

# CHECKSHEET FOR SPECIAL LICENCE (PREMISES) APPLICATION



**Email to:** [sol@huttcity.govt.nz](mailto:sol@huttcity.govt.nz)

**Deliver to:** Hutt City Council, 30 Laings Road, Lower Hutt

**Post to:** The Secretary, District Licensing Committee, Hutt City Council, Private Bag 31912, Lower Hutt 5040

## Please note:

1. You will not be issued a special licence unless alcohol is sold. Alcohol sales include cash bar, koha or fees included as part of the ticket price or entry, or social club membership fee. Allow as much time as possible before the date of an event to obtain all appropriate consents. Unopposed special licence applications **may take more than 20 working days to process**, therefore it is recommended that you submit the application as early as possible.
2. You must apply **AT LEAST 20 working days before the date your event starts**. If you have not applied in time, **you must provide a reason** for why you did not know you needed to lodge your application earlier. The District Licensing Committee (DLC) will consider the reason you give before deciding whether to allow your application to proceed. In some cases, a request to lodge a late application is declined.
3. The applicant is the party that is selling alcohol and taking the money for the event, eg the name on the bank account.
4. Applicants must take the following non-working days into account when calculating the working days (pursuant to Section 5 of the Act):  
 A Saturday, a Sunday, \*Waitangi Day, Good Friday, Easter Monday, \*Anzac Day, the Sovereign's birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day  
 \* If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday  
 A day in the period commencing on 20 December in any year and ending with 15 January in the following year.

If you have any questions or need further information please phone 04 570 6666 or email: [sol@huttcity.govt.nz](mailto:sol@huttcity.govt.nz).

**Incomplete applications filed with the District Licensing Committee will not be accepted.**

## HAVE YOU PROVIDED THE FOLLOWING?

<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	Scale plan outlining the proposed alcohol licensed area. Must include: principal entrance, any outdoor area(s), designation (supervised or restricted – if applicable).
<input type="checkbox"/>	Written statement signed by the owners of the building giving approval to sell and supply alcohol during the days and hours applied for (note: approval must be for the applicant named in the application form).
<input type="checkbox"/>	Building/Planning consent, if applicable (if you intend to use a building that is not normally a licensed premises, or a marquee or tent which is 100m <sup>2</sup> or over). Contact the Building/Planning Teams for more information.
<input type="checkbox"/>	A copy of each Manager's Certificate (note: not required if the Certificates were issued through the Lower Hutt District Licensing Committee).
<input type="checkbox"/>	If the applicant does not have a certificated Manager, details on who the applicant intends to nominate as the person(s) responsible for managing the conduct of the sale of alcohol pursuant to the licence, including experience. Note that this person or persons need a ServeWise certificate issued in the last two years, or a LCQ Certificate.
<input type="checkbox"/>	A detailed list of all food to be available for the duration of the event.
<input type="checkbox"/>	A list of all low-alcohol (less than 2.5% alcohol) and non-alcoholic drinks that will be provided (including details of how free water will be made available).
<input type="checkbox"/>	A copy of the invitation and/or promotional material for the event(s) being applied for.
<input type="checkbox"/>	Guest list (if applicable for the type of event).
<input type="checkbox"/>	If the event is a birthday, full name and date of birth of the person for whom the celebration is for.
<input type="checkbox"/>	Details of how alcohol will be sold to people attending the event.
<input type="checkbox"/>	Alcohol Management Plan including the Noise Management Plan (for all events with an anticipated attendance of over 150 people – please refer to the Health Promotion Agency Guidelines for Management of Alcohol at Large Events).
<input type="checkbox"/>	<b>Fees: These are based on the size and frequency of the event (Any series of events must be related). See next page for details. Invoice will be provided upon receipt of completed application for immediate payment.</b>

## GENERAL NOTES

**Section 137 of the Sale and Supply of Alcohol Act 2012 (the Act) requires applicants to apply for a special licence at least 20 working days prior to the date of the event.**

Applicants must take the following non-working days into account when calculating the working days (pursuant to Section 5 of the Act):

