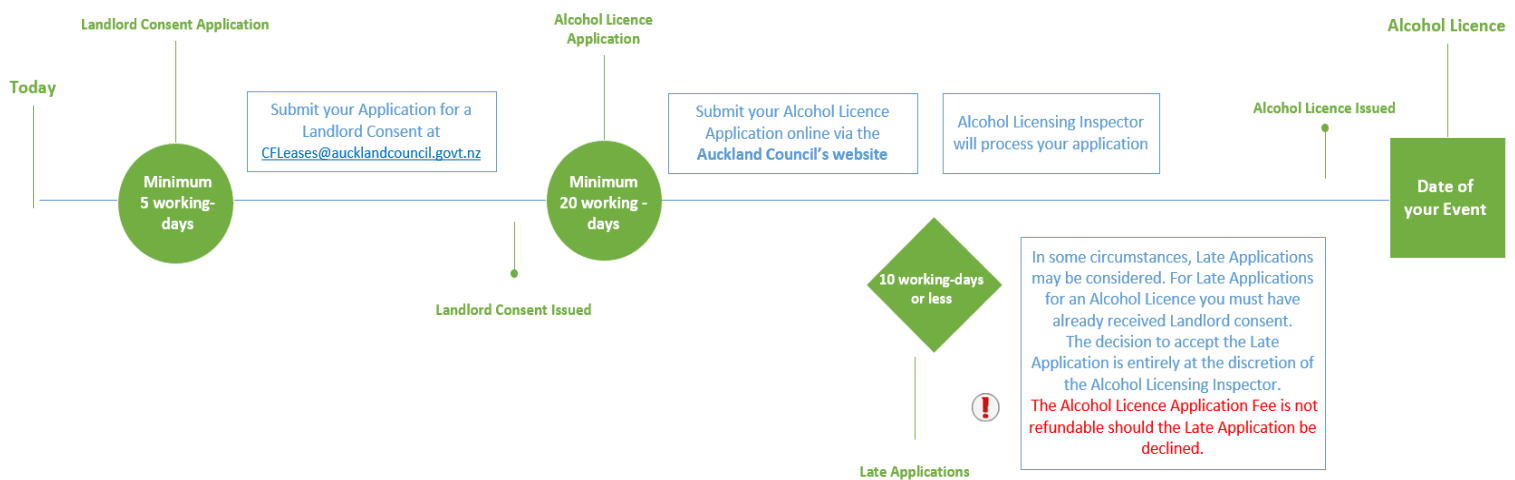


APPLICATION FOR LANDLORD CONSENT FOR AN ALCOHOL SPECIAL LICENCE Community Leasing

What you need to apply for an alcohol special licence

- Completed application form.
- Details of the type of event you are having and days and hours you are selling alcohol.
- The number of people you expect to attend the event.
- For events of more than 400 people, a copy of your host responsibility policy and alcohol management plan - see [Write a host responsibility policy](#).
- A copy of the floor plans /site layout highlighting restricted or supervised areas and the main entrance.
- A copy of your Certificate of Incorporation and Public Liability Insurance.

Timeline for filing application



1. Site Details

Park or property name:

Site address:

2. Applicant Details

Club or Group name:

Contact person
(including designation)

Contact number:

Email:

Postal address:

3. Event Details

	Date of event	Name of event	Type of event (club social, fundraiser, awards, birthday etc.)	Start time	End time
1.					
2.					
3.					
4.					

Open, Membership or Private function:

Expected number of people attending:

Have you previously had a special licence application declined? (Please provide details)

Is the event taking place within your leased area?

(Please check your lease documents or if the hiree, verify with the leaseholder)

If your event is taking place outside your leased area, you will need to obtain consent from the Events team.

Please email events@aucklandcouncil.govt.nz

Please indicate what actions, plans and processes will be implemented for the following:

Catering arrangements

What else is to be sold e.g. food, non-alcoholic drinks; the availability of free water

Noise minimisation plans:

How will you promote good behaviour to maintain levels of noise and reduce nuisance and vandalism; how will you deal with unruly behaviour; the type and frequency of training for you and your staff

Security precautions

Health and safety plan; steps that you'll take to promote the safe consumption of alcohol; steps that you'll take to ensure that the requirements of the Act are met in relation to the sale of alcohol to prohibited persons (i.e. minors and intoxicated people)

Name and position of manager/s or on-site contact/s to whom the licence is to be issued

Additional Information



Attach a floor plan / site layout plan of the event (highlighting restricted or supervised areas)



Attach a copy of your Alcohol Management Plan



Certificate of Incorporation and Public Liability Insurance

- ❖ **Please email your completed form and supporting documents to CFLeases@aucklandcouncil.govt.nz**
- ❖ Please note that while we endeavour to address all queries and consents as quickly as possible, we typically have a five working day response time for landlord consents for alcohol licences.

Applicant Signature:

Date: