



# Application for Special Licence Instruction Sheet

## **SOUTH WAIRARAPA DISTRICT LICENSING AGENCY**

PO Box 6, Martinborough 5741

Telephone (06) 306 9611

Fax: (06) 306 9373

*Applicant is person/partnership/company organisation receiving proceeds from sale of liquor*

NOTE: *Application to be lodged a minimum of 10 working days prior to the proposed function.*

1. Special Licence in respect of premises - Form 10.
2. Special Licence in respect of conveyance - Form 11.
3. Every application for a special licence shall be accompanied by the following:-
  - Two copies of the application:
    - (Where the applicant is a board, organisation or body to which section 75 (bb) of the Act applies).*  
A reference to the act under which the applicant is authorised to sell liquor or hold an on-licence under the Act:
    - (Where the applicant is a manger acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988)*  
A copy of the property order:
    - (Where the applicant is a club and holds a club licence under the Act)*  
The number of the club licence:
    - (Where the applicant is a club but does not hold a club licence under the Act)*  
Such of the following particulars as the District Licensing Agency may require:
      - (i) *(Where the club is incorporated)*  
A copy of the certificate of incorporation or other documentary evidence of its incorporation: and
      - (ii) *(Where the club held a charter under the Sale of Liquor Act 1962)*  
Identifying particulars of the club's charter; and
      - (iii) A copy of the club's constitution or rules: (to be made available on request)
  - (Where the application is made for a licence under section 74 of the Act)*  
Identifying particulars of the on-licence or club licence held by the applicant:
  - A plan showing -
    - (i) those parts of the premises that are to be used for the sale of supply liquor; and
    - (ii) Those parts of the premises (if any) that the applicant intends should be designated as restricted areas or as supervised areas:
  - (Where the applicant is not the owner of the premises)*  
A written statement from the owner to the effect that the owner has no objection to the grant of the licence:
  - The prescribed fee **\$64.40**



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Application No. ....

DLA Ref: .....

Section 76, Sale of Liquor Act 1989

TO: The Secretary  
 South Wairarapa District Licensing Agency  
 PO Box 6  
**MARTINBOROUGH**

Application for a special licence is made in accordance with the details set out below :-

**1. DETAILS OF APPLICANT(S)**

*Applicant is person/partnership/company/organisation receiving proceeds from sale of liquor*

(a) Name.....

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

(c) Daytime contact name and telephone no:.....

(d) Full name, address and Certificate No. of manager/s to be employed.

Name.....Certificate No:.....

Address.....

Name.....Certificate No:.....

Address.....

(e) Status of applicant (*tick appropriate box*):

- |                 |                          |   |                          |   |                          |
|-----------------|--------------------------|---|--------------------------|---|--------------------------|
| Natural person  | <input type="checkbox"/> | Private Company   | <input type="checkbox"/> | Manager under the Protection of Personal and property Rights Act 1988 | <input type="checkbox"/> |
| Public Company  | <input type="checkbox"/> | Body corporate to which Section 8(1)(ba) of the Act applies                     | <input type="checkbox"/> | Licensing Trust   | <input type="checkbox"/> |
| Local Authority | <input type="checkbox"/> | Board, organisation, or other body to which section 8(1)(bb) of the Act applies | <input type="checkbox"/> | Partnership   | <input type="checkbox"/> |
| Trustee         | <input type="checkbox"/> | Government department or other instrument of the Crown.                         | <input type="checkbox"/> | Club  | <input type="checkbox"/> |



(c) In respect of what kind or kinds of social gatherings is the licence sought?

.....  
.....

(d) When are the social gatherings to be held?

.....  
.....

(e) On which days and during what hours does the applicant intend to sell liquor under the licence?

.....  
.....

**5. CONDITIONS**

(a) What provision does the applicant intend to make for the sale and supply of –

- (i) food? .....
- (ii) non-alcoholic refreshments? .....
- (iii) low-alcohol beverages? .....  
*(Please attach menus, beverage lists etc)*

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

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

(c) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor?

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

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

.....  
.....

(e) What containers does the applicant propose to sell liquor in? .....  
.....

Date of Birth of Applicant (*where applicable*).....

Drivers Licence No of Applicant (*where applicable*).....

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

.....  
**Applicant**

**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.