

Application for Special Licence

Please complete this checklist before submitting your application

- Two copies of the application.
- Letter of consent from the landlord of the building or land where the event is being held. This includes consent for the use of all community halls, parks and reserves and already licensed premises.
- A floor plan of the area to be licensed. This is not required if the premises already holds a licence and the event will be confined to the normal licensed area.
- A Host Responsibility Policy for your event (if are unsure of what a host responsibility policy is please contact the Liquor Licensing Inspector at Lakes Environmental).
- Application and Police report signed
- Payment \$64.40
- No more than 12 events can be listed on one application.

Large Events please provide

- Written description of the proposed event including proposed security, number of persons attending, provisions for toilets etc
- A layout plan of the event detailing the facilities, location of bars and foodstalls

Incomplete applications filed with this District Licensing Agency will not be processed until all information is lodged.

Please note:

Building Consents are required for platforms or stages over 1 metre high and **Building Department Approvals** are required for any marquees over 30 m². Building consent applications are to be lodged with the Building Department of Lakes Environmental, (Queenstown Office or the Wanaka Office), at least 10 working days prior to the event for platforms or stages and at least 5 working days for marquees.

Resource Consent may be required for events over 200 people. Please contact our planning team regarding your event 03 450 0300.

Foodstalls – the organiser of an event is responsibly for ensuring all foodstalls have a food permit. Please contact an Environmental Health Officer regarding food permits 03 450 0300

Remember a special licence cannot be issued as an extension of hours – it must be for a special event or occasion

Special licences can take up to 20 working days to process and 40 working days for contentious applications.



Application for Special Licence

Section 76, Sale of Liquor Act 1989

QUEENSTOWN LAKES DISTRICT LICENSING AGENCY

DETAILS OF APPLICANT (S)

Company/Trust/Entity Name: _____

Contact Name & Occupation of Applicant: _____

Postal Address for Service of Documents: _____

Phone Number: (Daytime) _____ (Fax) _____

Email: _____

Name of Proposed Manager: _____

Address of Proposed Manager: _____

Number of Manager's Certificate: _____ Exp Date: _____

(In general a certified manager is required for all special licences. If the managers certificate was issued outside of Queenstown Lakes District Council you must provide a copy of the certificate).

STATUS OF APPLICANT

- | | |
|--|---|
| <input type="checkbox"/> Natural Person | <input type="checkbox"/> Private Company |
| <input type="checkbox"/> Public Company | <input type="checkbox"/> Licensing Trust |
| <input type="checkbox"/> Board, organisation or other body which section 75(bb) of the Act applies | <input type="checkbox"/> Body Corporate to which section 75(ba) of the Act applies |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Local Authority |
| <input type="checkbox"/> Government department or other of the crown | <input type="checkbox"/> Manager under the Protection of instrument Personal and Property Rights Act 1988 |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Club |

PREMISES DETAILS

Address of event: _____

Name of the event _____

Does the applicant own the premises/area where the event is being held? Yes No

If No, -

Name and Address of owner: _____

What agreement do you have with the landlord to lease/use this area for your event?

Will the entire event or part of the area be:

(1) A restricted area (over 18's only can access)? _____

(2) A supervised area (minors must with their parent or guardian) ? _____

PURPOSES

Please tick

- Section 73 –where the premises does not currently hold a licence.
- Section 74 – where the premises holds a licence already (Please provide details)

Licence number _____

Current trading hours _____

Name of Premises _____

Type of premises (please circle) Tavern Hotel Restaurant Other _____

PURPOSES

Please describe your event? _____

What are the days and hours of your event? (you must provide the start and finish time of the event, remember a special licence cannot be issued for an extension of hours and there is no drink up time included in a special licence) _____

Approximate numbers attending the event _____

Is your event ticketed Yes No

Will there be security at the event Yes No If yes how many _____

For large events please provide additional information on a separate sheet around the organisation of the event and provision of facilities you must also provide a layout plan

CONDITIONS

Please provide details of the following:

Food at the event (details of the food are needed, you may wish to attach a menu. Crisps, nuts and chocolate are not considered substantial food)

Will food be available throughout your event Yes No

Reduced Menu (provide details) _____

Non-alcoholic refreshments (please name) _____

Low-alcohol beverages (please name) _____

What alternative forms of transport are available from this event? _____

How will you ensure that alcohol is being consumed responsibly _____

What action will you take if there are minors or intoxicated people at your event? _____

What containers will alcohol be sold in? _____

I declare that all the information contained within this application form is correct.

Signed: _____ Dated: _____

Fee enclosed being \$64.40 (cheque/cash only)

**CHEQUES MADE PAYABLE TO:
Lakes Environmental Limited**

NOTES

1. In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 14(3) of the Sale of Liquor Regulations 1990.
3. The application shall, if required to do so by the Secretary, give public notice of the application in the prescribed form within such a period as the Secretary may specify.
4. The prescribed fee in respect of this application is \$64.40
5. A Host responsibility policy must be submitted with this application.

Please forward your Application and Prescribed Fee to:

The Secretary
Queenstown Lakes District Licensing Agency
C/- Lakes Environmental
Private Bag 50077
QUEENSTOWN 9348

Contact Details:

Lakes Environmental Limited
74 Shotover Street
Private Bag 50077, Queenstown 9348

Phone: 03-450 0300
Fax: 03-442 4778
E-mail: enquiries@lakesenv.co.nz

SPECIAL LICENCE APPLICATIONS

The regulations 14(3) of the Sale of Liquor Act 1990 require every application for a special licence to be accompanied by the following:

A plan showing –

- (i) Those parts of the premises that are to be used for the sale or supply of liquor; and
- (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas.

and

A written statement from the owner to the effect that the owner has no objection to the grant of the licence. (Where the applicant is not the owner of the premises.)

The following statement may be submitted:

<p>I _____ hereby consent to the applicant _____ <small>(owners name)</small></p> <p>_____ Using the _____, situated at _____ <small>(location)</small></p> <p>_____ including the sale and supply of liquor, for the purposes of _____ on/from _____ <small>(event) (date)</small></p> <p>And to _____ <small>(date)</small></p> <p>Signature: _____</p>

NEW ZEALAND POLICE REPORT

If the applicant is a company or partnership, please provide the following information for each company director or partner. This information will assist the Police.

The Police are required to report on this application. That report may include the release of any previous convictions you may have which will be a public record. You will receive a copy of that report.

Full Name of Applicant: _____

Date of Birth: _____

Maiden (or other) names: _____

Drivers Licence: Identity Number: _____ Country of Origin _____

Persons who are not New Zealand residents or citizens are requested to provide the following additional information:

Details of current work or visitors permit: _____

Your last permanent address: _____

Country: _____

Current Passport or certificate identity number: _____

Country where passport or certificate issued: _____

Signature of Applicant: _____

Date: _____

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