



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 WORKING DAYS A WAIVER FORM WILL BE REQUIRED AND IS NOT GUARANTEED TO BE ACCEPTED.



All Applications – Check List

Every application is to be accompanied by the following



**Please ensure the following documents are provided along with your completed application.
Please phone 07 348 4199 to book an appointment with one of our vetting officers**

- | | ✓ | ✗ | N/A | Office use |
|---|---|---|-----|------------|
| a) This original application form | | | | |
| b) This completed checklist | | | | |
| c) A clearly labelled and detailed scale plan showing: | | | | |
| i. Those parts of the premises that are to be used for the sale or supply of liquor; and | | | | |
| ii. Those parts of the premises (if any) that the applicant intends should be designated as restricted areas | | | | |
| d) If a marquee is being erected for this event, a building consent from Council's Building Services section must be applied for if the marquee is greater than 100m ² . | | | | |
| e) 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 | | | | |
| f) If you are a body corporate, attach copy of certificate of incorporation (or equivalent document). | | | | |
| g) 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 | | | | |
| h) If you are a Club and hold a Club licence under the Act, please provide a copy of your club licence | | | | |
| i) 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: | | | | |
| i. If you are incorporated, a copy of the certificate of incorporation or other documentary evidence of its incorporation or; | | | | |
| ii. If you held a charter under the Sale of Liquor Act 1962, please identify the particulars of the club's charter | | | | |
| j) A copy of the proposed food menu | | | | |
| k) A copy of the proposed drink menu | | | | |
| l) A copy of the Host Responsibility Policy | | | | |
| m) The prescribed fee | | | | |



Large Scaled Events – Check List

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

	✓	✗	N/A	Office use
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	☐	☐	☐	☐
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	☐	☐	☐	☐
c) A commitment to liaise with the Police and the territorial authority and a medical officer of Health on planning the event.	☐	☐	☐	☐

Office Use

All documentation attached/checklist completed

Vetting officer

Risk Rating:

Date Received

Payment date

Application number:

Receipt No.

Notes

☐
☐

Yes

Vetting OK

Fees:

Number of working days prior to event (after lodgement/ payment received)

☐
☐

No

RFI - Return to customer

\$

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



Event Details (Continued)

Please complete the below table and include all relevant information.
* If additional space is needed, please use a separate page.

Occasion/Event	Event Date	Event start and end time	Number of People attending	Age range of people attending

Please be advised that specific information is required for each event in the application. E.G. event start and end times, dates, menus and site plans.

10 Object of the Act

The application for this special 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)

11 Amenity and Good Order

How will the application for this special 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 residents)

12 Designation

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

☐

Undesignated (specify reason)

☐

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

☐

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



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 certified 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)

14 Steps you will take to minimise harm from alcohol

What experience and training do you have?

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

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

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

☐

Yes

☐

No

If yes, please describe the type and range

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

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

Does the premise have a Council water supply?

☐

Yes

☐

No

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

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?

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

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

15

[illegible]

Please use an additional page if needed

16

- ▶ I am authorised to make this application as the operator or a person with legal authority to act on behalf of the operator; and
- ▶ The information supplied in this application is truthful and accurate to the best of my knowledge and belief; and
- ▶ The information you have provided is required so that your application can be processed and for statistical purposes. Under the Local Government Official Information and Meetings Act 1987, the council may be required to disclose the information to people who request it. If you would like to request access to or correction of your personal information, please contact the council.

Sign here



Date signed
