

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).

Where the words ‘you’ or ‘your’ are used this refers to the person, company or entity that is to be licensed.

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**.

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.

The committee can accept an application received less than 20 working days before the event if the reason for the Special Licence could not have been reasonably foreseen.

How to submit your application

- Choose any one of the following ways to submit your application:
- apply online at **aucklandcouncil.govt.nz/special-licence**
- drop off your application at any of our libraries offering council services, visit **aucklandcouncil.govt.nz/report-problem/visit-us**

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

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 that highlights the main entrance and clearly outlining the licensed area and any supervised or restricted 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.

400 people or less a copy of your host responsibility policy.

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. For organisations that lease a building from the 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).

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/special-licence

- If you are applying for **one event, complete section 1.**
- If you are applying for a **series of events, complete section 2.**

Check the event definitions below first.

Event definitions

One event (see Section 1 below) 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 individual events which take 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	
Between 100 and 400 people	1 medium event	Class 2	
Fewer than 100 people	1 small	Class 3	

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 with the same class — you can group them in this application.

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 each 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 (only tick one class).

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	
Class 2	\$207.00	
Class 3	\$63.25	

Paying your fee

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

In person

You can pay by eftpos or credit card (MasterCard or Visa) at any of our libraries offering council services, find these at aucklandcouncil.govt.nz/report-problem/visit-us

Online

You can pay online at aucklandcouncil.govt.nz/special-licence

Office use only	Comments
Receipt number	
Receipt amount: \$	
Transaction number	
Date	

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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)

<input type="checkbox"/> Auckland Central	<input type="checkbox"/> Franklin	<input type="checkbox"/> Manukau	<input type="checkbox"/> North Shore
<input type="checkbox"/> Papakura	<input type="checkbox"/> Rodney	<input type="checkbox"/> 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 contact details?

Name: _____

Phone number: _____

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 13)

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 including traffic offences involving alcohol or drugs?

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 has completed the Servewise training available at this [link](#)?

Yes (supply details below)

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

You may enter more than one person.

Full name of manager or responsible person	Certificate number (if applicable)	Expiry date (if applicable) and date of birth

Applicant status details

15. What is your status?

Partnership

Public company

Private company

Person 20 years and over

Trustee under Trust Act 2019

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 or community 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. If yes please add licence number: _____ 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 premises do you intend to designate as restricted, supervised or undesignated areas?

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

Supervised area(s) – where minors must be accompanied by a parent or guardian appointed under the Care of Children Act 2004

Undesignated area(s) – no restriction on minors being present

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?

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 are applying for a series of events?

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.

For events other than birthdays, anniversaries and weddings give details on a separate attachment 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 and consumed	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. What food will you sell or supply at the event(s)?

37. What non-alcoholic beverages will you sell or supply at the event(s)?

38. What low-alcohol beverages will you sell and supply at the event(s)?

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?

41. What steps will you take to prevent the sale or supply of alcohol to minors and intoxicated people?

42. What kind of containers do you propose to sell alcohol in?

For example, cans, glasses, bottles.

43. What type of alcohol do you intend to sell? (Tick all that apply)

Beer

Wine

Cider

Spirits

RTD's

Liqueur

44. How many serves of alcohol do you intend to allow customers to purchase at a time?

45. Is the event focused on youth aged 25 years and under?

Yes

No

Important privacy information

Information contained in your application and any supporting information will be held by Auckland Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the police, the Medical Officer of Health, and the council's licensing inspectors) for the purposes of assessing and reporting on your application, and to the Auckland District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Auckland District Licensing Committee and may appear in the hearing agenda and be used in the committee's decision for your application. Decisions will be made publicly available. The council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the committee's decision on it. This information (which includes the application and all attachments) is made available to the council's Licensing Inspectors and the police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, duty manager appointments, and the Act. The council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. The Privacy Act 2020 applies to the council and under that Act, you have the right to see and correct personal information that the council holds about you.

Applicant's signature:

On (date):
