

Rangitikei District Council

Postal Address: Private Bag 1102, Marton, 4741

Street Address: 46 High Street, Marton, 4710

Phone: 06 327 0099 **Freephone:** 0800 422 522 **Fax:** 06 327 6970

Email: info@rangitikei.govt.nz **Website:** www.rangitikei.govt.nz



RANGITIKEI
DISTRICT COUNCIL

APPLICATION FOR SPECIAL LICENCE

Form 6, Section 138, Sale and Supply of Alcohol Act 2012

**To: The Secretary
District Licensing Committee
At Marton**

DATE RECEIVED

___/___/20___

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

TYPE OF SPECIAL LICENCE

Is the licence for:

On-site

Off-site

The event for which the special licence is applied for, could it have reasonably been foreseen?

Yes

No

If no, please describe the circumstances _____

DETAILS OF APPLICANT(S)

Full legal name or names to be on the licence _____

Is the licence already held for premises or conveyance concerned?

Yes

No

If yes, state the kind of licence _____

Status of applicant (tick appropriate box):

Individual	<input type="checkbox"/>	Licensing Trust	<input type="checkbox"/>
Club	<input type="checkbox"/>	Territorial Local Authority	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Private Company	<input type="checkbox"/>
Government Department or instrument of crown	<input type="checkbox"/>	Manager under the Protection of Personal and Property Rights Act 1988	<input type="checkbox"/>
Body Corporate	<input type="checkbox"/>	A board, organisation or other body	<input type="checkbox"/>
Public Company	<input type="checkbox"/>	Local Authority	<input type="checkbox"/>

POSTAL ADDRESS

FULL postal address for service of documents

For an applicant that is a body corporate:

INCORPORATED AUTHORITY

Authority under which incorporated _____

Date of incorporation _____

Place of incorporation _____

For applicant that is not a natural person, or persons, details of the contact person:

CONTACT PERSON

Name _____

Contact phone number(s) _____

Fax number _____

Internet site(s) _____

Email address _____

Preferred mode of contact _____

BUSINESS DETAILS

Describe principal business, any other businesses _____

CRIMINAL CONVICTIONS

Has the applicant been convicted of any offence?

Yes

No

If yes, what are the details of each offence?

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

For minor convictions, the Rangitikei District Council Liquor Licensing Policy states that the general guidelines will be that the applicant has observed a stand down period of 2 years or more.

Nature of Offence	Date of Conviction	Penalty Suffered
_____	_____	_____
_____	_____	_____
_____	_____	_____

DETAILS OF PREMISES OR CONVEYANCE (ON SITE SPECIAL LICENCE)

Address of premises _____

Any name, trading name, building name (if applicable) _____

Tenure _____

Leasehold Unit Title Freehold Licence

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

Yes No

If yes, please state details _____

OR

Kind of conveyance (eg: ship, railway carriage, bus etc) _____

Registration number (if applicable) _____

Address of home base (if any) _____

Proposed trading name for conveyance (if any) _____

DETAILS OF MANAGERS

For each manager or proposed manager:

MANAGER 1

Full legal name _____

Managers Certificate Number _____

Certificate expiry date _____

MANAGER 2

Full legal name _____

Managers Certificate Number _____

Certificate expiry date _____

EVENT DETAILS (ON SITE SPECIAL LICENCE)

Describe the nature and principal purpose of the event _____

Date of the event _____

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

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Estimate of the number of people attending _____

Probable age distribution of people attending _____

Are you going to be engaged or intending to be engaged, 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, please detail the nature of the other goods or services _____

Types of containers in which alcohol is to be sold _____

CONDITIONS (ON SITE SPECIAL LICENCE)

Please detail applicant experience and training _____

Please detail the food (type and range) intended to be available for purchase _____

Please detail the non-alcoholic beverages (type and range) intended to be available for purchase _____

Please detail the low-alcohol beverages (type and range) intended to be available for purchase _____

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

If there is no access to mains water supply please describe the potability of water intended to be available _____

Please detail (type and range) the steps that will be taken to help with and information about transport options from the premises _____

Please details the steps that will be proposed to prevent the sale and supply of alcohol to prohibited people _____

Any other steps that you propose to promote the responsible consumption of alcohol

Other systems (including training systems), and staff in place (or to be in place) for compliance with the Act _____

Any changes sought to the present conditions of the licence?

