



Explanations in this guide are intended to assist you to complete the application for special licence form - numbers on the form relate to these guidance notes.

Background

A licence under the Sale and Supply of Alcohol Act 2012 is required when you intend to sell or supply alcohol to the public. The objectives of the Act are to:

- Promote the safe and responsible sale, supply and consumption of alcohol.
- Minimise the harm caused by excessive or inappropriate consumption of alcohol.

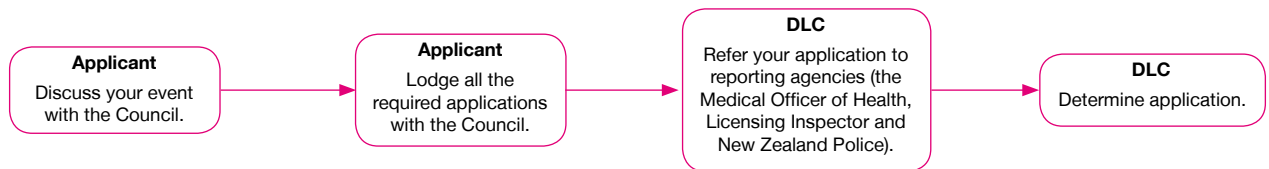
Applications are assessed against the criteria set out in the Act and are determined by the New Plymouth District Licensing Committee (DLC).

What is a special licence?

A special licence is the permit issued under the Sale and Supply of Alcohol 2012 to sell or supply of alcohol to the public from a premises during an event. The type of special licence issued for a funeral is:

- **On-site** – Alcohol will be sold and consumed at the premises (venue of the event).

Process



Fees

The application fee for a special licence for a funeral is set at \$63.25.

Guidance notes

1. Application details

Full details are required in order for the police to conduct a check on your suitability as a licensee.

- 1a. Write your full name(s) to be used on the licence.
- 1b. Write the full name of the contact person, if different from applicant.

1c. Write your contact details or the contact person's contact details.

1d. Write your email address or the contact person's email address.

1e. Indicate your preference on how we send to you any correspondence related to your application.

2. Event schedule

2a. Provide the total number of events that you are applying for.

2b. Provide the event start date and end date respectively.

3. Event details

3a. Write in the full name of the deceased.

3b. Provide an estimate number of people attending the event.

3b. Indicate the dates and time that you intend to sell or supply alcohol under this special licence.

3c. Provide the probable age distribution of people attending the event.

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Binding interpretations of the acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by the council are provided with the intention of helping people to understand the legislation. They are however offered on a "no liability" basis and in any particular case those concerned should consult their own legal adviser.

4. Premises details

- 4a. Write the complete physical address of the premises.
- 4b. Write the complete trading name or name of the premises.
- 4c. Indicate whether you own the proposed licensed premises or not.
- 4d. Describe what areas within the premises have been designated for specific customers. Designations of the following type may be imposed to the entire premises or specified areas:

Restricted area – an area within the premises to which minors must not be admitted.

Supervised area – an area within the premises to which minors must not be admitted unless accompanied by a parent or guardian.

Undesignated area – an area within the premises that is not designated as a restricted or supervised area.

For example: Main bar – supervised area, function room – undesignated area.

5. Further applicant details

- 5a. Indicate your status as an applicant.
- 5b. State all criminal convictions (as applicable).

6. Certified manager's details

A certified manager/s must be on duty at all times when alcohol is being sold or supplied to the public.

- 6a. Write how many certified managers will be on duty during the event.

- 6b. Provide the details of the certified managers who will be on duty during the event.

- Ensure each certified manager has a valid manager's certificate.
- Write the name shown on the manager's certificate.

7. Conditions

- 7a. Describe what systems or staff training you propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act.
- 7b. Describe what steps you propose to take to prevent the sale of alcohol to prohibited people.
- 7c. Describe to what extent and where free drinking water will be available to patrons. If there is no access to mains water supply, describe what drinking water is intended to be available.
- 7d. Write your experience and training details.

- 7e. Describe how you intend to mitigate any adverse effects, such as amplified music, on neighbouring land.
- 7f. Describe what steps you intend to take in regard to promoting responsible consumption of alcohol.
- 7g. Describe the type and range of food and beverages that you intend to sell or supply.
- 7h. Describe the steps you intend to take to provide assistance with or information about alternative forms of transport.

