

How to apply for a special licence

Under section 138 of the Sale and Supply of Alcohol Act 2012



Follow the instructions below to apply for a special licence to sell and supply alcohol for consumption at an event (or series of events).

What you need to do

To apply for a special licence, you need to:

- supply the documents listed in the 'What to include' section on this page
- calculate and pay an application fee — [pages 2 and 3](#)
- answer all the questions in the form that apply to you — [page 5](#).

You must also consent to a police report on your application and supply identification details—the consent form is on [page 12](#).

When to apply

You need to submit your application 20 working days before the event, not counting the day you submit your application or the day of the event.

If we receive your application later than this, the District Licensing Committee may decline it. The Committee can consider an application in less than 20 working days if the event is unexpected (for example, a funeral).

How to submit your application

Choose any one of the following ways to submit your application:

- apply online at aucklandcouncil.govt.nz/alcohol
- drop off your application at any Auckland Council service centre. Visit aucklandcouncil.govt.nz/contactus

If you need help with this form, call **09 301 0101** or visit aucklandcouncil.govt.nz/alcohol

What to include (please tick)

You must supply all the documents listed below. We will send your application back if any of these documents are missing.

- This completed application form.
- A copy of the floor plans of the premises or conveyance that highlights the main entrance and any restricted or supervised areas.
- A copy of the site layout or area, including any marquees (if the event is outside).

You must also supply any of the documents below that apply to your application.

If you are applying for an event with more than 400 people:

- A copy of your alcohol management plan.

If you are applying for an event on a reserve or in a building or facility owned by Auckland Council:

- the Council's permission in writing. If on a reserve or in a building you have specifically hired for the event, please obtain from the hirer. If in a building you lease from Auckland Council this can be obtained by emailing

CFLeases@aucklandcouncil.govt.nz If you are applying for a ticketed event or events:

- a copy of the ticket for each date of the event(s).

Our privacy policy

We hold and protect the personal information you provide in this form in accordance with our privacy policy and with the Privacy Act 1993.

Our privacy policy explains how we may use and share your personal information, and your rights to access and correct that information. It is available at aucklandcouncil.govt.nz/privacy and at our libraries and service centres.

Calculating your fee

You must pay the correct fee to receive your licence and avoid paying extra charges. To calculate your fee, follow the instructions below or use the fee calculator at aucklandcouncil.govt.nz/alcohol

If you are applying for one event, complete section 1.

If you are applying for a series of related events, complete section 2. Check the event definitions below first.

Event definitions

One event (see section 1) for a special licence is:

- an occasion or a gathering which takes place without a break, or on consecutive days (e.g. a sports tournament or a food and wine show). If you are applying for a number of events that are unrelated to one another you need to submit an application form for each individual event.

A series of events (see section 2) is a group of related events which takes place over several weeks or months (e.g. monthly club meetings or a multi-week sports tournament). The number of people expected to attend each individual event determines the class. If you are applying for a series of events with different classes, you need to apply for each class in a separate application form.

Section 1: One event

Step 1: Use the number of people expected to be at the event to find and tick your special licence class.

Number of people expected at the event	Event size	Special licence class	Tick
More than 400 people	1 Large	Class 1	<input type="checkbox"/>
Between 100 and 400 people	1 medium event	Class 2	<input type="checkbox"/>
Fewer than 100 people	1 small	Class 3	<input type="checkbox"/>

Step 2: Go to 'Section 3: Your fee' on [page 3](#).

Section 2: A series of events

Complete this section if you are applying for a series of events which are related to one another and with the same class. If you are applying for a series of events with different classes, you need to apply for each class in a separate application form.

Step 1: Enter the number of events at each event size.

Number of people expected at the event	Event size	Number of events
More than 400 people	Large	
Between 100 and 400 people	Medium	
Fewer than 100 people	Small	

Step 2: Using the number of events you calculated at step 1, select the special licence class that applies to your series of events.

Your event(s)	Special licence class	Number of events
1 large event: OR	Class 1	
More than 3 medium events: OR		
More than 12 small events		
3 to 12 small events: OR	Class 2	
1 to 3 medium events		
1 or 2 small events	Class 3	

Step 3: Go to 'Section 3: Your fee'.

Section 3: Your fee

Tick the box that matches the special licence class you have calculated.

You must pay this fee to apply for a special licence.

Special licence class	Fee (including GST)	Tick
Class 1	\$575.00	<input type="checkbox"/>
Class 2	\$207.00	<input type="checkbox"/>
Class 3	\$63.25	<input type="checkbox"/>

Paying your fee

To process your application, we must receive the correct fee. The fee is not refundable or transferable.

Payment options

You can pay by cash, eftpos, or credit card (Visa, MasterCard, American Express) at any of our service centres, or online at aucklandcouncil.govt.nz/alcohol.

If paying by credit card, a convenience fee of 1.75 per cent of your payment amount applies.

Office use only	Comments
Receipt number	
Receipt amount: \$	
Service centre name	
Cashier name	

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Special licence application form

Under section 138 of the Sale and Supply of Alcohol Act 2012



To the Secretary of the District Licensing Committee, this application for a special licence is made in accordance with the details set out below.

Tick the location of the event(s)

- Auckland Central Franklin Manukau North Shore
- Papakura Rodney Waitākere

Licence details

1. What type of special licence are you applying for?

- On-site — the licensee can sell or supply alcohol for consumption on-site to people attending the event.
- Off-site — the licensee can sell alcohol for consumption elsewhere, to people attending the event.
- Combined on-site and off-site.

