

# Application for Special Licence

Sections 138, Sale and Supply of Alcohol Act 2012

## About this application:

- **Applications must be lodged with the Agency at least 20 working days before the licence is required (event date).**
- Applications received outside this deadline may not be accepted by the District Licensing Committee (DLC) for consideration.
- **Short notice applications** (less than 20 working days before the event date) must be accompanied by a letter explaining the reason for lateness for DLC consideration. You need to have a good reason as the Act refers to the reason for the lateness as being “could not reasonably have been foreseen earlier”.
- Note: There is a statutory non-working day period every year from 20 December to 15 January. This means special licence applications for events over the summer holiday period must be filed early.

## Payment and Submitting the application

**This application cannot be accepted if it is incomplete or the fee is not immediately paid on issuing of the invoice. Failure to make the payment of the fee 20 working days before the event date will mean that your application is treated as a short-notice application, and you will need to provide a letter explaining the reason for the late payment before your application can proceed any further. Please refer to the information about short notice applications on page 8.**

Please complete this form and forward it with all required documents. You can submit the form (and documents) online through the webpage or in person, or post to Alcohol Licensing, Christchurch City Council, 53 Hereford Street, PO Box 73013, Christchurch 8154 or email [alcohollicensing@ccc.govt.nz](mailto:alcohollicensing@ccc.govt.nz). You will be provided an invoice (in person or by email) for immediate payment.

Accepted methods of payment are: CASH – EFTPOS – Internet Banking.

*Note: Application fees are non-refundable and are for the processing of your application.*

**We can only process your application once we have both the Proof of Payment of fees AND the required paperwork (application form and required documents).**

Any questions contact the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or [alcohollicensing@ccc.govt.nz](mailto:alcohollicensing@ccc.govt.nz)

**Applications for special licences are made in accordance with the details set out below.**

- s.22(2) On-site specials:** Permit a licensee to sell or supply alcohol for consumption on those premises to people attending an event as described in the application. Additionally the holder of an On or Club licence may be permitted to sell or supply alcohol for consumption on the premises at a time not ordinarily permitted by the licence or in an area not specified in the licence.
- s.22(5) Off-site specials:** Permit the holder of a special licence to sell, at an event described in the licence, the licensee's alcohol for consumption somewhere else. Whilst the off-site special is being utilised the licensee may also supply alcohol free, as a sample, for consumption on the premises.
- Series of events:** If you wish to apply for a number of events on one application, these events must be linked in some way, e.g. a series of related meetings; a series of sports meetings.
- Note:** applications will not be accepted for what appears to be a request for additional hours for “Continuation of trade” rather than a genuine “event”.

## 1. Application details

On-site

Off-site – Note: An off-site special licence cannot be used for a conveyance

### Council Use Only

Connect Invoice number:

Receipt No.:

Fee Paid:

Date:

## 2. Calculate your fee

**Fees are based on how many events and the size of the events you are applying for. The questions and table below will help you work out what fee you can expect to pay. Refer to your answers on page 4 under the Event Details Section (questions 5a to 5d).** You cannot make payment without an invoice. This will be provided to you when submitting your application and must be immediately paid. This payment must be accompanied by your application form.

- a. How many people do you expect to be attending each event?
- Large: more than 400 people expected  
Medium: 100–400 people expected  
Small: less than 100 people expected
- b. Series of Events: How many events are you applying for? (State number)  
Use the table below to calculate your fee:

Class	Fee	Description	Council verification of fee: (For office use only on invoicing)
1	\$575	* 1 large event; >3 medium events; >12 small events	
2	\$207	* 3–12 small events; 1–3 medium events	
3	\$63.25	* 1 or 2 small events	

*\*Large event: >400 people expected, Medium event: 100–400 people expected, Small event: <100 people expected*

## 3. Details of Applicant

- a. Full legal name to be on licence (i.e. individual or organisation):

Date of birth: (if individual) Sex: (if individual) Male Female

- b. Postal address:

Suburb: City: Postcode:

