

CHECKSHEET FOR SPECIAL LICENCE (PREMISES) APPLICATION



Email to: sol@huttcity.govt.nz

Deliver to: Hutt City Council, 30 Laings Road, Lower Hutt

Post to: The Secretary, District Licensing Committee, Hutt City Council, Private Bag 31912, Lower Hutt 5040

Please note:

1. You will not be issued a special licence unless there is sale of alcohol as part of the event. Alcohol sale includes cash bar, koha or fees included as part of the ticket price or social club membership fee. Allow as much time as possible before the date of an event to obtain all appropriate consents. Unopposed special licence applications **may take more than 20 working days to process**, therefore it is recommended that you submit the application as early as possible.
2. You must apply **at least 20 working days before your event starts**. If you have not applied in time, you must provide a reason for why you did not know you needed to lodge your application earlier. The District Licensing Committee (DLC) will consider the reason you give before deciding whether to allow your application to proceed. In some cases, a request to lodge a late application is declined.
3. The applicant must be the party that will be taking the money from the business, eg the name on the bank account. The application must be signed by one of the following:
 - applicant if an individual or
 - all members of the partnership or
 - the principal director/shareholder of the company or
 - applicant's solicitor or
 - applicant's agent if a letter of authorisation signed by the applicant is received with the application.

Incomplete applications filed with the District Licensing Committee will not be accepted.

For further information please phone 04 570 6666 or email: sol@huttcity.govt.nz.

HAVE YOU PROVIDED THE FOLLOWING?

<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	Scale plan showing where alcohol is to be sold and supplied (clearly marked). Must include each area to be designated supervised or restricted (if applicable) and show the principal entrance. Must clearly show any outdoor area to be included in the licensed area.
<input type="checkbox"/>	Written statement signed by the owners of the building giving approval to sell and supply alcohol during the days and hours applied for (note: approval must be for the applicant detailed in the application form).
<input type="checkbox"/>	Building/Planning consent, if applicable (if you intend to use a building that is not normally a licensed premises, or a marquee or tent which is 100m ² or over). Contact the Building/Planning Teams for more information.
<input type="checkbox"/>	A copy of each Manager's Certificate (note: not required if the Certificates were issued through the Lower Hutt District Licensing Committee).
<input type="checkbox"/>	If the applicant does not have a certificated Manager, details on who the applicant intends to nominate as the person(s) responsible for managing the conduct of the sale of alcohol pursuant to the licence, including any experience.
<input type="checkbox"/>	A detailed list of all food to be available for the duration of the event.
<input type="checkbox"/>	A list of all low-alcohol (less than 2.5% alcohol) and non-alcoholic drinks that will be provided (including details of how free water will be made available).
<input type="checkbox"/>	A copy of the invitation and/or promotional material for the event(s) being applied for.
<input type="checkbox"/>	Guest list (if applicable).
<input type="checkbox"/>	If the event is a birthday, full name and date of birth of the person for whom the celebration is for.
<input type="checkbox"/>	Details of how alcohol will be sold to people attending the event.
<input type="checkbox"/>	Alcohol Management Plan including the Noise Management Plan (for all events with an anticipated attendance of over 150 people – please refer to the Health Promotion Agency Guidelines for Management of Alcohol at Large Events).
<input type="checkbox"/>	Fees: These are based on the size and frequency of the event (Any series of events must be related). See next page for details. Invoice will be provided upon receipt of completed application for immediate payment.

NOTES

- You can apply for up to 12 events or dates within a twelve month period on the same application (under certain conditions 24 dates will be accepted). These events must be similar in nature, eg theatre productions.
- A special licence must be for a legitimate event (or series of events) and not just alcohol consumption. For licensed premises it cannot merely be for an extension of hours or to cover days that your main licence excludes such as Easter Sunday, Christmas etc.
- Licensed clubs hiring out their premises for functions not related to club activities must apply for a special licence.
- Substantial food, non-alcoholic drinks and free water must be available during the event.
- The District Licensing Committee may require a certified manager to be appointed and may require a public advertisement to be placed in The Hutt News – please discuss with a Licensing Inspector.

STAFF TRAINING

Are your staff trained in host responsibility?

Free online 'ServeWise' training available from the Health Promotion Agency (HPA) at servewise.alcohol.org.nz.

FUNCTIONS IN COUNCIL HALLS

Contact Leisure Active in the first instance to check hall availability and book if necessary. For any alcohol licensing requirements, please contact a Licensing Inspector. BYO functions are not permitted in council halls, however an exemption may be considered for small gatherings, birthdays and weddings where adequate security arrangements are in place.

FEES - 1 JANUARY 2020 TO 31 DECEMBER 2020

Special licences – three classes	Type/number of event(s)	Fee (inclusive of GST)
Class 1	<ul style="list-style-type: none">▪ 1 x large size event (400+ people)▪ or more than 3 medium events (100-400 people)▪ or more than 12 small events (less than 100 people)	\$747.50
Class 2	<ul style="list-style-type: none">▪ 1-3 events of medium size (100-400 people)▪ 3-12 events of small size (less than 100 people)	\$269.10
Class 3	<ul style="list-style-type: none">▪ 1-2 events of small size (less than 100 people)	\$82.20

APPLICATION FOR A SPECIAL LICENCE (FOR PREMISES)



Section 138, Sale and Supply of Alcohol Act 2012

I would like to receive the results of this application (including the licence) by: Post Email

1. Type of special licence applied for

On site - where alcohol is to be consumed on the premises

Off site - where alcohol is to be taken off the premises

If this is a late application (less than 20 working days before the event starts) please advise why the need for the licence was not foreseen, and lodged earlier.

2. Details of applicant

(If an individual or partnership clearly complete questions marked with)**

(a) Full legal name(s) of the person(s) or company who will receive any proceeds from alcohol or ticket sales (include a list of any other names including a maiden name that you may be known by).

(b) Postal address for the service of the documents.

(c) Gender**
 Male Female Gender diverse / gender non-binary:

(d) Date(s) of birth (if individual or a partnership)**

(e) Daytime contact name

(f) Phone number(s)

(g) Email address

OFFICE USE ONLY	
Licence number:	Checked by:
Fee:	Vetted on:
Class:	Date received:

(h) State all criminal convictions (except convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies). Please state type and date of each conviction.

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

I have completed the attached NZ Police Alcohol Disclosure Authority.

(i) Applicant status

- | | | |
|--|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Club | <input type="checkbox"/> Licensing Trust |
| <input type="checkbox"/> Private company | <input type="checkbox"/> Public company | <input type="checkbox"/> Government department or other instrument of the Crown |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Trustee | <input type="checkbox"/> Local Authority |
| <input type="checkbox"/> Body corporate | <input type="checkbox"/> Board, organisation or other body | <input type="checkbox"/> Manager under the Protection of Personal and Property Rights Act 1988 |

(j) For an incorporated body, which Act is it incorporated under? (ie, Incorporated Societies Act)

(k) The Act requires the appointment of Managers for Special Licences unless exempted by the District Licensing Committee (DLC). Therefore for large events and some medium events, certificated managers are essential. However for some medium and small events the DLC may consider a responsible person nominated by the applicant.

Manager details or person(s) responsible

Name	Date of birth
Address	Manager certificate number (if applicable)
	Expiry date (if applicable)
Name	Date of birth
Address	Manager certificate number (if applicable)
	Expiry date (if applicable)
Name	Date of birth
Address	Manager certificate number (if applicable)
	Expiry date (if applicable)

3. Details of premises

(a)	Address
(b)	Trading name or name of building
(c)	Does the applicant own the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If no – provide the following information: (i) Full name, address, email and phone number of the owner? (ii) How long has the premises been rented/hired/leased for?
(d)	Existing licence – is a licence already held for this premises? If yes, state the type, number, and expiry date of licence held. <input type="checkbox"/> Yes <input type="checkbox"/> No Licence type: Licence number: Expiry date:
(e)	Is building work and/or resource consent required for the venue or marquee prior to the event? If yes, please describe work and any consents you may have. <input type="checkbox"/> Yes <input type="checkbox"/> No
(f)	How many people can the premises hold under the fire evacuation scheme? Note: It is your responsibility to find out before filling in this application.
(g)	What part (if any) of the premises are you designating as: (i).A supervised area (ie where those under 18 must be with their parent or legal guardian) (ii) A restricted area (ie those under 18 not permitted) (iii) No designated areas
Supervised and restricted areas must be shown clearly on your scale plan of the premises.	

4. Event details

(a) Particulars of the event, or series of events, in respect of which the licence is sought, eg 21st birthday, wedding etc.				
Type of event (<i>principal purpose of event</i>)	Date of event/s	Hours proposed for sale of alcohol	Number of people at event	Age range of people attending
(b) For birthday parties what is the name and the date of birth of the person whose birthday is being celebrated?				
Name/s		Date of birth		
(c) What will happen during the event(s)? (eg DJ, dancing, prizegiving speeches, lunch, dinner etc) Please describe, use a separate sheet if necessary and/or attach an agenda.				
(d) Describe the type of entertainment that will be provided? (if applicable) eg DJ, live band.				
(e) If there is to be entertainment, what time will it:				
Begin		End		
(f) How do people get admittance to the event(s)?				
<input type="checkbox"/> Pre-sold tickets		<input type="checkbox"/> Tickets sold on the day		
<input type="checkbox"/> Door sales		<input type="checkbox"/> Invitation		
<input type="checkbox"/> No tickets sold				

(g)	How will alcohol be sold to people attending the event? <input type="checkbox"/> Cash bar <input type="checkbox"/> Ticket <input type="checkbox"/> Koha <input type="checkbox"/> Other, please specify
(h)	Has the applicant held a special licence before? If yes, please give details. <input type="checkbox"/> Yes <input type="checkbox"/> No
(i)	Are products or services other than alcohol and food to be sold and supplied at the event? If yes, what are the goods or services? <input type="checkbox"/> Yes <input type="checkbox"/> No
(j)	What type of containers will the alcohol be sold in? (eg glass bottle, cans, plastic cups etc)

5. Conditions for on-site special licence

(a)	Detail/list what is to be available at the event with regards to: (i) Food (list at least three types of substantial food. Note: chippies and nuts are not substantial). (ii) Non-alcoholic beverages (iii) Low-alcohol beverages (between 1.15% - 2.5%)
(b)	Describe the range and type of alcoholic beverages that will be available.
(c)	Describe how and where free drinking water is to be available.
(d)	Detail the experience and training of the manager or person in charge, relevant to the sale and supply of alcohol?
(e)	What actions does the applicant propose to take to ensure the event complies with the Act? (eg staff training, security procedures)

(f)	What actions does the applicant propose to take to ensure attendees are provided with information and assistance on ensuring their safe transport from the licensed premises?
(g)	What other actions will the manager or person in charge, take to promote the responsible consumption of alcohol?
(h)	What actions does the applicant propose to take to ensure minors (persons under 18 years) and intoxicated persons are not supplied alcohol?
(i)	Amenity and good order – what steps does the applicant propose to ensure that the event(s) will not create a nuisance to the neighbours? (eg noise, effects on sensitive user, levels of nuisance and vandalism).

Dated at	this	day of	20
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Applicant signature	Print name
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Privacy statement

Information contained in your application and any supporting information will be held by Hutt City Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request.

The information will be provided to the:

- Lower Hutt District Licensing Committee,
- Police, and
- Council's Licensing Inspectors.
- Medical Officer of Health

This information may form part of a public hearing of your application before the Lower Hutt District Licensing Committee and may be used in the Committee's decision for your application. Decisions will be made publicly available.

Council is required to keep a statutory register of all Manager's Certificate applications and the District Licensing Committee's decisions on them. Council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used under the Privacy Act 1993. You have the right to see and correct personal information that Council holds about you.

BUILDING OR CONVEYANCE OWNER'S CONSENT – TEMPLATE

To The Secretary
District Licensing Committee
Hutt City Council
30 Laings Road
Private Bag 31912
Lower Hutt 5040

Person giving consent

Name _____ Date _____

Company (if applicable) _____

Address _____

Dear Secretary

I am the owner Body Corporate Chair building manager other* _____

of _____

(Name of address of building or conveyance)

I confirm that I _____

consent to am authorised by the owners to consent to

the proposed sale and supply of alcohol by

(Applicant name – must match application)

on the following days and hours

(Days and hours must match application)

The following extra conditions apply to this consent (write none if none applicable)

Yours faithfully

(Name of person giving consent)

(Signature)

*If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building or conveyance owner.

Section 1: Applicant to complete and submit with application

Personal Information

Full name :

Gender:

(M) (F) (Other)

Date of birth:
(dd/mm/yyyy)

NZ Driver Licence number:
Or Passport number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

Consent to release information

- The New Zealand Police may release **any** information they hold relevant to the purpose of enabling the District Licencing Committee (DLC) to decide on my suitability to hold a licence or managers certificate
 - Conviction histories and infringement/demerit reports
 - Active charges and warrants to arrest
 - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
 - Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information subject to name suppression where that information is necessary to the purpose of the vet
- NZ Police may release the information listed in Section 1 to reporting agencies for the reason listed above
- If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released
- The Police may disclose new relevant information to the DLC after the completion of the Police Vet in the following circumstances:
 - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police has ascertained that the purpose of the Police vet still exists.
- Information provided in this consent form may be used to update New Zealand Police records.
- I am entitled to a copy of the vetting result released to the DLC and can seek a correction by contacting Police.
- I may withdraw this consent, prior to Police's disclosure of the vetting result.

Applicant's Authorisation:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the DLC making this request for the purpose of assessing my suitability at any time.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the reporting agency for the purpose of assessing my suitability at any time.

Name: _____

Date: _____

Signature: _____

Electronic Signature