



APPLICATION FOR SPECIAL LICENCE

Section 76, Sale of Liquor Act


TO: The Secretary
District Licensing Agency
Gore District Council
P O Box 8
GORE 9740

GDLA. Ref. _____

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

DETAILS OF APPLICANT	
Full name of applicant:	
Postal address for service of documents:	
Daytime contact name & telephone number:	
Status of applicant: (tick correct box)	
<input type="checkbox"/> Club	<input type="checkbox"/> Public Company
<input type="checkbox"/> Licensing Trust	<input type="checkbox"/> Trustee
<input type="checkbox"/> Natural Person	<input type="checkbox"/> Government Department or other instrument of Crown
<input type="checkbox"/> Private Company	<input type="checkbox"/> Local Authority
<input type="checkbox"/> Manager under Protection of Personal and Property Rights Act 1988	

LIQUOR MANAGERS DETAILS (To be signed by the Liquor Manager)	
These are the details of the individual(s) who will be the manager(s) of the liquor at the event covered under this Special Licence. (If more than one manager, please list their names and details on a separate sheet)	
Full name of Manager:	
Postal address:	
Daytime contact telephone number (including cellphone):	
Does the manager hold a Managers Certificate: YES / NO	
If yes, which type? <input type="checkbox"/> General Manager / <input type="checkbox"/> Club Manager	
Certificate number and expiry date:	
If no – give brief details of any relevant experience:	

.....
<p>What steps does the proposed manager intend to take to manage the sale and supply of liquor, with the aim of helping to reduce liquor abuse and help with Host Responsibility:</p> <p>.....</p> <p>.....</p>
<p>What controls are in place to ensure that liquor is not sold or supplied to persons under the age of 18 years:</p> <p>.....</p> <p>.....</p>
<p>What controls are in place to deal with persons who are intoxicated, to ensure their safety and others safety, and to ensure that liquor is not sold or supplied to them:</p> <p>.....</p> <p>.....</p>
<p>What steps would you propose to take if the food, non-alcoholic or low alcoholic refreshments are exhausted? <i>(Remember that food must be available at all times liquor is for sale or supply, even before and after suppers – NOTE: Potato crisps, dips and nuts are not substantial food)</i></p> <p>.....</p> <p>.....</p>
<p> Signature of Manager on Duty: Date:</p>

PREMISES DETAILS
Address of proposed licensed premises:
Proposed trading name for premises:
Is there a Fire Evacuation scheme for public safety in place for the premises? YES / NO
Does the applicant own the proposed licensed premises: YES / NO
If no, what is the full name and address of the owner:
.....
What form of tenure of the premises will the applicant have:
.....
Is the event being held outside the building: YES / NO
If yes, <u>you must provide</u> a plan showing the area required to be licensed. The plan must clearly show the licensed area, where the sale of alcohol is taking place (ie location of marquee/bars), location of food tents/stalls, the entrance/exits to the licensed area and how patrons will be advised where they can and cannot take or consume alcohol.
Plan supplied YES / NO
<i>Note: Events held outside, for example in a park, racecourse or stadium – a plan of the premises will be required marking the points of sale and supply of liquor.</i>



DETAILS OF THE EVENT

On which days and during what hours does the applicant intend to sell liquor under the licence:

.....

Identifying particulars of the on-licence or club licence held by the applicant (if any):

.....

What type of clientele/age bracket is this event aimed at:

.....

Detail what type of **food** will be available at the function and the provider (eg. Caterers or prepared on site). *(Remember that food must be available at all times liquor is for sale or supply, even before and after suppers – NOTE: Potato crisps, dips and nuts are not substantial food)*

.....

Name the non-alcoholic refreshments and local alcoholic beverages that will be available:

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What assistance and information do you have in place about alternative forms of transport from the premises? (Is a taxi service, courtesy coach, telephone or cell phone available?)

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Will this event be advertised? YES / NO

Approximately how many people will be at the event:

Is the event private or open to the public? PUBLIC / PRIVATE

Is admission by ticket or invitation? TICKET SALES / INVITATION / DOOR SALES

Who will monitor the entrance to the event:

Will liquor be sold through a cash bar? YES / NO

If no – describe how liquor will be sold / supplied (eg. dry till, tab):

.....

Is the whole premises to be licensed? YES / NO

If no – please provide details of the location within the premises:

.....

What designation do you require on the premises:

- Restricted area** – No person under 18 may be in this area
- Supervised area** – Persons under 18 may be present if accompanied by a parent or legal guardian

Dated this day of

.....
 Applicant

Please ensure this application is submitted 14 working days prior to the event and accompanied with the respective fee of \$63.00

