



# APPLICATION FOR SPECIAL LICENCE

Section 138, Sale and Supply of Alcohol Act 2012

Licence Number

To: The Secretary  
South Taranaki District Licensing Committee  
Private Bag 902  
Hawera 4640

Date Received

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

## TYPE OF SPECIAL LICENCE

On Site  Off Site

Whether the event for which the special licence is applied for could reasonably have been foreseen? **YES / NO**

If "NO", describe circumstances: .....

.....  
.....

### SECTION A:

## DETAILS OF APPLICANT

(a) Full legal Name or Names to be on licence: .....

(b) Whether licence already held for premises or conveyance concerned? **YES / NO**

If "YES", state kind of licence: .....

(c) Applicant Status: (By reference to section 28 of Sale and Supply of Alcohol Act 2012)

Natural Person  Any Body Corporate   
(must be at least 20 years old)

A Board, Organisation  A Licensing Trust or   
or other Body Community Trust

A Limited Partnership  A Partnership

A Trustee  A Department of State or other   
Instrument of the Crown

A Territorial Authority

Other  Details: .....

(d) For applicant that is a body corporate, authority under which incorporated? .....

.....

(e) For applicant that is not a natural person or persons, details of contact person: *(state name, telephone number or numbers and any fax number, any internet site, preferred mode of contact)*

.....

.....

.....

(f) Postal address for service:

.....

.....

(g) Business details: *(describe principal business, any other business)* .....

.....

(h) Criminal conviction: (state all 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)*

Nature of Offence	Date of Conviction	Penalty

## DETAILS OF MANAGERS

(a) For each manager or proposed manager, full legal name, number and expiry date of manager's certificate

Full Legal Name	Certificate Number	Expiry Date

**SECTION B:**

**DETAILS OF PREMISES OR CONVEYANCE (On-site special licence)**

(a) Address of premises: .....

(b) Any name, trading name or name of building: .....

(c) Tenure (*state whether to be held as freehold, unit title, leasehold or under licence*)

.....

(d) Whether licence conditional on completion of building work? **YES / NO**

If "YES", state details: .....

.....

**OR**

(a) Type of conveyance: (*eg. Ship, bus, train, etc*) .....

(b) Any Registration Number: .....

(c) Any home base address: .....

.....

(d) Any name used or proposed for conveyance: .....

**SECTION C:**

**EVENT DETAILS (On-site and Off-site special licence)**

Nature of Event	Date	Time (From – To)	No. of people attending	Probable age distribution of people attending	Principal purpose of event

(a) Whether applicant intending to engage in the sale 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”, state nature of other goods and services: .....

(b) Types of container in which alcohol to be sold: .....

**SECTION D:**

**CONDITIONS (On-site special licence)**

(a) Experience and training of applicant: .....

.....

(b) Provision for intended to be made:

- Food: *(describe type and range)* .....

- Non-alcoholic beverages: *(describe type and range)* .....

.....

- Low-alcohol beverages: *(describe type and range)* .....

(c) To what extent, and where, drinking water is intended to be freely available to patrons: *(describe)* .....

.....

(d) If no access to mains water supply, potability of water intended to be available: *(describe)* .....

(e) Steps intended to be taken to provide help with and information about alternative forms of transport from the premises: *(state)* .....

.....

(f) Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: *(describe)* .....

.....

(g) Any other steps the applicant proposes to promote the responsible consumption of alcohol: *(describe)* .....

.....

(h) Other systems (including training systems) and staff in place (or to be in place) for compliance with the Act: *(describe)* .....

.....

**SECTION E:**

**ATTACHMENT (On-site and Off-site special licence)**

(a) Floor Plan showing:

- Each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area, and
- The principal entrance

A large empty grid for drawing a floor plan. The grid consists of 14 columns and 20 rows of squares, providing a space for the applicant to draw and label different areas of the premises.

**SECTION F:**

**DETAILS OF PREMISES OR CONVEYANCE (Off-site special licence)**

(a) Address of premises: .....

(b) Any name, trading name or name of premises: .....

(c) Tenure *(state whether to be held as freehold, unit title, leasehold or under licence):*

.....

(d) Whether licence conditional on completion of building work? **YES / NO**

If "YES", state details: .....

.....

(e) Whether applicant owns proposed licensed premises? **YES / NO**

(f) If "NO",state:

- Full legal name and address of the owner: .....

.....

- Form of tenure of premises applicant will have *(including term of tenure):* .....

.....

- Parts (if any) of the premises the applicant intends should be designated as a restricted or a supervised area: *(attach plan)* **Refer to page 5**

**OR**

(a) Type of conveyance: *(eg. Ship, bus, train, etc)* .....

(b) Any Registration Number: .....

(c) Any home base address: .....

.....

(d) Any name used or proposed for conveyance: .....

## CONDITIONS (Off-site special licence)

(a) Experience and training of applicant: .....

.....

(b) Systems (including training systems) and staff in place (or to be in place), for compliance with the Act: *(describe)* .....

.....

(c) Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people: *(describe)* .....

.....

(d) Any other steps the applicant proposes to promote the responsible consumption of alcohol: *(describe)* .....

.....

## NOTES

1. This form must be accompanied by the prescribed fee.
2. 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 committee ensure that notice of this application in form 8 is attached in a conspicuous place on or adjacent to the site to which this application relates.

Dated at: (place and date) .....

Signature of Applicant: .....