8. Documents to be submitted with your application

These supporting documents are required to be submitted together with your application.

- Application fee.
- If using a marquee that requires building consent, please provide the building consent application number.

9. Applicant's declaration

Please sign and date the form to confirm that the details provided in your application are true and correct. It must be signed by the licensee(s), not their agent.



Complete this form with the assistance of the special licence guide - numbers on this form relate to explanatory notes on the guide.

This form must be accompanied by the prescribed fee of \$63.25

1. Applicant details

1a. Full name(s) to be on the licence

1b. Contact person

1c. Contact postal address

Contact numbers

Phone

Mobile

Fax

1d. Email

1e. Preferred means for formal correspondence

Mail

Email

Fax

2. Event schedule

2a. Total number of events applied for

2b. Event start date

Event end date

3. Event details

3a. Name of deceased

3b. On which days and during which hours does the applicant propose to sell or supply alcohol under the licence?

Day of week Date Hours Full details of event

from	to
from	to
from	to
from	to
from	to
from	to
from	to

3c. Estimate of the number people attending the event.

3d. Probable age distribution of people attending the event.

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OFFICE USE ONLY

Date received	<input type="text"/>	File reference	RG-06-10-02	Applicant ID	<input type="text"/>	Application #	<input type="text"/> / <input type="text"/>
Received by	<input type="text"/>	Document #	<input type="text"/>	Scanned by	<input type="text"/>	Receipt #	<input type="text"/>
Property ID	<input type="text"/>	Land ID	<input type="text"/>	Amount paid	\$	<input type="text"/>	<input type="text"/>

Liardet Street, Private Bag 2025, New Plymouth 4342, New Zealand. Phone: 06-759 6060, Fax: 06-759 6072, Email: enquiries@npdc.govt.nz, Web: www.newplymouthnz.com

4. Premises details

4a. Address of premises (venue of event)

4b. Trading name or name of premises

4c. Does the applicant own the proposed licensed premises? Yes No

If no: What form of tenure of premises does the applicant have? e.g. road closure permit, permission from building/property owner, lease, etc.

Term of tenure?

4d. What part of premises (if any) does the applicant intend should be designated as

A restricted area

A supervised area

Undesignated area (state reason)

5. Further applicant details

5a. Status of applicant
Individual person Company Other Please specify below
Partnership Body corporate

5b. State all criminal convictions (other than convictions for offences against the Land Transport Act 1998 not contained in Part 6, and offences to which Criminal Records (Clean Slate) Act 2004 applies).

6. Certified manager's details

When alcohol is being sold or supplied to the public a certified manager (appointed under Section 217 of the Sale and Supply of Alcohol Act 2012) must be on duty at all times.

6a. How many certified managers have been or will be employed during the event?

6b. Manager details

Name
Address

Certificate number Expiry date

Name
Address

Certificate number Expiry date

Name
Address

Certificate number Expiry date

Name
Address

Certificate number Expiry date

7. Conditions

- 7a. What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act?

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- 7b. What steps does the applicant propose to take to prevent the sale of alcohol to prohibited people?

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- 7c. To what extent, and where, is free drinking water intended to be available to patrons?

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If no access to mains water supply, what potable water is intended to be available?

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- 7d. State the experience and training of applicant.

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- 7e. What action does the applicant intend to take to mitigate any adverse effects on neighbouring land use from activities, such as amplified music?

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- 7f. What steps does the applicant propose to take in regard to promoting responsible consumption of alcohol?

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- 7g. Provide details of type and range of the following to be available.

Food

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Non-alcoholic refreshments

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Low alcohol beverages

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- 7h. What steps does the applicant propose to take in regard to:

Provision of assistance with or information about alternative forms of transport?

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8. Documents to be submitted with this application

Tick if provided

Application fee.

If using a marquee that requires building consent, please provide the building consent application number.

9. Applicant's declaration

I DECLARE that to the best of my knowledge and belief the information provided in this application form and in any supporting documentation is true and correct.

Name (print clearly)

Title

Signature

Date

Place where dated and signed, e.g. New Plymouth

Please note - your application, including personal information, will be available to the public and media as part of the Council's decision-making process.