

Checklist for Special Licence

(on-site or off-site)



Sections 138, Sale and Supply of Alcohol Act 2012

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

Please tick when completed:

- ☐ One copy of completed application form
- ☐ Prescribed Fee (paid)
- ☒ A floor/site plan of the proposed premises provided by PBA&PA with a broad black line showing:
 - ☒ those parts of the premises/conveyance that are to be used for the sale of supply of alcohol.
 - ☒ those parts of the premises/conveyance (if any) that the applicant intends should be designated as restricted areas or as supervised areas.
 - ☒ each entrance to the premise that the applicant intends should be designated as a principal entrance.
- ☒ A copy of the menu(s) (N/A)
- ☒ Host responsibility policy or an Alcohol Management Plan provided by PBA&PA.
- ☒ Completed public notice form - Form 8 [if applicable] (to be checked and signed by GDC licencing clerk) (N/A)
- ☒ Covering letter/additional information relevant to this application provided by PBA&PA

Fees for Special Licences

Special Licence Class	Issued in respect of:	Fee (GST Incl)
Class 1	One large event, or more than three medium events, or more than 12 small events.	\$575.00
Class 2	Three to 12 small events or more than one to three medium events	\$207.00
Class 3	One or two small events	\$63.25

Large Event - an event that Council believes on reasonable grounds will have patronage of more than 400 people.

Medium Event - an event that Council believes on reasonable grounds will have patronage of between 100 and 400 people.

Small Event - an event that Council believes on reasonable grounds will have patronage of fewer than 100 people.

Twenty working days minimum required between date of payment for the application and first date of the event, unless the event was not foreseen.

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Amount \$..... GST incl

Received by GDC

/ /20

Code LIQL 3100030316

Scanned Objective No.

Officer

Application for Special Licence

Sections 138, Sale and Supply of Alcohol Act 2012



To the Secretary
District Licensing Committee (Gisborne District Council)
PO Box 747
GISBORNE 4040

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

Licence Details

Type of licence: ☒ On Licence ☐ Licence

Could the event, for which the special licence is applied for, reasonably have been foreseen? ☐ Yes ☐ No

If **no**, describe the circumstances:

Applicant(s') Details

Name(s) in full (to appear on licence):

Surname

First Name

Middle Name

X

X

X

OR Company/Other: ☒

Postal Address: ☒

(for service of documents)

Phone:

X

Day

X

Mobile

Email:

X

Do you hold a current licence for the premise or conveyance?

☐ Yes

☐ No

If **Yes**, state the type of licence:

--

Status of applicant (please tick):

☐

Natural Person

☐

Public Company

☐

Private Company

☐

Partnership

☐

Trustee

☐

Licensing Community Trust

☐

Local Authority

☐

Government department of other instrument of Crown

☐

Body Corporate to which section 28(1) (b), (5), (6) of the Act applies

☐

Manager under the Protection of Personal and Property Rights Act 1988

☐

Board, organisation, or other body to which section 28(1) (c) of the Act applies

If applicant is a body corporate, authority under which incorporated:

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Applicant(s') Details (cont'd)

If applicant is **not a natural person or persons**:

Contact person's name in full:

Surname

First Name

Middle Name

Postal Address:

Phone:

(day)

(mobile)

Email:

Preferred method of contact:

☐

Phone

☐

Email

☐

Written

Describe principle business and any other businesses of the applicant:

Parts (if any) of the premise applicant intends should be designated as a restricted area or a supervised area?

The Wine & Food Pavilion as per the PBA&PA Management Plan is a supervised area from 4pm - 6pm.

Criminal Offences

Has the applicant been convicted of any offence:

☐

Yes

☐

No

What are the details of each offence? (refer to notes)

Nature of Offence	Date of Conviction

Details of premise or conveyance

Address:

Showgrounds Park, 20 Main Road, Makaraka, Gisborne 4010

Trading name or name of building:

Wine & Food Pavilion

(if applicable)

Is a licence sought conditional upon construction or completion of the premises?

☐

Yes

✓ No

☐

If **Yes**, state the details:

OR

Kind of conveyance:

N/A

Address of home base:

Registration No.

(if applicable)

Trading Name:

(if applicable)

☐☐

Is a licence sought conditional upon construction or completion of the conveyance?

Yes

No

If **Yes**, state the details:

Does the applicant own the proposed licensed premise/conveyance? ☐ Yes ☒ No

If **no**, state the properties owner's details:

Owner's Name:

Poverty Bay Agricultural & Pastoral Association

Owner's Address:

20 Main Road, Makaraka, Gisborne 4010

Form and Term of tenure:

☐ Freehold

☐ Unit Title

☐ Lease-hold

☐ Under Licence

A & P Show stallholder agreements

Managers Details (provide full details of each manager or proposed manager)

Full (Legal) Name	Managers Certificate No.	Expiry Date
X	X	X

Event Details

What is the general nature of the event?

Annual A & P Spring Show that includes Wine & Food Pavilion – established YEAR 2000

State the days and hours that the applicant intends to sell liquor under the licence:

Friday 18 th October 2024	(days)	From 1000hrs serving up to 1800hrs	(hours)
Saturday 19 th October 2024	(days)	From 1000hrs serving up to 1800hrs	(hours)
	(days)		(hours)

What is the estimated number of people attending the event?

