

INFORMATION SHEET FOR SPECIAL LICENCE APPLICATIONS FOR CONVEYANCE

Disclaimer

This checklist is to be used as a guide only. Applicants should ensure that the Application for a liquor licence complies with the relevant provisions of the Sale of Liquor Act and regulations. Failure to complete the application form and attach additional information could result in processing delays as the Papakura District Licensing Agency will not have sufficient information to process the application.

You need to supply

1. Your completed application form photocopied twice (three copies).
 2. A copy of your hire agreement or a letter from the owner if you do not own the conveyance.
 3. A fee is payable – See Fees and Charges Schedule.
Cheques should be made payable to **Papakura District Council**.
- All questions in this application must be filled out completely.
(Failure to complete this section in its entirety may result in you not getting your licence.)
 - Please note: For any birthday function, the person responsible cannot be the person whose birthday it is and they must be over 25 years of age.
 - Special Licence applications should be into the Agency **no less than 20 working days before the first event**.

Please complete the following questions

1. How many people will be attending the function? _____
2. What is the age range of people attending the function? _____
3. Is this a ticket event?(Please provide a photocopy of the ticket) YES NO
4. How many tickets are printed? _____
5. Will alcohol be sold, supplied or BYO? _____
6. Will you have security? YES NO If yes, how many? _____
7. If fund raising social/event, where will the proceeds go?

8. Type of event _____
9. Do you have a letter from the owner of the conveyance you are using?
 YES NO N/A
10. List premises and areas you will be visiting in the conveyance _____

If you have any queries, please ring 09 2952347 or 2951381
HAVE YOU ANSWERED ALL THE QUESTIONS?



FORM 11 APPLICATION FOR SPECIAL LICENCE (for Conveyance)

Section 76, Sale of Liquor Act 1989

To: The Secretary
Papakura District Licensing Agency
35 Coles Crescent
Private Bag 7
PAPAKURA 2244

Application for a special licence is made in accordance with the details set out below.

DETAILS OF APPLICANT(S)

(Note: Must be the person or organisation supplying the liquor or receiving profits)

Full Name _____
(First) (Middle) (Surname)

Address _____

D.O.B. ____/____/____ Occupation _____

Postal Address *(If different from above)* _____

Contact name and telephone number *(daytime)* _____

MANAGER(S) TO BE EMPLOYED *(For Managers who hold a Manager's Certificate)*

Full Name _____
(First) (Middle) (Surname)

Address _____

D.O.B. ____/____/____ Certificate Number _____

NON-CERTIFIED MANAGER PRESENT DURING THE EVENT

(Applies where applicant seeks not to employ a Certificated Manager and is the person or persons responsible at the time of the function or event)

Full Name _____
(First) (Middle) (Surname)

Address _____

D.O.B. ____/____/____

STATUS OF APPLICANT *(Please tick one)*

- Natural Person
- Private Company
- Public Company
- Licensing Trust
- Partnership
- Local Authority
- Trustee
- Club
- Manager under the Protection of Personal and Property Rights Act 1988
- Body Corporate to which section 75(ba) of the Act applies
- Board, organisation, or other body to which section 75(bb) of the Act applies
- Government Department or other instrument of the Crown

CONVEYANCE DETAILS

Type of conveyance (*Vehicle*) _____

Colour _____ Vehicle Reg. No. _____

Address of Home Base (*if any*) _____

Proposed trading name for conveyance (*if any*) _____

Is a licence sought conditional upon construction or completion of the conveyance? YES NO

Does the applicant own the conveyance? YES NO

If No, what is the full name and address of the owner? (*Who owns the conveyance?*)

What form of tenure of the conveyance will the applicant have (including term of tenure)?
(How long are you hiring the conveyance for, ie one night, several dates?)

What part (if any) of the conveyance does the applicant intend should be designated as a:

Restricted area (No-one under 18) _____

Supervised area (Under 18s with parent or legal guardian) _____

DRIVERS DETAILS

Full Name _____

D.O.B. _____

Employer _____

Driver's Licence _____

CONVEYANCE

What is the occasion or event, or series of occasions or events, in respect of which the licence is sought?

When is this occasion or event, or series of occasions or events, to occur? (Days and dates)

On which days and during which hours does the applicant intend to sell, supply (or BYO) liquor under the licence? (When alcohol will be consumed)

Principal Route to be taken by conveyance

CONDITIONS

What provision does the applicant intend to make for the sale and supply of:

Food? (Type of food) _____

Non-alcoholic refreshments? (Soft drink, juices, water) _____

Low-alcohol beverages? (2.5% light beer, state brand if known) _____

What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed conveyance?
(What transport available at the end of the event?)

What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? *(Food, non and low alcoholic drinks)*

What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of liquor to prohibited persons are observed? *(Not serving intoxicated persons, watching for minors, responsible person and possible security)*

What containers does the applicant propose to sell or dispense liquor in?
(What are they drinking alcohol out of?)

Signature of Applicant _____

Date _____

NOTES

1. In respect to the status of the applicant, see section 75 of the Sale of Liquor Act 1989.
2. For the matters that are to accompany this application, see regulation 14(3) of the Sale of Liquor Regulations 1990.
3. Every application for a special licence shall be accompanied by three copies of the application.
4. See Fees and Charges Schedule for the cost of a Special Licence.