



Special Licence Guidance Notes

What is a special licence?

A special licence allows the sale of alcohol at special occasions or events. This is normally used to licence one-off events where no licence is currently held **or** when a licensee wishes to extend the area or hours of a current licensed premises. This is intended for an event or an activity which is outside the usual activities of the licensee and not just for normal business trading.

Examples of when you need a special licence

- Where alcohol is being sold at a venue that does not hold a licence.
- Sporting, fundraising or social events with a cash bar.
- Ticketed event where alcohol is being supplied as part of the ticket price.
- Licensed premises where a licence is held but the event is not covered by the normal licence hours or the area that is licensed.

Examples when you do not need a special licence

- You are using a caterer who holds an endorsed caterers licence to sell or supply alcohol at events.
- A BYO event – an event where no alcohol is sold.
- You are supplying alcohol to your guests in your home or your guests are bringing alcohol to your home.

There are two types of special licence

- **On site special** - where alcohol is sold and drunk at the venue, e.g. festivals, concerts, quiz evenings, fundraising dinners, sporting events.
- **Off site special** - when alcohol is purchased to be taken away unopened to drink somewhere else, e.g. farmers market or auction. The off site licence also allows the supply of complimentary samples (tastings). **Please note:** Under section 42 of the Sale and Supply of Alcohol Act 2012 an off site special licence can only be

How much does a special licence cost?

It varies depending on the number of events. Fees are set by the Ministry of Justice.

The chart below shows which category your special licence fits in to. All fees are GST inclusive and are non-refundable once you lodge your application.

Class 1	1 large event; or more than 3 medium events; or more than 12 small events	\$575.00
Class 2	3 to 12 small events; or 1 to 3 medium events	\$207.00
Class 3	1 or 2 small events	\$63.25

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

If you need help in calculating your fee please contact our alcohol licensing team on 520 7400.

granted to a person who is a manufacturer, distributor, importer or wholesaler of alcohol.

Can I apply for one special licence to cover several events?

You can have up to 12 events on the same licence. The events must be related or one event that runs over several days, e.g. horse race meetings, bowling club tournaments. If the events are unrelated then separate applications will be required.

Do I need a certified manager on-site during my function?

You will need a person who holds a current manager's certificate if the event is a large alcohol related event, e.g. wine/beer festival (more than 400 people attending) or the Alcohol Licensing Inspector determines you need a person with a manager's certificate to be present on site and responsible for the sale of alcohol at the event.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT WHICH CAN CAUSE DELAYS IN PROCESSING

How to apply for a special licence

You MUST apply at least 20 working days before the event.

Special licences take time to process. Applications received less than 20 working days may be considered if due to unforeseen events. The District Licensing Committee cannot guarantee the granting of a special licence lodged within the 20 working day timeframe.

Complete the application for a special licence form.

Use the check list on the front of the form to help you complete the application. Please include the following:

- The required fee.
- Detailed A4 site plan of the premises/site showing:
 - Those areas that are to be used for the sale and supply of alcohol.
 - Those areas (if any) that are to be designated as restricted or supervised areas. (Restricted means no-one under 18 is to be present. Supervised means anyone under 18 will be present with their parent or legal guardian).
 - The principal entrance.
 - Location of food outlets and other relevant activities.
- A copy of any promotional material supporting the event, e.g. flyers, copy of ticket, etc.
- Alcohol management plan if your event is large (more than 400 people attending). A template and other resources can be downloaded for free at www.alcohol.org.nz.

How are special licences granted?

Under the Sale and Supply of Alcohol Act 2012 the District Licensing Committee considers all special licence applications. Usually a chairperson will consider and make a decision “on the papers”. If the reporting agencies or the Licensing Inspector objects to the application then the District Licensing Committee may hold a public hearing.

Where do I send my application?

It can be delivered to: Council Offices, 15 Seymour Square, Blenheim or High Street, Picton; or post to PO Box 443, Blenheim 7240; or email to mdc@marlborough.govt.nz.

What happens to my application after I've sent it in?



MDC

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PO Box 443
Blenheim 7240

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Fax: +64 3 520 7496
Email: mdc@marlborough.govt.nz