



Application form

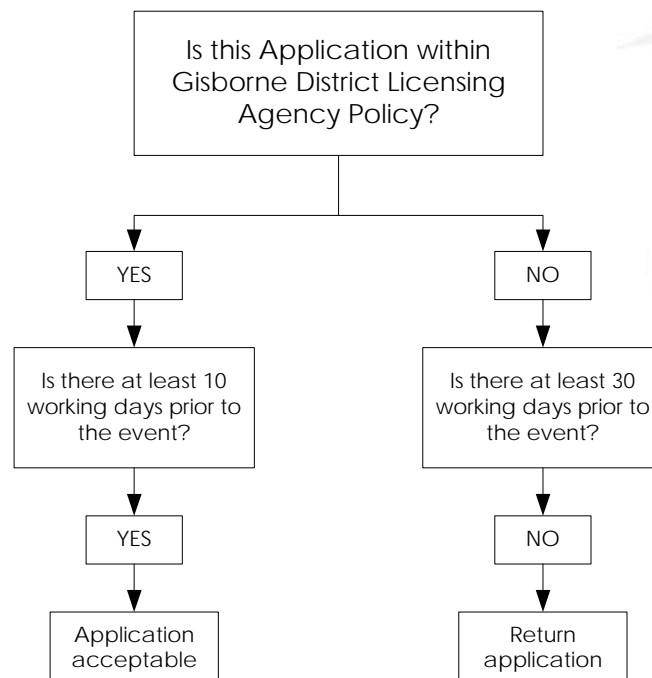
The following must be attached before the application will be accepted for processing

(✓ tick when done)

- 3 copies of completed application form
- Fee of \$64.40 per licence.
- Lodged at least 10 working days prior to the event (if compliant with District Licensing Agency Sale of Liquor Policy)

OR

- Lodged at least 30 working days prior to the event if not compliant with the above policy



Office Use:

Checked by: _____ Date: _____

Amount \$64.40 (GST inclusive) - Code LIQL

n-161401 October 2010

Notes

1. Application fees are not refundable. Please make cheques payable to the Gisborne District Council. If paid by cash, the fee will be rounded down to the nearest 10 cents.
2. The applicant must be the person who sells or supplies the liquor, and/or the entity that receives the revenue from the sale of liquor.
3. In respect of the status of the applicant, see section 75 of the Sale of Liquor Act 1989.
4. For the matters that are to accompany this application, see regulation 14(3) of the Sale of Liquor Regulations 1990.
5. The issue of a licence will take approximately 10 working days (if compliant with Policy) and no objections, oppositions or other issues arise.

NB. A *working day* as defined in the Act, does not include a Saturday, a Sunday, Good Friday, Easter Monday, Anzac Day, Labour day, the Sovereign's Birthday and Waitangi Day, and any day in the period from 20 December to 15 January inclusive.

6. Definitions

The following definitions are provided to assist you in completing this form:

- Supervised areas: licensed areas where people under the age of 18 may be present only if accompanied by their parent(s) or legal guardian(s).
- Restricted areas: those licensed areas where people under the age of 18 are not permitted at any time.
- Food: in terms of the Sale of Liquor Act a range of substantive food must be provided for the entire time that liquor is available (unless otherwise stated). Substantive food means items such as pies, savouries, sandwiches, platters and the like. And does not include items such as nuts, chocolate bars and packets of crisps etc.



Application form

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 and telephone number: _____

Email: _____

(d) Full name and address of manager(s) to be employed and certificate numbers of managers certificates:

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

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

2. Conveyance details

(a) Type of conveyance: _____

(b) Vehicle registration number: _____

(c) Address of home base (if any): _____

(d) Proposed trading name for conveyance (if any): _____

(e) Is a licence sought conditional upon construction or completion of the conveyance? Yes/No

(f) Does the applicant own the conveyance? Yes/No

If no,

(i) What is the full name and address of the owner? _____

(ii) What form of tenure (e.g. hire or lease) of the premises will the applicant have including term of tenure): _____

(g) What part of the conveyance (if any) should be designated as?

(i) a restricted area: _____

(ii) a supervised area: _____

(see Note 6)

3. Purposes

(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) List all the premises that you are going to visit during this event: _____

(d) Expected maximum number of attendees: _____

4. Host responsibility

(a) What provision does the applicant intend to make for the sale and supply of?

(i) Food (see note 6): _____

(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 or supply liquor in? _____

Dated at (place) _____ this _____ day of _____ 20 _____

Applicant(s) signature: _____

n-161401 October 2010