



Kaikoura District Council

Ko te kaunihera ā rohe o Kaikōura

Sale and Supply of Alcohol Act 2012

Application for Special Licence

This application kit contains:

- Checklist
- Application Form

All forms must be completed and returned with the required information to the Kaikoura District Council office.

Or Scanned and emailed to office@foodandhealth.co.nz

Or Posted to:
The Secretary
Kaikoura District Licensing Committee
C/- Food and Health Standards (2006) Ltd
PO Box 7469
CHRISTCHURCH 8240



THE FOLLOWING MUST BE PROVIDED WITH YOUR APPLICATION

Use this cover page to assist you to lodge a complete application

The completed application and all documentation

FEE (inclusive of GST)

Fee may be paid by:

- Cash/Eftpos/Cheques made payable to **Kaikoura District Council**
- Internet Banking details:
 - Account Name: **Kaikoura District Council**
 - Account Number: **02-0856-0011698-000**
 - Reference: Applicant's name

Detailed A4 scale plan of the premises showing the areas used for sale of alcohol and the areas to be designated as restricted or supervised areas plus all principal entrances.

If this is a large public event, please supply an *Alcohol Management Plan* with this application. The guidelines for this are available from the Council.

A marquee over 100 square metres requires a building consent.



1. Applicant details

(a) Full Name of applicant:.....

(b) Name of Event:.....

(c) Contact name:.....

(d) Postal address:.....

(e) Contact numbers:.....

(f) Email:.....

(g) Is this licence is sought for a premise / site? or conveyance? (e.g. vehicle, vessel, train)?

(h) Is this an On-site application? or Off-site application? or a Combined On/Off-site application?

(i) Have you applied for this Special Licence 20 working days before the event?

Yes or no

If no, was this event reasonably foreseeable? Please provide details.

(j) Status of the applicant: (This must be the entity receiving any monies from the event(s))

Natural person Private Company Public Company

Licensing Trust Partnership Club

Local Authority Trustee Government Dept.

Body Corporate Other (Or instrument of the Crown which s.391 of the Act applies

2. Further details where the licensee is a company

(a) Date of incorporation:.....

(b) Place of incorporation:.....

Full details of each director and the secretary

Name:.....

Address:.....

.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....

.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

3. Further details where the licensee is a partnership

Full details of each partner:

Name:.....

Address:.....

.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

Name:.....

Address:.....

.....

Position held:.....

Place and date of birth:.....

State any criminal convictions:.....

4. Details of premises

(a) Trading name for premises (if any):.....

(b) Address of (proposed) premises:.....

(c) Does the licensee own the (proposed licensed) premises? Yes No

If no, what is the full name, address and contact details of the owner?

.....
.....
.....

5. Details of conveyance (if applicable)

(a) Type of conveyance (e.g. bus, boat, train):.....

(b) Does the licensee own the proposed conveyance? Yes No

If no, what is the full name, address and contact details of the owner?

.....
.....
.....

(c) Home base address:.....

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

(e) Provide registration number:.....

6. Designated areas

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

i. A restricted area:.....

ii. A supervised area:.....

iii. An undesignated area:.....

7. Event details

(a) What is the principal purpose of the event?.....
.....

(b) On which days and during which hours does the applicant propose to sell alcohol under the licence?.....
.....

(c) Is the applicant engaged, or intending to be engaged, in the sale and supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale and supply of alcohol and food? Yes No

If yes, what is the nature of those other goods or services?.....
.....

(d) Estimate the number of people attending the event?.....

(e) Estimate the number of people under the age of 18 years?.....

(f) What types of containers do you intend to sell alcohol in?.....
.....

8. Conditions

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

(b) What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol?.....

.....

(c) State the experience and training of the applicant:.....

.....

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

.....

(On-site Special Licence only)

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

i. Food? (details of food).....

ii. Non-alcohol refreshments? (details of these).....

iii. Low-alcohol beverages? (details of these).....

iv. Water? Where is it freely available?.....

9. Details of Manager/s

How many managers have been/will be appointed?.....

Please List the Manager/s details:

Name:.....

Address:.....

.....

Certificate number:..... Expiry date:.....

Name:.....

Address:.....

.....

Certificate number:..... Expiry date:.....

Name:.....

Address:.....

.....

Certificate number:..... Expiry date:.....

10. Signature and date

Dated at.....this.....day of.....20.....

Signature of applicant.....

*Please note – this form must be accompanied by the prescribed fee, and the items in the checklist.