- A Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day
- If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday
- A day in the period commencing on 20 December in any year and ending with 15 January in the following year.
- You can apply for up to 12 events or dates within a 12-month period after its issue on the same application (under certain conditions 24 dates may be accepted – see Hutt City Council Local Alcohol Policy for details). These events must be similar in nature eg, all theatre productions or all after match functions and you should have all of the relevant information for each event at the time of application.
- A special licence must be for a legitimate event (or series of events) and not just alcohol consumption or usual business activities for your premises. For licensed premises, it cannot merely be for an extension of hours or to cover days that your main licence excludes. BYO events cannot be licensed.
- Licensed clubs hiring out their premises, or taking bookings for functions (eg, birthday celebrations, weddings, quiz nights, corporate bowling, Christmas celebrations etc) must apply for a special licence (see note below under 'functions where an existing lease is held with Hutt City Council').
- Substantial food, non-alcoholic drinks and free water must be available for the duration of the event. Substantial food does not include items like nuts, chippies and chocolate bars.
- The District Licensing Committee (DLC) may require the event to be publicly notified – please discuss with a Licensing Inspector.

### STAFF TRAINING

Are your staff/volunteers trained in host responsibility?

Free online 'ServeWise' training is available from the Health Promotion Agency (HPA) at [Alcohol Resources — ServeWise](#)

## CERTIFICATED DUTY MANAGERS

A certificated manager will need to be appointed, particularly for medium and large events. This person's full name must be clearly displayed when on duty.

## NOMINATING RESPONSIBLE PERSONS

Under certain circumstances (some small events) the DLC may permit the Licence holder to nominate a 'responsible person or persons' in place of a certificated manager. The DLC requires that person/s undertake the ServeWise training and provide a recent certificate of achievement (within two years) or have a LCQ Certificate to support the Special Licence application. This person's full name must be clearly displayed when on duty.

## FUNCTIONS IN COUNCIL HALLS

In the first instance, please complete the online booking request form on the Hutt City Council website [huttcity.govt.nz/people-and-communities/community-venues-for-hire](http://huttcity.govt.nz/people-and-communities/community-venues-for-hire) / [Book a venue | Hutt City Council](#) or contact Parks and Recreation to check venue availability. The hall may be booked for BYO functions for small, private gatherings, birthdays and weddings – conditions will apply. For any alcohol licensing requirements, please contact a Licensing Inspector.

## FUNCTIONS WHERE AN EXISTING LEASE IS HELD WITH HUTT CITY COUNCIL

If your club, or organisation, holds a current lease for the land and/or building with Hutt City Council you will need to provide the building owner consent form as a supporting document signed by the Asset Manager

responsible for your lease, or the nominated Hutt City Council signatory, consenting to the sale and supply of alcohol taking place from the proposed location. This is due to a clause in the lease agreement.

You can send the building owner consent form along with the details of the event and a copy of the floor plan to: [Parks.Reserves@huttcity.govt.nz](mailto:Parks.Reserves@huttcity.govt.nz) and [Parks\\_Leases@huttcity.govt.nz](mailto:Parks_Leases@huttcity.govt.nz)

**NOTE:** Please use the following wording in the subject line.

URGENT: Special Licence application - building owner consent required – (name of your club here)

## BYO EVENTS AND PLACE OF RESORT

The 'place of resort' offence (section 235 of the Sale and Supply of Alcohol Act 2012) marks the line between lawful, but unlicensed, drinking environments and the kind of social gathering that will require an alcohol license. Under section 235, it is an offence for a person to allow their unlicensed premises to be used as a 'place of resort' for the consumption of alcohol. Section 236 creates an accompanying offence for any person found consuming alcohol on those premises.

Features that turn a lawful gathering into a 'place of resort' include:

- people gathering specifically to drink (which must be a substantial, although not necessarily the main, purpose of people attending); and
- drinking that reaches a certain threshold of intensity (involving more than isolated or casual consumption of alcohol, in a passing or transitory way); and the BYO aspect being 'actively facilitated' (eg, explicitly advertised, encouraged or managed).

Police are happy to work with organisers of community events to provide advice on ways they could avoid section 235 issues or offer licensing advice to the organiser, to ensure the event can be held safely and lawfully. You can email them on [ahpo.wellington@police.govt.nz](mailto:ahpo.wellington@police.govt.nz) to discuss your BYO event.

