



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](http://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.

## 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/Business/Food\\_Health\\_Liquor/Liquor\\_Licensing](http://www.tararua.govt.nz/Business/Food_Health_Liquor/Liquor_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.

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.)	

<b>Designation</b>	<i>Notes</i>
• What designation will the premises have?	
• Why that designation?	

<b>Point of sale / Bars</b>	<i>Notes</i>
• Who will operate the points of sale?	
• How many staff will there be?	
• What training do they, will they have?	
• How many Certificated Managers will there be?	
• Who will have overall responsibility?	
• What hours will alcohol be sold?	
• What controls will there be to prevent sales to minors or intoxicated patrons?	
• What types of containers will alcohol be sold in?	
• How will patrons pay for their alcohol?	

<b>Food Provisions</b>	<i>Notes</i>
• What food will be provided?	
• Who will be catering?	
• On what basis will the food be available?	
• How many points will it be available from/how accessible?	
• Is it reasonably priced (or free) and is there enough for the number expected?	

<b>Security</b>	<i>Notes</i>
• How many certificated security staff will there be?	
• Who will provide the security staff?	
• Who will the security staff be responsible to?	
• What role will they play?	
• What instructions will they be given?	
• What controls will be in place to prevent minors and intoxicated patrons entering?	
• How will they deal with disorder or intoxication if that occurs in the area?	
• How will the area be cordoned off to restrict access?	
• How will the area be kept secure?	
• How will the age restrictions be enforced?	

<b>General</b>	<i>Notes</i>
• What type of entertainment will there be?	
• What instructions will the entertainer have as to influence on crowd behaviour?	
• What steps will be taken to minimise the potential for noise complaint?	
• How will any noise problems that arise be dealt with?	