

# DECLARATION

This Declaration is to be completed by the owner when the applicant is not the owner of the premises.

I/We ..... being the owner of the premises

described as ..... (place)

where the ..... (applicant)

proposes to hold the above function/functions on

..... (date and times)

have no objection to the granting of a Liquor Licence.

Signed .....

(Owner/Agent of owner)

Published May 2006

Return to:

The Secretary,  
Franklin District Licensing Agency  
Franklin District Council,  
Private Bag 5,  
Pukekohe

### OFFICE USE ONLY:

**Fee: \$63.00**

Receipt No: .....

Date: .....



# APPLICATION FOR SPECIAL LICENCE (For Premises)

## GUIDE FOR APPLICANTS

Section 76, Sale of Liquor Act 1989

# LIQUOR LICENSING SPECIAL LICENCE (For Premises)

Use the following checklist to ensure that your application is complete. If any items are missing the application may be returned to you for completion.

Every application for a special licence shall be accompanied by the following:

- (a) Three copies of the application (the original and 2 photocopies):
- (b) (Where the applicant is a board, organisation, or body to which section 75(bb) of the Act applies) A reference to the Act under which the applicant is authorised to sell liquor or hold an on-licence under the Act:
- (c) (Where the applicant is manager acting for any person pursuant to a property order made under the Protection of Personal and Property Rights Act 1988) A copy of the property order:
- (d) (Where the applicant is a club and holds a club licence under the Act) The number of the club licence:
- (e) (Where the applicant is a club but does not hold a club licence under the Act) Such of the following particulars as the District Licensing Agency may require:
  - (i) (Where the club is incorporated) A copy of the certificate of incorporation or other documentary evidence of its incorporation; and
  - (ii) (Where the club held a charter under the Sale of Liquor Act 1962) Identifying particulars of the club's charter; and
  - (iii) A copy of the club's constitution or rules:
- (f) (Where the applicant is made for a licence under Section 74 of the Act) Identifying particulars of the on-licence or club licence held by the applicant:
- (g) A 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 or as supervised areas:
  - (iii) A map of area
- (h) (Where the applicant is not the owner of the premises) A written statement from the owner to the effect that the owner has no objection to the grant of the licence:
- (i) The prescribed fee \$63.00.
- If this application includes more than one event, function or occasion please complete a schedule listing each event, function or occasion.

If you need assistance completing this application form please contact the Liquor Licensing Clerk on (09) 237 1343.

Privacy Act 1993 note: The information on this form will be used by the Franklin District Licensing Agency to process the Special Application under the Sale of Liquor Act 1989. The information will be held by the Franklin District Licensing Agency and may be made available to the public, or passed on to and used by other agencies, pursuant to that Act, in order to give full consideration to the application. You have a right of access to, and may request correction of, any of the personal information provided.

FORM 10

# APPLICATION FOR SPECIAL LICENCE



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

## 1. Details of Applicant(s):

- (a) Full Name(s): .....
- (b) Postal Address for service of documents .....
- (c) Daytime contact name.....  
Telephone Number.....
- (d) Full name and address of proposed manager or managers to be employed, and certificate numbers of manager's .....

certificates:

Managers Name	Certificate Number	Expiry Date
.....	.....	.....
.....	.....	.....
.....	.....	.....

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

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

## 2. Premises Details

- (a) Address of proposed licensed premises: .....
  - (b) Proposed trading name for premises (if any).....
  - (d) Is a licence sought conditional upon construction or completion of the premises? YES/NO (delete one)
  - (e) Does the applicant own the proposed licensed premises? YES/NO (delete one)
- If NO,
- (i) What is the full name and address of the owner? .....
  - (ii) What form of tenure of the premises will the applicant have (including term of tenure)? .....
  - (iii) The owner must complete the declaration on the back page of this application form.
- (f) Will you have security? Yes/No
- If YES, how many and which company is providing this? .....
- (g) What part (if any) of the premises does the applicant intend should be designated as,
  - (i) A restricted area .....
  - (ii) A supervised area .....

## 3. Purposes

- 3 (i) To be included **only** where the application is made for a licence under Section 73 of the Act
- (a) What is the occasion or event, or series of occasions or events, in respect of which the licence is sought? .....
- (b) When is this occasion or event, or series of occasions or events, to occur? .....

- (c) On which days and during which hours does the applicant intend to sell liquor under the licence? .....
- (d) Is this a ticket event? Yes/No (Please provide a photocopy of each date) .....
- (e) How many people will be attending each function?..... (list if more than one function) .....
- (f) What is the age range of the people attending the function? .....
- (g) How many tickets are being printed? .....

## 3. Purposes

- 3 (ii) To be included **only** where the application is made for a licence under Section 74 of the Act
- (a) Identifying particulars of the on-licence or club licence held by the applicant .....
- (b) Address and trading name (if any) of licensed premises: .....
- (c) In respect of what kinds of social gatherings is the licence sought? .....
- (d) When are the social gatherings to be held? .....
- (e) On which days and during what hours does the applicant intend to sell liquor under the licence? .....

## 4. Conditions:

- (a) What provision does the applicant intend to make for the sale and supply of
  - (i) Food .....
  - (ii) Non-alcoholic refreshments .....
  - (iii) Low alcohol beverages .....
- (b) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises? .....
- (c) What other steps does the applicant propose to take aimed at promoting the responsible consumption of liquor? .....
- (d) 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? .....
- (e) What containers does the applicant propose to sell liquor in? .....

Dated at ..... this ..... day of ..... 20 .....

APPLICANT .....