Is this address used for any other business with Council? e.g. Rates; dog registration. Yes No

*If Yes and this address has changed recently please go to the "Contact us" link at [www.ccc.govt.nz/contact-us](http://www.ccc.govt.nz/contact-us) to update your address details for all other Council business.*

- c. Daytime Contact Name: (first and surname)

Phone: Mobile:

Email:

Website:

- d. Preferred mode of contact:

- e. Status of applicant: (tick appropriate box)

Natural Person Private Company Trustee  
Licensing Trust Partnership Public Company  
Government Department Local Authority Incorporated Society  
Manager under the protection of Personal and Property Rights Act 1988  
Body Corporate to which section 28(1)(b) of the Act applies. Authority incorporated under:  
Board, organisation, or other body to which section 28(1)(c)

- f. Do you wish to be exempt from the requirement of section 213(1) to appoint at least one manager? Yes No

**If NO**, please provide the following information:

Full name of proposed manager:

Address of proposed manager:

Manager's certificate number:

Expiry Date:

Does this person have any other role or responsibilities at the event?

Yes

No

If yes, please detail:

Date of birth:

**If YES**, please provide the following information:

Details of person nominated by the licensee to manage the conduct of the sale of alcohol under the licence:

Full name:

Address:

What is their role?

Does this person have any other role or responsibilities at the event?

Yes

No

If yes, please detail:

Specify any experience or position or authority that shows that they have some competency to undertake the role of duty manager for the event.

Date of birth:

## 4. Premises details

a. Address of proposed licensed premises: (This needs to be the Legal/rates address – ask the Alcohol Licensing Team if unsure)

b. Premises/site/location name:

c. Is a licence already held for these premises or conveyance?

Yes

No

If yes, licence number:

Trading name (if any):

d. If premises are a conveyance: Type of conveyance (ship, bus, plane, railway carriage)

Registration number:

Home base address:

Any name used for the Conveyance?

e. Is the licence conditional upon completion of building work?

Yes

No

If YES:

State any building consent details, e.g. for Marquees or stages:

*NB: If a marquee or tent will be used, and the marquee or tent is larger than 100m<sup>2</sup> in area, please contact the Duty Building Consent Officer, Civic Offices, phone (03) 941 8999*

Does the applicant own the proposed licensed premises?

Yes

No

**If NO:**

Owners full name:

Owners address:

How do you (the applicant) have tenure?  
(form and term)

Leasehold:

Tenancy agreement:

Venue hire agreement:

Site licence (e.g. for footpaths):

Exhibit stand permit:

Other (state):

If you are not the premises owner, does your above tenure arrangement include permission for alcohol to be part of your use of the site?

NB: 

- Additional information and/or signed documents may be requested in some instances to confirm details of tenure conditions.
- Using a public space? Please read the information at the end of this form and ensure you obtain the required consents/lease/or approvals.

## 5. Event details Please attach separate sheet if required

a. Name of organiser/contact person for the event:

Role of organiser:

Phone:

Mobile:

Email:

b. **Principal purpose of event:** What is the occasion or event (or series of occasions or events that are linked in some way in respect) for which the licence is sought? *Note: applications will not be accepted for what appears to be a request for additional hours for "Continuation of trade" rather than a genuine "event"*

Name of event(s):

Purpose of event(s):

If linked events:      Yes      No      How are they linked?

c. Please list the areas of the premises to be used (including for any outside areas), and any designations sought:

- **Restricted designation:** no person under 18 may be present on the premises.
- **Supervised designation:** persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **Un-designated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent, or legal guardian.

Area:

Designation:

d. Entry arrangements (e.g. tickets/invitation/manager/membership, etc):

e. Details of any entertainment (e.g. band, time booked, etc): or other activities on the site associated with the event.

- f. Numbers expected: \_\_\_\_\_ Ages of those attending: \_\_\_\_\_
- g. When is this occasion or event, or series of occasions or events, to occur?
- h. On which days and during which hours does the applicant intend to sell or supply alcohol at the event?
- i. Does this applicant intend to engage in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?
- j. Off-site special only – what alcohol products will be available for sale?
- k. Conveyances – please specify the following:
- The pick up point:
- Where you will be stopping on the journey (e.g. names of wineries):
- Where you will be stopping for a meal:
- What parts of the journey will you be permitting supply/consumption of alcohol on the conveyance:
- The drop off point:

*NB: as a general rule no consumption of alcohol will be permitted within one hour of the completion of the trip or on the home journey to the drop-off point.*

## 6. Conditions Please attach separate sheet if required

- a. What provision does the applicant intend to make for the sale and supply of:
- Food: (Please note that being a good host, and normal practice now dictates, that food is continuously available)
- Type:
- Provided by:

Alcohol range available: (attach drinks menu's)

Low-alcoholic beverages:(Between 1.15% and 2.5%ALC)

Non-alcoholic refreshments:

- b. What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? (e.g. free telephone available, taxis, courtesy vehicle, etc)
- c. What other steps does the applicant propose to take aimed at promoting the responsible consumption of alcohol? (e.g. free non-alcoholic drinks to designated drivers, free water, signage)
- d. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons are observed? (Prohibited persons are minors, intoxicated persons, persons not attending/invited to the event/occasion/gathering)
- e. Any other steps the applicant proposes to promote the responsible consumption of alcohol?
- f. What containers does the applicant propose to sell alcohol in?
- g. To what extent, where, and how is drinking water intended to be freely available to patrons? i.e. explain whether water is bar service only, water jugs, or plumbed water stations (and locations).
- h. What other licensed premises are there in the vicinity of this proposed premises? And, will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)
- i. What is the land near the proposed premises being used for? Will the granting of a licence for your premises impact on changing neighbouring land use? If so, in what way?
- j. What appropriate staff, systems and training will be in place to ensure compliance with the law?
- k. How will noise be managed and mitigated?
- l. How will you ensure there is no disorderly behaviour/general nuisance or increase in vandalism caused by your event or by persons attracted to your event?

## 7. Please attach the following documents:

A plan of the building/detailed site plan of the area to be licensed

Confirmation of any other required consents/approvals granted or have been applied for: Building, Traffic Management; lease of public space. See note below.

Any relevant publicity and promotional material related to your event

Alcohol Management Plan if the number of expected guests exceeds 150 (guidelines can be found on the Council website)

Food menu (if applicable)

Drinks / Beverage Menus

Tenure Q4(f) Additional information and/or written documentation confirming tenure may be requested in some instances.

Any other information you wish to include to support your application and assist with assessment

**All Late Applications** (made less than 20 working days before the event date) – **MUST** provide a letter explaining the reason for lateness. A failure to provide this will delay the acceptance of your application.

## 8. Holding an event in a public space

If you are planning to hold an event in a public place (park, reserve, road or square), an Event Permit will most likely be required. For more information please contact the Events Partnerships & Development Team on [eventsdevelopment@ccc.govt.nz](mailto:eventsdevelopment@ccc.govt.nz) or contact the Council on (03) 941 8999, [ccc.govt.nz/news-and-events/running-an-event/event-permits](http://ccc.govt.nz/news-and-events/running-an-event/event-permits)

The Events Team can also advise you on whether there are any other consents or approvals you might require, including:

- **Traffic Management Plan (TMP):** If you are wanting to use a public laneway or road area as part of your event – [ccc.govt.nz/consents-and-licences/business-licences-and-consents/temporary-road-closures/road-closures-for-events](http://ccc.govt.nz/consents-and-licences/business-licences-and-consents/temporary-road-closures/road-closures-for-events)
- **Building Consent:** If you are erecting a marquee over a certain size (100m<sup>2</sup> in area) or erecting a stage.
- **Noise Management Plan:** Noise from premises (including under Special licences) must be below the level prescribed in the relevant District Plan zone that the premises is in and any resource consent conditions relating to noise for that site and business use. These often relate to the use of/keeping windows and doors closed and limits on the use of outside speakers or type of amplified entertainment permitted/prohibited on site (including indoors). [ccc.govt.nz/services/noise-control](http://ccc.govt.nz/services/noise-control)

If you are seeking to lease a footpath area outside your licensed premises as part of your event, please discuss with Alcohol Licensing and we can make a referral to the leasing team to arrange approval.