Yes

No

If yes, what changes are being sought? _____

ATTACHMENTS (ON SITE SPECIAL LICENCE)

Floor plan showing:

Any designated areas, either as supervised/ restricted or undesignated

Yes

No

The principal entrance

Yes

No

For body corporate applicant, copy of incorporation (or equivalent document)

Yes

No

DETAILS OF PREMISES OR CONVEYANCE (OFF SITE SPECIAL LICENCE)

Address of premises _____

Any name, trading name, building name (if applicable) _____

Tenure _____

Leasehold

Unit Title

Freehold

Licence

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

Yes

No

If yes, please state details _____

If premises are not owned by the applicant:

Tenure _____

Leasehold

Tenancy agreement

Licence

Full legal name of owner _____

Address of owner _____

Floor plan showing (*please attach*):

Each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and

Yes

No

OR

Kind of conveyance (*eg: ship, railway carriage, bus etc*) _____

Registration number (*if applicable*) _____

Address of home base (*if any*) _____

Proposed trading name for conveyance (*if any*) _____

EVENT DETAILS (OFF SITE SPECIAL LICENCE)

Describe the nature and principal purpose of the event _____

Date of the event _____

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

Monday	<input type="checkbox"/>	_____
Tuesday	<input type="checkbox"/>	_____
Wednesday	<input type="checkbox"/>	_____
Thursday	<input type="checkbox"/>	_____
Friday	<input type="checkbox"/>	_____
Saturday	<input type="checkbox"/>	_____
Sunday	<input type="checkbox"/>	_____

Estimate of the number of people attending _____

Probable age distribution of people attending _____

Are you going to be engaged or intending to be engaged, 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, please detail the nature of the other goods or services _____

Types of containers in which alcohol is to be sold _____

CONDITIONS (OFF SITE SPECIAL LICENCE)

Please detail applicant experience and training _____

Please details the steps that will be proposed to prevent the sale and supply of alcohol to prohibited people _____

Any other steps that you propose to promote the responsible consumption of alcohol

Other systems (including training systems), and staff in place (or to be in place) for compliance with the Act _____

Any changes sought to the present conditions of the licence?

Yes

No

If yes, what changes are being sought? _____

ADDITIONAL QUESTIONS

All applicants need to fill in the questions below under Section 4(3) of the Act as part of your application for a new/renewal or variation of existing licence.

(attach separate sheet(s) with the answers if applicable)

The granting, or renewal, of this application will not decrease the amenity or good order of the area by more than a minor extent because we _____

The design and layout of our premises complies with the Act because _____

The granting, or renewal, of this application will contribute to the Object of the Act by _____

This application fits with the requirements of the Rangitikei Local Alcohol Policy by (*not applicable until in force*) _____

Dated at _____ this _____ day of _____ 20 _____

Signature of Applicant _____

If no signature we will not accept the application, it will be sent back to you.

FEE STRUCTURE

Class 1 – Large	1 large event: More than 3 medium events; more than 12 small events.	More than 400 people	\$575	<input type="checkbox"/>
Class 2 – Medium	3 to 12 small event; 1 to 3 medium events.	Between 100 and 400 people	\$207	<input type="checkbox"/>
Class 3 – Small	1 or 2 small events.	Less than 100 people	\$63.30	<input type="checkbox"/>

Receipt _____ Date _____

Checklist

1. This form must be accompanied by the prescribed fee.
2. Floor Plan showing any intended designations
3. Photo ID of person submitting application and proposed Manager
4. If required to do so by the secretary of the District Licensing Committee, the applicant must within 10 working days after filing this application with the District Licensing Committee ensure that notice of this application in form 8 is attached in a conspicuous place on or adjacent to the site to which the application relates.
5. Completed Ministry of Health Form.

