

# Application for Special Licence

**Form 6 - Section 138 - Sale and Supply of Alcohol Act 2012**

Date Stamp:

To: The Secretary  
 Marlborough District Licensing  
 Committee 15 Seymour Street  
 PO Box 443  
 Blenheim 7240

**Office Use Only:**

SPC/\_\_\_\_\_/\_\_\_\_\_

Date of event:

Name of applicant:

Receipt #

*Please see Guidance Notes for assistance in completing this form.*

## Checklist

Please provide the following with your application:

- Completed application and documentation (incomplete applications will not be processed)
- APPLICATION FEE – This is an application fee and is therefore non-refundable after the application is received by Marlborough District Council

<b>Class 1</b>	1 large event; or more than 3 medium events or more than 12 small events	\$575.00	<input type="checkbox"/>
<b>Class 2</b>	3 to 12 small events or 1 to 3 medium events	\$207.00	<input type="checkbox"/>
<b>Class 3</b>	1 or 2 small events	\$63.25	<input type="checkbox"/>

<b>Large event means</b>	More than 400 people will be attending the event
<b>Medium event means</b>	Between 100 and 400 people will be attending the event
<b>Small event means</b>	Fewer than 100 people will be attending the event

- Cash / Eftpos       Credit Card (counter only – 2.3% fee applies)
- Internet Banking – Pay to Account No. 02 0600 0202861 02 (use applicants name as reference)  

(Date Paid \_\_\_\_\_)
- A4 site plan of the premises including details indicated on the guidance notes
- Copy of any advertising flyers and menus if available
- Alcohol management plan if your event is a large alcohol event with more than 400 people attending

## Type of Special Licence

- On-site (for consumption at event)
- Off-site (for consumption away from event)
- On-site conveyance (for consumption on a bus, boat, train)

**Note: An Off-site special licence can only be issued to a manufacturer, distributor, importer or wholesaler of alcohol**

Whether the event for which the special licence is applied for could reasonably have been foreseen

- Yes  No

If no, please describe the circumstances why you are making a late application:

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## Details of Applicant

*Full legal name or names to be on licence (i.e. the person or organisation that the proceeds from alcohol sales are going to)*

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Whether licence already held for premises or conveyance concerned  Yes  No

If yes, state kind of licence: \_\_\_\_\_

Postal address for service: \_\_\_\_\_

Business / Organisation: \_\_\_\_\_  
(eg club, restaurant, winery)

## Applicant Status

- Natural Person(s) aged 20 or above  Private Company  Partnership  Club
- Public Company  Board, organisation or other body  Other Body Corporate (state below)

If a body corporate, please state the authority under which incorporated:

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**Criminal Convictions** *(State all criminal convictions other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to which the Criminal Records (Clean Slate) Act 2004 applies) This doesn't include speeding offence/parking tickets but does include drivers licence disqualification*

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## Contact person for this application

Contact Name: \_\_\_\_\_ Daytime Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Event Details

Nature of event (e.g. quiz, festival, fundraiser)

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Day of the week	Date of the event*	Hours that alcohol will be sold/served	Number of people attending the event	Age range of people attending

\*If more than one date involved, please supply details on a separate sheet Principal purpose of event (e.g. *entertainment, food or alcohol consumption*)

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Whether applicant intending to engage in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food.

Yes       No

If yes, nature of other goods or services:

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Types of containers in which alcohol is to be sold/supplied (e.g. *glass or plastic*)

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## Designation sought

- Undesignated – anyone of any age can be present.
- Supervised – persons under 18 years of age may be present if accompanied by a legal parent or guardian.
- Restricted – no person under 18 years of age may be present on the premises.

## Details of Premises

(If the event is being held on a conveyance e.g. bus, boat, train, see conveyance section at the end of the form)

Physical address of premises where the event is taking place:

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Any name, trading name, or name of building:

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Tenure (e.g. hiring for event only, owner, lease):

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Whether licence conditional on completion of building work  Yes  No

If yes (state details)

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Whether applicant owns proposed licensed premises  Yes  No

If no, full legal name and address of owner:

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## Details of Manager

Name of person in charge of alcohol consumption and sales at the event:

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If they have a current Managers Certificate - please supply details

Certificate #: \_\_\_\_\_ Expiry date: \_\_\_\_\_

## Conditions - For All Licenses

Experience and training of applicant in sale or supply of alcohol:

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Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people (e.g. minors and intoxicated people)

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Any other steps the applicant proposes to promote the responsible consumption of alcohol (e.g. what are your host responsibility practices?)

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Systems (including training systems) and staff in place (or to be in place) for compliance with the Act (e.g. door staff)

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Off-site - are you going to be offering complimentary tastings?  Yes  No

### Conditions For On-Site Licenses Only

What provision is intended to be made for:

Food (please specify what foods will be available)

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Non alcoholic beverages (please specify types)

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Low alcohol beverages (please specify names)

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To what extent, and where, drinking water is intended to be freely available to patrons (how are you going to supply **free** drinking water e.g. in jugs on table, water cooler)

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If no access to mains water supply, how is safe drinking water (potable) to be available (e.g. water cooler, tanker)

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Steps intended to be taken, to provide help with and information about alternative forms of transport from the premises (e.g. courtesy shuttle, taxi chits, encouraging sober drivers)

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## Details of Conveyance (e.g. bus, boat, train)

Type of conveyance: \_\_\_\_\_

Any registration number: \_\_\_\_\_

Any home base address: \_\_\_\_\_

Any name used or proposed for conveyance: \_\_\_\_\_

*Once you have completed and signed this form, either save it and send via email to [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz) or you can print it out and drop it into the offices on Seymour Street or post to Marlborough District Council, PO Box 443, Blenheim 7240.*

## Invoice Details

Please specify the billing details (fee payer) for this application:

\_\_\_\_\_  
\_\_\_\_\_

Billing email address: \_\_\_\_\_

Purchase order (if applicable): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

I confirm that the above information is true and correct.

## Notes

1. This form must be accompanied by the prescribed fee.
2. If required to do so by the Secretary of the District Licensing Committee, the applicant must within 10 working days after filing this application with the committee, ensure that notice of this application in form 8 is attached in a conspicuous place on or adjacent to the site to which this application relates.