I use any tent or building I want to host my event?

Please contact a Building Inspector for advice on Building Act compliance, if the building is not a place of assembly (for example an empty building or shed).

A building consent is needed for a tent or marquee if:

- (a) over 50 m² in floor area or if the tent or marquee is to remain for more than one month, and used for public assembly eg school galas; or
- (b) over 100 m² in floor area or if the tent or marquee is to remain for more than one month, and used for private assembly eg wedding reception.

Are there any restrictions on the type of event that can be applied for?

Yes, examples that are likely to be opposed by the reporting agencies are any event where the principal purpose is the consumption of liquor, or a contrived event for the purpose of trading when the legislation otherwise requires the premises to be closed (for example Christmas day).

What is a "designated area"?

The types of designated areas are defined as follows:

- (a) Restricted area: Where no-one under 18 may be on that part of the premise unless they are employed to prepare or serve a meal, clean or repair etc, remove or replace equipment, stocktake, check or remove cash.
- (b) Supervised area: Where no-one under 18 may be on that part of the premise unless they are accompanied by their parent or legal guardian, or are employed as above or are employed for the sale and supply of alcohol.
- (c) Undesignated area: Where anyone of any age can be on that part of the premise.



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APPLICATION FOR SPECIAL LICENCE

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Checklist

Please use the checklist below before submitting your application.

The following must be included with your application:

- A scale plan showing:
 - Those parts of the premises that are to be used for the sale or supply of liquor; and
 - Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas; and
- (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 the licence.
- The fee of \$64.40. Any cheques should be made payable to the Southland District Council.

This page may be detached for your records



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Application for Special Licence is made in accordance with the details set out below:

Please PRINT Clearly

1. DETAILS OF APPLICANT(S)

(a) Full name, address and occupation

Enter the address and occupation if the applicant is a natural person. If the applicant is a company, the name of company only required. If a Trust, full details (full name, address and occupation) of one of the trustees, who must hold the licence on behalf of the named trust. If a partnership, full details of each partner (full name, address and occupation).

The applicant is the person or entity that receives the profits from the sale of liquor. For example if a company is to be created and profits are paid into the company account, then the company is the applicant.

(b) Postal address for service of documents

(c) Daytime contact number and telephone number:

Name	
Telephone No.	

(d) Details of managers

List persons who intend to manage the event. If any hold a Manager's Certificate, enter their certificate numbers.

Last Name	
First Names	
Certificate No.	

Last Name	
First Names	
Certificate No.	

Last Name	
First Names	
Certificate No.	

(e) Status of applicant (tick box)

Natural person	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Club	<input type="checkbox"/>
Body corporate to which Section 8(1)(ba) of the Act applies	<input type="checkbox"/>	Board, organisation, or other body to which Section 8(1)(bb) of the Act applies	<input type="checkbox"/>	Department or other instrument of the Crown	<input type="checkbox"/>
Licensing Trust	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Manager under the Protection of Personal and Property Rights Act 1988	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>	Trustee	<input type="checkbox"/>	Public Company	<input type="checkbox"/>

2. PREMISES DETAILS

(a) Street address of proposed licensed premises:

(b) Proposed trading name for premises (if any):

(c) Is the Licence sought conditional upon construction or completion of the premises (tick box)

Yes No

(d) Does the applicant own the proposed licensed premises: (tick box)

Yes No

If NO -

(i) What is the full name and address of the owner?

Name

Street Address

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

For example a lease of the premises expiring on whatever date.

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

(i) A Restricted Area

(ii) A Supervised Area

See "What is a designated area" on the General Information page.

A hotel or tavern would have "all bars" designated as supervised, and no restricted areas. A restaurant would not have any areas designated.

Write "N/A" if the area is not to be designated.

GUIDE TO PARTS 3 AND 4

Complete either part 3 or 4, but not both. Complete Part 3 if the event is to be held at an unlicensed premises. Part 4 is typically used when a licensed premises is seeking a special licence to operate outside the hours granted on their On or Club licence.

3. PURPOSES (To be included only where the application is made for a licence under Section 73 of the Act)

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

If a number of events are applied for, number each one.

(b) When is this occasion or event, or series of occasions or events, to occur?

Enter the date or dates that the events will occur.

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

Enter the date and hours that the sale of liquor will take place, for example 14 September 20XX 10.00 am to 1.00 am the following day.

4. PURPOSES (To be included only where the application is made for a licence under Section 74 of the Act)

(a) Identifying particulars of the On Licence or Club Licence held by the applicant:

Number

Date of expiry: / /

(b) Address and trading name (if any) of licensed premises:

Street Address

Trading Name

(c) In respect of what kind or kinds of social gatherings is the licence sought?

If more than one event is being applied for, number each event.

(d) When are the social gatherings to be held?

Enter the date or dates that the event or events will occur. If more than one event is being applied for, refer to the number of each event in (c) above.

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

Enter the date and hours that the sale of liquor will take place, for example 14 September 20XX 10.00 am to 1.00 am the following day. If more than one event is being applied for, refer to the number of each event in (c) above.

5. CONDITIONS

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

(i) Food?

For example pies, sandwiches, hot chips.

(ii) Non-alcoholic refreshments?

For example tea and coffee, fruit juice, soft drinks.

(b) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

For example courtesy van, designated driver scheme, free phone.

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

For example slowing of service as the event progresses, offer coffee and other non-alcoholic beverages, deliver water with every order of drinks.

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

For example photo ID to ensure unaccompanied minors are not served, prohibit entry of intoxicated persons, guests who show signs of intoxication will be required to leave the premises.

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

Applicant's signature

/ /
Date

NEXT STEP

Send this form with the supporting documentation and fee (see the checklist after the General Information page) to the Secretary, Southland District Licensing Agency, PO Box 903, Invercargill 9840, or hand in to your local office of Southland District Council

For Office Use Only:

Officer in Charge of Liquor Licensing
New Zealand Police

Memo Licensing Inspector

Section 78 - Sale of Liquor Act 1989

Please report in respect of the application for a Special Licence

Date: _____

No intention of filing a report containing
any matters in opposition to the application

New Zealand Police

Date: _____



Bruce Halligan
for **SECRETARY**

Pursuant to the provisions of Section 78 of the Sale of
Liquor Act 1989, I have inquired into this application
and have no objection to the issue of the Special
Licence.

Licensing Inspector

Date: _____