If your event is on private land and you are erecting a marquee or stage over a certain size you will still need to obtain a building consent. Contact Council and ask to talk with the Duty Building Consent Officer.

**Important:** Approvals and timelines for these approvals and consents are separate from Alcohol Licensing. Some of the above permits and approvals need to be applied for well in advance (e.g. as early as 60 days) in advance of the event date. Alcohol Licensing may not be able to assess your special licence application or issue your licence until we have received confirmation that other approvals and consents required for your event have been granted.

## 9. Payment and submitting the application

Please complete this form and forward it with all required documents. You can submit the form (and documents) online through the webpage or in person, or post to Alcohol Licensing, Christchurch City Council, 53 Hereford Street, PO Box 73013, Christchurch 8154. You will be provided an invoice (in person or by email) for **immediate payment**. Filing is not complete unless your invoice is paid.

**Failure to make the payment of the fee 20 working days before the event date will mean that your application is treated as a short-notice application, and you will need to provide a letter explaining the reason for the late payment before your application can proceed any further. Please refer to the information about short notice applications on page 8.**

Accepted methods of payment are: CASH – EFTPOS – Internet Banking

Note: All application fees are for processing of an application and are non-refundable, they must be paid when you apply.

**This application cannot be accepted if the form is incomplete and documents are missing.** *We can only process your application once we have both the Proof of Payment of fees AND the required paperwork (application form and required documents).*

Any questions contact the Alcohol Licensing Team to discuss and for more information, ph 03 941 8999 or [alcohollicensing@ccc.govt.nz](mailto:alcohollicensing@ccc.govt.nz)

# 10. Authorisation

You must complete this section in full

Have you completed ALL relevant sections of this form and attached ALL requested documents? Yes No

Please note: Incomplete applications may not be accepted or could be returned.

We can only process your application once we have BOTH the Proof of Payment of fees AND the required paperwork (application form and required documents).

Delays risk your license not being issued in time. Payment of the fee is immediately required on issuing of the invoice.

## Late applications

Is this a short notice application (less than 20 working days before the event date)? Yes No

Must be accompanied by a letter explaining the reason for lateness for DLC consideration. You need to have a good reason as the Act refers to the reason for the lateness as being “could not reasonably have been foreseen earlier”.

If Yes, Letter attached? Yes No

NB: Your application will not be received or processed without this letter as the DLC must make a decision on a lateness waiver.

## Privacy Statement

Information contained in your application and any supporting information will be held by Christchurch City 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 if public notification of your application is required. 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 Christchurch 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 Christchurch District Licensing Committee and may 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 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, the Medical Officer of Health, 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.

### All applicants

I have read and understood the above privacy statement Yes No

Dated at Christchurch this day of 20

Applicant’s Signature:

(must not be signed by an Agent or Solicitor)

## 11. Processing Timelines:

Special Licence applications should be made well before it is required. These can take up to 5 weeks to allow for processing, statutory reporting on your application, and issuing of a District Licensing Committee (DLC) decision on your licence. Timelines will be longer if there are agency oppositions or missing information on your application. More information about statutory timelines can be found at [ccc.govt.nz/alcohol](http://ccc.govt.nz/alcohol)

### Short notice applications

Short notice applications (less than 20 working days before the event date) must be accompanied by a letter explaining the reason for lateness for District Licensing Committee (DLC) consideration. You need to have a good reason as the Act refers to the reason for the lateness “could not reasonably have been foreseen earlier”.

If your reason for lateness is not accepted by the DLC your application will not proceed further. Please note that application fees are non-refundable. If it is accepted there still a remaining risk that there may still be insufficient time remaining to get your application fully through the process, granted and issued in time for your event.