

CHECKSHEET FOR SPECIAL LICENCE (PREMISES) APPLICATION



Email to: alcohol@uhcc.govt.nz

Deliver to: Upper Hutt City Council, 838 Fergusson Drive, Upper Hutt

Post to: The Secretary, District Licensing Committee, Upper Hutt City Council, Private Bag 907, Upper Hutt 5140

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 Upper Hutt 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, e.g.. 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.

Please ensure you have completed the checklist prior to lodging this application.

For further information please phone 04 527 2169 or email: alcohol@uhcc.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 Upper 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 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"/>	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 complete application for immediate payment.

NOTES

- 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 please discuss with a Licensing Inspector.

STAFF TRAINING

Are your staff trained in host responsibility?

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

FUNCTIONS IN COUNCIL HALLS

Contact the venue 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 2021 TO 31 DECEMBER 2021

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)	\$575.00
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)	\$207.00
Class 3	<ul style="list-style-type: none">▪ 1-2 events of small size (less than 100 people)	\$63.25

APPLICATION FOR A SPECIAL LICENCE



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

Conveyance

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

(a) Full legal name or names to be on the licence

(b) Existing licence – is a licence already held for this premises? If yes, state the type, number and expiry date of the licence held.
 Yes No Licence Type:
Licence number:..... Expiry Date:

(c) 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

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

(f)	Phone Number and email address
(g)	Postal address for service
(h)	Business details (<i>describe principal business, any other business</i>)
(j)	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.

3. Details of Managers:

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	Manager certificate number (if applicable)
Address	Expiry date (if applicable)
Name	Manager certificate number (if applicable)
Address	Expiry date (if applicable)

4. Details of Premises or Conveyance:

Premises Details:

Address

Trading name or name of building

Does the applicant own the premises? Yes No If no – provide the full name, address, email and phone number of the owner.

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Is building work and/or resource consent required for the venue or marquee prior to the event? Yes No

If yes, please describe work and any consents you may have.

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Conveyance Details:

Type of conveyance:.....

Registration number (if any)

Home base:

Any name used or proposed for conveyance:

What part (if any) of the premises are you designating as:

(i).A supervised area (i.e. where those under 18 must be with their parent or legal guardian)

(ii) A restricted area (i.e. those under 18 not permitted)

(iii) No designated areas

Supervised and restricted areas must be shown clearly on your scale plan of the premises.

Attach Site Plan here:

5. 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) 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				
(c) What type of containers will the alcohol be sold in? (e.g. glass bottle, cans, plastic cups etc)				

6. 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 how and where free drinking water is to be available.

(c) Detail the experience and training of the manager or person in charge, relevant to the sale and supply of alcohol?

(d) 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?

(e) What other actions will the manager or person in charge, take to promote the responsible consumption of alcohol?

(f) What actions does the applicant propose to take to ensure minors (persons under 18 years) and intoxicated persons are not supplied alcohol?

Dated at this day of 20

Applicant signature

Print name

Privacy statement

The information in your application and any supporting information will be held by Upper Hutt City Council for processing your application under the Sale and Supply of Alcohol Act 2012. Information about this application will be made available to the public on request.

The information will also be provided to the:

- Upper Hutt City Council District Licensing Committee,
- New Zealand Police,
- Alcohol Regulatory and Licensing Authority,
- Council's Licensing Inspectors, and
- Medical Officer of Health.

This information may form part of a public hearing of your application before the Upper Hutt District Licensing Committee and may be used in the Committee's decision for your application.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or have it corrected, please contact us at askus@uhcc.govt.nz or come in and see us at 838 Fergusson Drive, Upper Hutt 5018.

BUILDING OR CONVEYANCE OWNER'S CONSENT

To The Secretary
District Licensing Committee
Upper Hutt City Council
838 Fergusson Drive
Private Bag 907
Lower Hutt 5140

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.