2. Will you lodge this application at least 20 working days before the event?

Note: 20 working days before the event does not include the day you submit your application or the day of the event.

- Yes (go to question 4) No (go to question 3)

3. Why couldn't you lodge this application on time?

Tell us why you couldn't lodge this application on time, including why you could not have foreseen the need for a special licence. Use and attach a separate piece of paper if you need more space.

Applicant details

4. What is the full legal name to go on the licence (individual or organisation)?

5. What is your address?

Postcode:

6. What is your mailing address (if different from above)?

Postcode:

7. What is your email address? **Note:** We send your licence to you by email.

8. What are your daytime contact details?

Name:

Phonenumber:

9. How would you like us to contact you?

Email

Phone

10. Are you applying as an individual?

Yes (go to question 11)

No (go to question 14)

11. What is your occupation?

12. When and where were you born?

Date of birth:

Place of Birth:

Criminal conviction details

13. Have you (the applicant) been convicted of any offences since the existing licence was issued?

Yes (supply details below)

No (go to question 14)

Attach offence details on a separate sheet of paper if you need more space.

Nature of offence	Conviction date	Sentence

Manager's details

14. Do you have at least one manager who has a manager's certificate or at least one responsible person who will make sure the conditions of the licence and Sale and Supply of Alcohol Act 2012 are adhered to?

Yes (supply details below)

No (make sure you have a certified manager or responsible person before you apply)

You may enter more than one person.

Full name of manager	Certificate number	Expiry date

Applicant status details

15. What is your status?

- Partnership
- Public company
- Private company
- Person 20 years and over Trustee
- Board, organisation, or other body authorised by an Act other than the Sale and Supply of Alcohol Act 2012 to sell alcohol or hold a licence
- Manager under the Protection of Personal and Property Rights Act 1988 Local authority
- Licensing trust
- Government department or other instrument of the Crown Body
- corporate
- Club

16. Do you already hold a licence for the premises or conveyance where the event(s) will be held?

- Yes No

17. What is the main business (if any) you intend to conduct at the event if the licence is granted?

18. Is this application for a premises or a conveyance?

- Premises (go to question 19) Conveyance (go to question 23)

Premises details

19. What is the address of the place where you plan to hold the event?

Postcode:

20. What is the name of the building or licensed premises where you plan to hold the event?

21. Is the building or licensed premises where you plan to hold the event under construction?

- Yes No

22. What parts (if any) of the building or licensed premises do you intend to designate as restricted or supervised areas?

Restricted area(s) — for those 18 years or older

Supervised area(s) — where minors must be accompanied by a legal guardian

Conveyance details

23. What type of conveyance do you plan to hold the event in (e.g. bus, train, ferry)?

24. What is the registration number of the conveyance?

Leave blank if this question doesn't apply to your conveyance.

25. What is the name used or proposed for the conveyance?

Leave blank if there is no name.

26. What is the address of the conveyance's home base?

Leave blank if there is no home base.

Postcode:

Event details

27. Are you applying for a ticketed event or events?

Yes

No

28. Are children likely to be at the event(s)?

Yes

No

29. Are you planning to hold the event(s) on a reserve or in a building or facility owned by Auckland Council?

Yes (go to question 30)

No (go to question 31)

30. Do you have the Council's permission in writing?

Yes (go to question 31)

No (make sure you have the Council's permission before you apply.)

31. Are you applying for more than one event?

Yes (go to question 32)

No (go to question 33)

32. How many events are in the series of events?

33. What are the details for the event(s)?

Enter the details for each event below. For 'Type of event', give the main purpose or nature of the occasion or event, or series of occasions or events. Some examples include social, birthday, and wedding.

Also give details of what activities will be offered at the event in addition to the consumption of alcohol.

Include any supporting documentation, such as letters from a particular charity or group who will benefit from the proceeds of the event.

	Type of event	Event date(s)	Hours that alcohol will be served	Number of people attending	Age range of people attending
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

34. At the event(s), do you intend to sell or supply any goods other than alcohol or food at the event(s)?

Yes (supply details of those goods below)

No (go to question 35)

35. At the event(s), do you intend to sell or supply any services other than those directly related to the sale or supply of alcohol and food?

Yes (supply details of those services below)

No (go to question 36)

Steps you will take to minimise harm from alcohol

The Sale and Supply of Alcohol Act 2012 (the Act) aims to minimise harm from alcohol by managing the way it's sold, supplied, and consumed.

Please answer each question thoroughly.

36. Do you intend to sell and supply food at the event(s)?

Yes (state below what you will sell and supply)

No (go to question 37)

37. Do you intend to sell and supply non-alcoholic refreshments at the event(s)?

Yes (state below what you will sell and supply)

No (go to question 38)

38. Do you intend to sell and supply low-alcohol beverages at the event(s)?

Yes (state below what you will sell and supply)

No (go to question 39)

39. Where and how will you make drinking water freely available to people free of charge?

40. What steps will you take to provide assistance with, or information about, alternative forms of transport from the licensed premises or conveyance?

New Zealand Police Supplement



The District Licensing Committee must send the application to a member of Police in charge of the Police Station nearest to the premises for which the licence is sought for them to report on. You are entitled to receive a copy of that report.

The Police cannot report unless you consent to them releasing relevant information to the District Licensing Committee, which may include details of previous convictions.

Please complete below (Applicant):

I, _____

of (address) _____

consent to the New Zealand Police releasing those details.

Signature of applicant: Date: _____

Please provide the following information for identification purposes:

Date of birth: _____ Female Male

Driver's licence number/passport number, or similar: _____

Safer Communities Together