



**AS REQUIRED UNDER THE SALE AND SUPPLY OF ALCOHOL ACT 2012, THE POLICE AND THE MEDICAL OFFICER OF HEALTH REPORT HAVE UP TO 15 WORKING DAYS TO REPORT ON AN APPLICATION.**

**PLEASE ENSURE THE APPLICATION FORM IS SUBMITTED NO LATER THAN 20 WORKING DAYS PRIOR TO EVENT BEING HELD. IF SUBMITTED WITHIN THE 20 DAYS A WAIVER FORM WILL BE REQUIRED AND IS NOT GUARANTEED TO BE ACCEPTED.**



## New Application– Check List

Every application is to be accompanied by the following



**Please ensure the following documents are provided along with your completed application form.**

✓ \* N/A

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| a) The original application and supporting documents  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) A <b>scale plan</b> showing:   |                          |                          |                          |
| i. Those parts of the premises that are to be used for the sale or supply of liquor; and  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. Those parts of the premises (if any) that the applicant intends should be designated as restricted areas  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) If a marquee is being erected for this event, a building consent from Councils Building Services section must be applied for if the marquee is greater than 100m <sup>2</sup> .        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) If you are not the owner of the building, a written statement from the owner to the effect that the owner has no objection to the grant of the licence                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) If you are a body corporates, attach copy of certificate of incorporation (or equivalent document).  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) If you are a manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988 please provide a copy of the property order | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| g) If you are a Club and hold a Club licence under the Act, please provide a copy of your club licence  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| h) If you are a Club but do not hold a Club licence under the Act such of the following particulars as the District Licensing Agency may require:   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i. If you are incorporated, a copy of the certificate of incorporation or other documentary evidence of its incorporation or;   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ii. If you held a charter under the Sale of Liquor Act 1962, please identify the particulars of the club's charter  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| i) A copy of the proposed food and drink <b>menu/s as well</b> as the Host Responsibility Policy  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| j) <b>The prescribed fee</b>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Large Scaled Events – Check List

For all Large Scaled Events (200+ people), please include the following:

- |   | ✓                        | *                        | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| a) A Management Plan describing how the applicant proposes to deal with matters such as security, monitoring, interaction with local residents and public health concerns | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) A Certificate by the territorial authority that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and of the building code   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) A commitment to liaise with the Police and the territorial authority and a medical officer of Health on planning the event.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) For events 400+ people applications <u>must</u> be made no later than <b>three months</b> prior to the event.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) I have read and understood the Direction Minutes of the Rotorua DLC – Large Scale & Televised Events.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



## Televised Events – Check List

Every application is to be accompanied by the following:

- |   | ✓                        | *                        | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| a) Application for a Televised Event should be made <b>three (3) months</b> prior to the event<br><i>Please Note: Applications received after 20 days prior to the televised event will not be accepted and considered by the District Licensing Committee.</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) I have read and understood the Direction Minutes of the Rotorua DLC (Section 10 – Large Scale & Televised Events)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

To: The Secretary  
Rotorua District Licensing Committee  
C/- Rotorua Lakes Council  
1061 Haupapa Street  
Private Bag 3029  
Rotorua 3046

Application for a Special Licence is made in accordance with the details set out below:

## 1 Application type

- SPECIAL ON - the licensee can sell or supply alcohol for consumption on-site to people attending the event
- SPECIAL OFF - the licensee can sell alcohol for consumption elsewhere, to people attending the event.
- Combined SPECIAL ON-site and OFF-site.

## 2 Applicant details

Full legal name to be on the licence

Contact person

Postal Address (for service of document)

Phone

AREA

PHONE NUMBER

Mobile

AREA

MOBILE NUMBER

Email

Website

Preferred mode of contact

Mail

Email

Phone

Fax

## 3 Applicant Status

Tick only one of the boxes below:

A private company

A public company

A natural person

A trustee

A partnership

A limited partnership

A licensing trust or community trust

A territorial authority

A Government Department or other Crown

A club

Manager under the Protection of Personal and Property Rights Act 1988

## 4 Public or private company details



Only complete this section if you are applying as a public or private company

### Type of company

Public company

Private company

Company name

Date of incorporation

Place of incorporation

## 5 Natural Person



Only complete this section if you are an individual

Mr

Mrs

Ms

Miss

Other:

First Name

Middle Name

Last Name

Sex

Male

Female

Any Aliases

Usual Residential Address

Occupation

Drivers Licence No.

Date of Birth

Place of Birth

## 6 Premises details

Premise Address

What is the name of the building where you plan to hold the event (Trading name or other name)

Is the licence conditional upon construction or completion of the premises?

Yes

No

If "YES", please provide details

Do you already hold an alcohol licence for the premises where the event(s) will be held?

Yes

No

If yes, please provide your licence no.

What form of tenure will you have?

Do you own the premises?

Yes

No

If no, please provide the owners details

First Name

Last Name

Address

Phone

AREA

PHONE NUMBER

Email

## 7 Conveyance Details

Is this licence for a conveyance concerned? (e.g. bus, ship)

Yes

No

If yes, please provide the details

Conveyance type

Registration Number

Does the applicant own the Conveyance?

Yes

No

If no, please provide the owners details

First Name

Last Name

Address

Phone

AREA

PHONE NUMBER

Email

Is the conveyance operated under a:

Charter

Lease

Tenancy Agreement

What name is to be used or proposed to be used?