400 Expo. 18-20K overall

What is the probable age distribution of people attending the event?

Children to grandparents

What is the principal purpose of the event?

W&F and H&G Pavilions to present local wines, beers & foods for taste and consumption in a managed area.
Also for the Chats over Charcole programme that is a meat smoking competition in the House and garden area, aimed at mens mental health awareness. Supported by agencies and providers.

Is the applicant engaged, or intending to be engaged, in the sale or supply of any goods other than liquor and food, or in the provision of any services other than those directly related to the sale or supply of liquor and food?

☐ Yes

☒ No

If **yes**, what is the nature of those other goods and services?

What types of containers is the alcohol to be sold in?

Plastic beakers and/or wine goblets/cans – NO glass & bottles

Conditions

What experience/training has the applicant had with the sale and supply of alcohol?

X

Conditions

What steps does the applicant propose to take to provide assistance with, or information about, alternative options for transport from the licensed premise?

As per their Alcohol Management Plan (AMP), the PBA&P Association will ensure that Taxi Phone numbers are clearly displayed within the Wine & Food Pavilion.

What steps does the applicant propose to take to prevent the sale and supply of alcohol to prohibited people?

All stallholders will be responsible to ensure alcoholic beverages are not sold or supplied to anyone under the age of 18 years. The A&P Wine & Food Expo site Manager will keep a vigilant eye on proceedings to ensure no under-age persons are supplied. Licensed security guards will prevent BYO access, and remove any intoxicated patrons or those likely to cause trouble.

What other systems(including training systems) and staff are in place (or to be in place) for compliance with the Act?

1. Licensed bar manager engaged as site manger,
2. Presence of licensed security guards
2. Regular patrols by NZ Police,
4. Multiple food stalls on site; non-alcoholic drinks available
5. Entertainment will be provided,
6. Free water available

Other Conditions (on-site special licence)

What provisions does the applicant intend to make for the sale and supply of (state type and range):

Food during entire licensed period

Multiple food providers on site as stallholders. Ie: gourmet burgers, Ice cream, non alcoholic drinks.

Non-alcoholic beverages

Water available from Water Station. Orange juice reseller is a stallholder.

Low-alcohol beverages

Available from all alcohol stall holders

To what extent (and where) is drinking water intended to be freely available to patrons?

Free water at stations for patrons to fill own containers.

If no access to mains water is available, describe the potability of water intended to be available to patrons?

N/A

Other Conditions (on-site special licence) (cont'd)

What other steps does the applicant propose to take to promote the responsible consumption of alcohol?

- Certificated site Manager, - Certified stall holders host responsibility
- Licensed security guards preventing BYO access, - Sales by plastic glass only, bottle sales to be removed from licensed area.

Attachments

You need to provide the following information with your application (please tick if attached):

A floor/site plan showing:

- ☐ each area to be designated as a supervised area or restricted area, and indicating supervised area provided by PBA&PA.
- ☐ and the principal entrance. – 3 indicated on above plan.
- ☐ Class 1 Application - an Alcohol Management Plan
- ☐ Class 2 Application - an Alcohol Management Plan **or** a Host Responsibility Policy
- ☐ **Class 3 Application - a Host Responsibility Policy**

Signature

Signature of the Applicant

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

Notes

1. This form must be accompanied by the prescribed fee. Application fees are not refundable.
2. On determination of the application, the difference between the fee amount paid and any higher application fee that should have been paid, must be paid before the licence is issued.
3. 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.
4. State criminal convictions **other than** 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.
5. The applicant must be the person or entity that receives the revenue from the sale of alcohol.
6. In respect of the status of the applicant, see section 28 of the Sale and Supply of Alcohol Act 2012.
7. The issue of a licence will take approximately 20 working days if no objections, oppositions or other issues arise.
8. Twenty working days minimum is required between the date of payment for the application and the first date of the event, unless the event was not foreseen.

NB: A working day as defined in the Act, does not include a Saturday, 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.

9. **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 Sale and Supply of Alcohol Act a range of substantive food must be provided for the entire time that alcohol is available (unless otherwise stated). Substantive food means items such as pies, savouries, platters and the like and does not include items such as nuts, chocolate bars and packets of crisps.

Premise Hygiene and Food Hygiene Information



To be completed by the applicant

Class 1 Special Licence Applications

Complete form titled 'Organising an Event' on Council's website (www.gdc.govt.nz)

Class 2 and Class 3 Special Licence Applications

Complete the details below:

Number of Toilets	Permanent	Port-a-loo	Urinal
Male	3	TBA	1
Female	3	TBA	

Glassware: ☐ Disposable ☐ Hire ☐ Own

Provision of Food:

Provided by the event organiser Yes

Food sold by event organiser Yes

Place food is prepared In the W&F Expo from various stallholders

Temporary Yes

Food by caterers Yes

Name and details of caterers:

N/A

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Premises hygiene approved by: Date:

Temporary Food Premises Licence Required ☐ Yes ☐ No

Date application received:

Additional Premises / Stall Inspection Fees: ☐ Yes \$ No

Date Invoiced: Date Paid:

Inspection prior to event: Food Alcohol Licensing

Inspection during the event: Food Alcohol Licensing

Additional Inspection Fees: Yes \$ No

Date Invoiced: Date Paid:

