

If you are holding an event where alcohol will be provided and attendees pay for the alcohol either by purchasing from a bar, by a ticket system, or the cost of alcohol is included in pre-sold tickets, then you are deemed to be selling the alcohol and a Special Licence is required.

If you wish to apply for a number of events on one special licence application these events must be linked in some way. For example, a series of meetings, a series of race meets.

There are two types of special licences

On-site, which may authorise the sale of alcohol:

1. in an area where no licence is currently in force; or
2. where an existing licence is in force, but which may authorise the sale of alcohol at times not permitted by the existing licence or in an area not covered by the existing licence or to persons not permitted by the existing licence.

Off-site, which:

1. may authorise the sale of alcohol for consumption elsewhere by the manufacturer, distributor or importer of alcohol products.

Alcohol may not be sold under any circumstances to anyone under the age of 18 years.

Further criteria

A Special Licence issued under Section 22 of the Sale and Supply of Alcohol Act 2012 (the Act) authorises the holder of an On Licence or the holder of a Club Licence to sell and supply alcohol for consumption on the premises, at any time when the premises are usually required to be closed for the sale of alcohol, to persons attending an event of any kind specified in the licence.

- A Special Licence is intended for an event which is outside the usual or regular activities of the applicant (i.e. has some specialty and is not a continuation of normal business, for example a 21st birthday, where non members of the club may be in attendance)
- May include a series of occasions or events. A series of events must be related, e.g. a club competition run over a number of days.
- An on-going Special Licence will not be issued where, in the opinion of the Council's Alcohol Licensing Team, the extent of the activity is such that an On or Club Licence would be more fitting.
- In all cases the organisation or individual selling the alcohol (receiving the profit) must be the holder of the Special Licence.

Making an application for a special licence

All applications for special licences are required **at least 30 working days** prior to the event, as legislation allows the Police 15 working days in which to report, so the earlier the application is received, the better.

Note: The Alcohol Licensing Team will always endeavour to assist if you have been caught out by a late booking.

Criteria

When considering a Special Licence application, the Police, Medical Officer of Health, and the Licensing Inspector will take the following into account:

- The nature of the application.
- The suitability of the applicant.
- The proposed hours of operation.
- The responsibility/adequacy of the management of the function.
- Compliance of the premises with relevant legislation – e.g. Building Act, Hygiene Standards, Resource Management Act.
- Provision of food, low alcohol and non-alcoholic drinks.
- Any special conditions/circumstances which should be taken into account.
- Alternative transport arrangements.
- Staff and staff training.
- Any alcohol management plan provided.

Application fee

There are three categories for fees (gst inclusive), dependent on the nature of your event(s):

- Class 1:** \$575 *1 large event; >3 medium events; >12 small events
- Class 2:** \$207 3-12 small events; 1-3 medium events**
- Class 3:** \$63.25 1 or 2 small events***

* Large event: e.g. public event where tickets are sold or an entry fee is required, and/or up over 300 people

** Medium event: e.g. public event where tickets are sold or an entry fee is required, and/or up to 299 people. For three to 12 events covered by the licence that are of a small size,

or one to three events that are of a medium size

*** Small event: e.g. wedding, private event, art events, and events up to 99 people. One or two events covered by the licence that are of a small size

You will need to answer the questions:

- How many events are you applying for?
- How many people do you expect to be attending each event?

If, in the opinion of the territorial authority, your event is of a different Class to which you have advised you may be required to pay the difference in fees.

Application form

An *Application for Special Licence* form is available from the Council website at www.tararua.govt.nz/Publications/Forms_Information

Designation of areas

The Licensing Inspector or the Police may require the entire premise, or a particular area of it, to be designated a supervised or restricted area.

- Supervised means that persons under 18 years of age may only be present if accompanied by a parent or legal guardian.
- Restricted means that no persons under 18 years of age may be present.

The event	Notes
• What is the date, time and venue for the event?	
• What is the nature of the event (e.g. festival, celebration, etc)?	
• What is the market and age bracket the event is to cater for?	

The organisers	Notes
• Who is organising the event?	
• What experience do they have in similar or related events?	
• What are their backgrounds and dates of birth?	
• Do they have any convictions?	

The venue	Notes
• What is the venue?	
• Where is it located?	
• Who owns and operates the venue?	
• What role do the venue owner/operators have in the event?	
• Are the venue owner/operators aware of the event?	
• Do the venue owner/operators give permission?	
• Does the venue meet fire and building safety standards?	
• If a marquee/tent is involved, do you need a Building Consent?	
• How close is the venue to residential accommodation?	
• Is the neighbourhood aware of the proposed event?	
• What steps have been taken to minimise the potential for complaints from neighbours?	
• How will any vandalism, disorderly behaviour or general nuisance be managed/mitigated? (This includes public places surrounding your event.)	

Provision of food

Food, non-alcoholic drinks and low alcoholic drinks must be available at all functions for which a Special Licence is issued. In keeping with Host Responsibility and accepted practice, the food (or a range of it) must be available continuously.

Certified manager in attendance

The Act requires the holder of a manager's certificate to be present and responsible for the sale of alcohol under the licence. However, the District Licensing Committee may exempt the holder of the special licence from that requirement if some other nominated person will be responsible for the sale of alcohol.

If you wish to apply for an exemption you must indicate this on the application form and nominate a named person who will be responsible. For more information on Manager's Certificate's refer to our website at www.tararua.govt.nz/services/alcohol-licensing

Public or significant event

Where a Special Licence is sought for an event that involves a significant number of people or has a particular public component, the Police and Alcohol Licensing Team may require additional detailed information.

The questions in the following table may not relate to all applications for significant or public events and the applicant will need to address those questions that the Police or Licensing Inspector consider relevant to a particular application.

Designation	Notes
<ul style="list-style-type: none"> • What designation will the premises have? 	
<ul style="list-style-type: none"> • Why that designation? 	

Point of sale / Bars	Notes
<ul style="list-style-type: none"> • Who will operate the points of sale? 	
<ul style="list-style-type: none"> • How many staff will there be? 	
<ul style="list-style-type: none"> • What training do they, will they have? 	
<ul style="list-style-type: none"> • How many Certificated Managers will there be? 	
<ul style="list-style-type: none"> • Who will have overall responsibility? 	
<ul style="list-style-type: none"> • What hours will alcohol be sold? 	
<ul style="list-style-type: none"> • What controls will there be to prevent sales to minors or intoxicated patrons? 	
<ul style="list-style-type: none"> • What types of containers will alcohol be sold in? 	
<ul style="list-style-type: none"> • How will patrons pay for their alcohol? 	

Food Provisions	Notes
<ul style="list-style-type: none"> • What food will be provided? 	
<ul style="list-style-type: none"> • Who will be catering? 	
<ul style="list-style-type: none"> • On what basis will the food be available? 	
<ul style="list-style-type: none"> • How many points will it be available from/how accessible? 	
<ul style="list-style-type: none"> • Is it reasonably priced (or free) and is there enough for the number expected? 	

Security	Notes
<ul style="list-style-type: none"> • How many certificated security staff will there be? 	
<ul style="list-style-type: none"> • Who will provide the security staff? 	
<ul style="list-style-type: none"> • Who will the security staff be responsible to? 	
<ul style="list-style-type: none"> • What role will they play? 	
<ul style="list-style-type: none"> • What instructions will they be given? 	
<ul style="list-style-type: none"> • What controls will be in place to prevent minors and intoxicated patrons entering? 	
<ul style="list-style-type: none"> • How will they deal with disorder or intoxication if that occurs in the area? 	
<ul style="list-style-type: none"> • How will the area be cordoned off to restrict access? 	
<ul style="list-style-type: none"> • How will the area be kept secure? 	
<ul style="list-style-type: none"> • How will the age restrictions be enforced? 	

General	Notes
<ul style="list-style-type: none"> • What type of entertainment will there be? 	
<ul style="list-style-type: none"> • What instructions will the entertainer have as to influence on crowd behaviour? 	
<ul style="list-style-type: none"> • What steps will be taken to minimise the potential for noise complaint? 	
<ul style="list-style-type: none"> • How will any noise problems that arise be dealt with? 	