Is the conveyance under construction?

Yes

No

## 8 Event Details

Are you applying for a ticketed event or events?

Yes

No

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

Yes

No

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

Yes

No

Do you have Council's permission in writing?

Yes

No

Please include a copy of this permission with your application.

Are you applying for more than one event?

Yes

No

Are you providing security? (All security must hold a Certificate of Approval under the Private Security Personnel & Private Investigators Act 2012)

Yes

No

If you are planning to hold large events (200+ people) please provide details on the number of food outlets will be provided. Please also provide a plan of their locations at the event.

Do you sell or supply (or intend to sell or supply) any goods/service other than alcohol or food

Yes

No



# 10 Large Scale & Televised Events

## DIRECTIONS MINUTE OF THE ROTORUA DISTRICT LICENSING COMMITTEE

### LARGE SCALE EVENTS and TELEVISED EVENTS

#### Special Licence applications:

- **Large-Scale Events** i.e. requiring an Alcohol Management Plan and other additional requirements under section 143 of the Sale and Supply of Alcohol Act 2020, and;
- **Televised Events** including but not limited to the **Rugby World Cup**.

Hearings are to be held for **all** applications for a Special Licence for **Large-Scale Events** and/or **Televised Events**.

This Directions Minute sets out the expectations of the District Licensing Committee (DLC) around application timelines and conditions for Special Licences, in particular s142,143 & 147 of the Act relating to **Large-Scale Events** and/or **Televised Events**.

1. Application for a Large-Scale and/or Televised Event should be made not later than **three months** prior to the event.
2. Regarding urgent or late applications received after **20 days prior** to the event, if the event has been advertised to the public at least three months in advance, the application will **not qualify** for a Waiver under s208.
3. For a Large-Scale Event, see s143 (1)(a)(b)(c) of the Act. The applicant is expected to provide comprehensive detail in the Alcohol Management Plan including, but not limited to, site layout, food, monitoring, staffing and security, relating to the expected size of the event.

For a televised event, the District Licensing Committee may require the applicant to provide detail on any or all of the following: -

- (a) Tickets for the event may be sold either on-line or at the door prior to the scheduled broadcast of the event until the event has sold out.
- (b) The premises shall be vacated 30 minutes after the last whistle or extra time penalty.
- (c) In the event of a final where there is an expectation of an award being presented then the premises shall be vacated 30 minutes after the award presentation.
- (d) Access to gaming machines is prohibited during the televised event (outside of normal licenced operating hours).
- (e) A range of food choices must be made available for the duration of the televised event while alcohol is being served.
- (f) No alcoholic "shots", "bombs" or jugs of alcohol are to be served for the duration of the televised event. Only beer, wine and spirits in normal glasses or bottles are to be sold.
- (g) Any outdoor area (e.g. on the footpath) is excluded for the televised event. Where there are justified grounds because of expected numbers, an area could be approved.
- (h) The premises are required to be closed for one hour prior to the start of the event in order to prepare the venue for the televised event. This closure hour is to be identified by the applicant in their application.

Dated at ROTORUA this 21<sup>st</sup> day of February 2023



**Karen Hunt**  
**Chairperson**  
**Rotorua District Licensing Committee**



## 11 Object of the Act

The application for this on- licence will contribute to the object of the Act by

*(e.g. The sale, supply, and consumption of alcohol should be undertaken safely and responsibly and the harm caused by the excessive or inappropriate consumption of alcohol should be minimised)*

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## 12 Amenity and Good Order

How will the application for this on-licence will not decrease the amenity or good order of the locality by more than a minor extent?

*(e.g. we make sure any graffiti is removed straight away; we have soundproofed all walls and ceilings; we have our security scan the outside area after closing within a 50 metre radius. What steps, if any, will you take to ensure you will not create a nuisance to nearby residence)*

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## 13 Designation

What part (if any) of the premises do you intend to designate as Restricted or Supervised?

Undesignated (specify reason)

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

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Supervised area(s) – where minors must be accompanied by a legal guardian (provide details)

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## 14 Details of systems, staff and training

Please provide the appropriate systems, staff and training that you have and how they comply with the Act:

Systems (e.g. in-house security cameras, date of birth required on till, clear and bold signage etc.)


Certified managers details

Name	Manager certificate no.	Expiry date

If no certifies managers are available, please provide further details


Training

(e.g. staff attend all offered training courses and we have in-house training once a month)


# 15 Steps you will take to minimise harm from alcohol

What experience and training do you have?

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What type of alcoholic beverages are you proposing to sell?

Beer     Wine     RTD's     Spirits     Cider

Do you intend to sell and supply food at the event?

Yes     No

If yes, please provide further details below and include a menu

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Do you intend to sell and supply non-alcoholic refreshments at the event?

Yes     No

If yes, please describe the type and range and container

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Do you intend to sell and supply low-alcohol beverages at the premises?

Yes     No

If yes, please describe the type and range

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Where and how will you make drinking water freely available to patrons free of charge?

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What containers will be used to serve alcohol in? (i.e plastic cups, original glass bottle etc.

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Does the premise have a Council water supply?

Yes     No

If no, please describe how safe and suitable drinking water will be made available

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What steps will you take to ensure that you observe the requirements of the Act relating to the sale of alcohol to prohibited persons, such as minors and intoxicated people?

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

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What other steps do you propose to take aimed at promoting the responsible consumption of alcohol?

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