## FEES - see the Hutt City Council website for corresponding fees and charges

Special licenses	Type/number of event(s)
Application fees for special licenses are calculated according to the size and frequency of the event or events covered by the special licence. Note that the number of people is calculated on the total number anticipated over the duration of your event (including partners, minors, spectators, supporters etc).	
Class 1	<ul style="list-style-type: none"> <li>▪ 1 x large size event (400+ people)</li> <li>▪ or more than 3 medium events (100-400 people)</li> <li>▪ or more than 12 small events (less than 100 people)</li> </ul>
Class 2	<ul style="list-style-type: none"> <li>▪ 1-3 events of medium size (100-400 people)</li> <li>▪ 3-12 events of small size (less than 100 people)</li> </ul>
Class 3	<ul style="list-style-type: none"> <li>▪ 1-2 events of small size (less than 100 people)</li> </ul>
Late Licence Fee (nonrefundable)	All licence applications received less than 20 working days before the date of the first event (not including the date of the event).
<b>Fee reduction guidelines for Special licences</b> The fee payable for any special licence application may be assigned a fees category that is 1 class lower than specified in Clause 10 (1) of the Sale and Supply of Alcohol (Fees) Regulations 2013. The reduction is available only if: <ul style="list-style-type: none"> <li>▪ the application is for a Class 1 or Class 2 special licence;</li> </ul> AND <ul style="list-style-type: none"> <li>▪ the event or series of events is a community or fundraising activity that will benefit the community or recognised charities;</li> </ul> AND <ul style="list-style-type: none"> <li>▪ the special licence holder is not a commercial entity that will make any commercial gain from the event;</li> </ul> AND <ul style="list-style-type: none"> <li>▪ no infringement notice has been issued for related events in the last year.</li> </ul> Requests for a reduction in fees must be in writing and include the reason why you believe you meet the criteria. Please note, it is not guaranteed that the fee reduction will be approved.	

# APPLICATION FOR A SPECIAL LICENCE (FOR PREMISES)



Section 138, Sale and Supply of Alcohol Act 2012

## 1. Type of special licence applied for

<input type="checkbox"/>	On-site - where alcohol is to be consumed on the premises
<input type="checkbox"/>	Off-site - where alcohol is to be taken off the premises

## 2. Is this application late? (less than 20 working days before the event starts)

If so, please provide details why the need for the licence was not foreseen and lodged earlier.

## 3. Details of applicant

(a)	Name of applicant (Full legal name(s) of the person(s) or company who will receive any proceeds from alcohol or ticket sales (eg, ABC Limited etc))
(b)	Postal address for the service of the documents.
(c)	Gender (if the applicant is an individual or a partnership) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Gender diverse / gender non-binary: .....
(d)	Date(s) of birth (if the applicant is an individual or a partnership)
(e)	Contact person for this application
(f)	Phone number(s)
(g)	Email address

OFFICE USE ONLY			
Licence number:	.....	Checked by:	.....
Fee:	.....	Vetted on:	.....
Class:	.....	Date received:	.....

(h) State all criminal convictions (except convictions for offences to which the Criminal Records (Clean Slate) Act 2004 applies). Please state type and date of each conviction.

I authorise New Zealand Police to disclose any personal information it considers relevant to my application to the Medical Officer of Health and/or the Licensing Inspector for the purpose of assessing my suitability.

(i) Applicant status

Individual       Club       Licensing Trust

Private company       Public company       Government department or other instrument of the Crown

Partnership       Trustee       Local Authority

Body corporate       Board, organisation or other body       Manager under the Protection of Personal and Property Rights Act 1988

(j) For an incorporated body, which Act is it incorporated under? (ie, Incorporated Societies Act)

(k) The Act requires the appointment of Managers for Special Licences unless exempted by the District Licensing Committee (DLC). Therefore, for large events and some medium events, certificated managers are essential.

However, for some medium and small events the DLC may consider a responsible person nominated by the applicant.

Note: Nominated people must have completed ServeWise training. Please provide Certificate of Achievement.