To the License Applicant: **Please fill in and return this form with your licence application, it will speed up the process time.**

The following questions apply to your plans for the event you are planning and are in relation to compliance with the Sale and Supply of Alcohol Act 2012

1	What type of event you are requiring a special licence for?	
2	How many hours is the licence requested for? <ul style="list-style-type: none"> • 0-2 hours • 3-4 hours • 5-7 hours • 8 hours and over 	
3	What time of day will your event will finish <ul style="list-style-type: none"> • Before 3pm • Before 10pm • Later than 10pm - state time of finish _____ e.g. 3am 	
4	How many people are you anticipating will attend your event?	
5	How many bar staff/volunteers will be present to observe/serve those attending the event?	
6	Are staff/volunteers trained to cease serving liquor to a person before that person is allowed to become intoxicated? <i>yes/no</i> Refer to Intoxication Guidelines at www.alcohol.org.nz	
7	Will everybody who looks below 25 years of age be asked for valid ID before being served liquor (valid ID is: Passport, NZ Driver's Licence or 18+ photo ID card) <i>yes/no</i>	
8	What substantial food do you intend to have available at the event? If a catered event, please supply menu: <i>menu supplied yes/no</i> Or at least 3 different types of food: Pies <input type="checkbox"/> , Pizza <input type="checkbox"/> , Savouries <input type="checkbox"/> , Sandwiches <input type="checkbox"/> , BBQ <input type="checkbox"/> (please tick) Other <input type="checkbox"/> <i>If other please state varieties</i>	
9	What types of low alcohol (2.5%) and non alcoholic drinks do you have?	
10	What alcoholic drinks do you intend to serve at your events? Beer <input type="checkbox"/> , Wine <input type="checkbox"/> , Cider <input type="checkbox"/> , Spirits <input type="checkbox"/> , RTD's <input type="checkbox"/> (please tick) If yes for RTDs state alc %	
11	Will all internal areas be smoke free? <i>yes/no</i>	
12	Is Security required? <i>yes/no</i> Registered Security Co.....or volunteers(give details)	

I have read and understood the above questions and will implement the measures I have indicated above.

(Name/Trading name of event location) _____

Print your name: _____ Role _____

Print your staff/mgr designation: _____ Signed: _____ Date: _____

Daytime Ph: _____ Fax: _____ Mob: _____ email: _____

Please return this questionnaire with a list of foods and non-alcoholic drink options available at your event

If you have any questions or would like further Host Responsibility information, please contact a Compliance Officer:

MidCentral District Health Board region including:
Palmerston North, Manawatu, Tararua and Horowhenua **Contact:** Neil Adams, 06 350 9110

Whanganui District Health Board region including:
Whanganui, Southern Ruapehu, Rangitikei **Contact:**, Karen Cole 06 348 1781

Rangitikei District Council

Postal Address: Private Bag 1102, Marton, 4741

Street Address: 46 High Street, Marton, 4710

Phone: 06 327 0099 **Freephone:** 0800 422 522 **Fax:** 06 327 6970

Email: info@rangitikei.govt.nz **Website:** www.rangitikei.govt.nz



RANGITIKEI
DISTRICT COUNCIL

PUBLIC NOTICE OF APPLICATION FOR SPECIAL LICENCE

Form 8, Sections 139, Sale and Supply of Alcohol Act 2012

DETAILS OF APPLICANT

Full legal name _____

Address _____

Occupation _____

has made an application to the District Licensing Committee at Rangitikei for the issue of a special licence for the premises situated at (*address*) _____

OR the (*specify the kind of conveyance*) _____

known as (*specify*) _____

The nature of the event for which the licence is required

The days on which and the hours during which alcohol is intended to be sold under the licence are:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

The application may be inspected during ordinary office hours at the office of the Rangitikei District Licensing Agency at 46 High Street, Marton.

Any person who is entitled to object and wishes to object to the issue of the licence may file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 1102, Marton, 4741 no later than _____ (*date specified by Secretary of the District Licensing Committee*).

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 142(1) of the Sale and Supply of Alcohol Act 2012.