**Manager details or person(s) responsible**

Name	Date of birth
Address	Manager certificate number (if applicable)
	Expiry date (if applicable)
Name	Date of birth
Address	Manager certificate number (if applicable)
	Expiry date (if applicable)
Name	Date of birth
Address	Manager certificate number (if applicable)
	Expiry date (if applicable)

## 4. Details of premises

(a)	Event Address
(b)	Trading name or name of building where the event is to be held
(c)	<p>Does the applicant own the premises?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If no, provide the following information and consent form signed by the building owner (refer attached template):</p> <p>(i) Full name, address, email and phone number of the owner?</p> <p>(ii) How long has the premises been rented/hired/leased for?</p>
(d)	<p>Existing licence – is a licence already held for this premises? If yes, state the type, number, and expiry date of licence held.</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      Licence type: .....</p> <p>Licence number: .....      Expiry date: .....</p> <p>Is there a current resource consent for this premises?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, provide details.</p>
(e)	<p>Is building work and/or resource consent required for the venue or marquee prior to the event? If yes, please describe work and any consents you may have.</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
(f)	<p>How many people can the premises hold under the fire evacuation scheme? .....</p> <p><b>Note: It is your responsibility to find out before filling in this application.</b></p>



(d) Describe the type of entertainment that will be provided? (if applicable) eg, DJ, live band.

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(e) If there is to be entertainment, what time will it:  
 Begin ..... End .....

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(f) How do people get admittance to the event(s)?

Pre-sold tickets: Maximum number of tickets available .....

Tickets sold on the day: Maximum number of tickets available .....

Door sales                       Invitation                       No tickets sold

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(g) How will alcohol be sold to people attending the event?

Cash bar       Ticket       Koha       Other, please specify .....

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(h) Has the applicant held a special licence before? If yes, please give details.

Yes       No

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(i) Are products or services other than alcohol and food to be sold and supplied at the event? If yes, what are the goods or services?

Yes       No

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(j) What type of containers will the alcohol be sold in? (eg, glass bottle, cans, plastic cups etc)

## 6. Conditions for on-site special licence

(a) Detail/list what is to be available at the event with regards to:

(i) Food (list at least three types of substantial food. Note: chippies and nuts are not substantial).

(ii) Non-alcoholic beverages

(iii) Low-alcohol beverages (between 1.15% - 2.5%)

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(b) Describe the range and type of alcoholic beverages that will be available.

(c)	Describe how and where free drinking water is to be available.
(d)	Detail the experience and training of the manager or person in charge, relevant to the sale and supply of alcohol?
(e)	What actions does the applicant propose to take to ensure the event complies with the Act? (eg, staff training, security procedures)
(f)	What actions does the applicant propose to take to ensure attendees are provided with information and assistance on ensuring their safe transport from the licensed premises?
(g)	What other actions will the manager or person in charge, take to promote the responsible consumption of alcohol?
(h)	What actions does the applicant propose to take to ensure minors (persons under 18 years) and intoxicated persons are not supplied alcohol?
(i)	Amenity and good order – what steps does the applicant propose to ensure that the event(s) will not create a nuisance to the neighbours? (eg, noise, levels of nuisance and vandalism).

Dated at		this		day of		20
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Applicant signature	Print name
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**Privacy statement**

The information in your application and any supporting information will be held by Hutt City Council for processing your application under the Sale and Supply of Alcohol Act 2012. Information about this application will be made available to the public on request.

The information will also be provided to the:

- Lower Hutt District Licensing Committee,
- Police,
- Alcohol Regulatory and Licensing Authority,
- Council's Licensing Inspectors, and
- Medical Officer of Health.

This information may form part of a public hearing of your application before the Lower Hutt District Licensing Committee and may be used in the Committee's decision for your application.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or have it corrected, please contact us at [sol@huttcity.govt.nz](mailto:sol@huttcity.govt.nz) or come in and see us at 30 Laings Road, Lower Hutt 5010. For more information see our [privacy statement](#).

# BUILDING OR CONVEYANCE OWNER'S CONSENT – TEMPLATE

To The Secretary  
District Licensing Committee  
Hutt City Council  
30 Laings Road  
Private Bag 31912  
Lower Hutt 5040

**Person giving consent**

Name \_\_\_\_\_ Date \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Secretary

I am  the owner  Body Corporate Chair  building manager  other\* \_\_\_\_\_

of \_\_\_\_\_  
(Name of address of building or conveyance)

I confirm that I \_\_\_\_\_

consent to  am authorised by the owners to consent to

the proposed sale and supply of alcohol by

\_\_\_\_\_  
(Applicant name – must match application)

on the following days and hours

\_\_\_\_\_  
(Days and hours must match application)

The following extra conditions apply to this consent (write none if none applicable)

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

Yours faithfully

\_\_\_\_\_  
(Name of person giving consent)

\_\_\_\_\_  
(Signature)

\*If none of these options apply, describe the letter writer's role and why they are authorised to give consent on behalf of the building or conveyance owner.