

# Application for a special licence (premises) – checklist

You only need a special licence if the sale of alcohol is part of the event. Alcohol sale includes cash bar, koha or fees included as part of the ticket price or social club membership fee.

## Have you provided the following?

Fee: \_\_\_\_\_

The amount you must pay depends on the size and frequency of your event.  
Find the correct fee for your event at [wellington.govt.nz/special-licence](http://wellington.govt.nz/special-licence)

## Supporting documents

You must provide copies of all these documents with your application – if you don't, your application can be delayed or rejected.  
Check [wellington.govt.nz/special-licence](http://wellington.govt.nz/special-licence) for detailed information about what to provide for each of these documents.

Written consent from the building owner, and body corporate if required (*template attached*)

Manager certificates (*if not issued by Wellington City Council*)

Menus and drinks lists

Scale plan of the premises

## Extra documents required for a large public event

Copies of promotional material and tickets

Alcohol management plan

## Need help?

Phone Alcohol Licensing on 04 801 3760 or email [SecretaryDLC@wcc.govt.nz](mailto:SecretaryDLC@wcc.govt.nz)

# Application for a special licence (premises)

## Section 138, Sale and Supply of Alcohol Act 2012

To: The Secretary  
District Licensing Committee  
PO Box 2199  
Wellington 6140

Please PRINT clearly.

### Applicant details

Full legal name/s of the person/s or company who will receive any proceeds from alcohol or ticket sales (*list any other names, including a maiden name, you may be known by*):

Date(s) of birth (*if individual or a partnership*):

Postal address for service of documents:

Postcode:

### Contact details

Name of daytime contact:

Phone number(s):

Email (*this is our preferred way of contacting you*):

If applicable, list the applicant's criminal convictions (*except offences to which the Criminal Records (Clean Slate) Act 2004 applies*). State the type and date of each conviction:

**You must apply at least 20 working days before your event starts.** If you haven't applied in time, you must provide a reason for why you didn't 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.

Full name of any duty manager(s) / nominated person(s) in charge of the supply of alcohol at the event. If you will have certificated duty managers, provide their certificate numbers and expiry dates.

Name:

Certificate number:

Expiry date:

Name:

Certificate number:

Expiry date:

Name:

Certificate number:

Expiry date:

Applicant status. The applicant must be a legally recognised entity, for example, schools and churches must apply as the appropriate governing body (*such as board of trustees, registered charity*):

- Individual
- Private Company
- Partnership
- Body corporate
- Public company
- Club
- Trustee
- Local authority
- Licensing trust
- Government Department or other instrument of the Crown
- Manager under the Protection of Personal and Property Rights Act 1988
- Board, organisation or other body

For an incorporated body, which Act is it incorporated under (*for example, Incorporated Societies Act*):

Is a licence already held for this premises?

Yes      No

If yes, state the type and number of licence held

Licence type:

Licence number:

Has the applicant held a special licence before?

Yes      No

If yes, please provide details:

Type of special licence applied for:

On-site - where alcohol is to be consumed on the premises

Off-site - where alcohol is to be taken off the premises

On and off-site

## Premises details

Address:

Trading name or name of building:

Does the applicant own the premises?

Yes      No

If no, provide the full name, address, email and phone number of the owner:

How long has the premises been rented/hired for?

Is building work required at the venue or marquee prior to the event?

Yes      No

If yes, describe the work and any consents you may have:

How many people can the premises hold under the fire evacuation scheme?  
(It is your responsibility to find out before filling in this application.)

Tick the box if the premises will have:

A supervised area (*under-18s must be with a parent or guardian*)

A restricted area (*no under-18s allowed*)

No designated areas

Supervised and restricted areas must be shown clearly on your scale plan of the premises.

## Event details

Event name:

Describe the event:

Event date/s:

Dates and times when alcohol is to be sold (*use a separate sheet if necessary*):

How many people do you think will attend your event(s)?

What ages are the people who will attend?

What types of people will attend the event(s) (*for example, members of the public, friends, club members*)?

What will happen during the event(s) (*for example, DJ, dancing, prizegiving speeches, lunch, dinner*)?

If there is to be entertainment, what time(s) will it start and finish?

How do people gain entry to the event(s)?

Pre-sold tickets

Tickets sold on the day

Door sales

Invitation

No tickets sold

How will alcohol be sold to people attending the event?

**Reminder: You only need a special licence if alcohol will be sold. Contact Alcohol Licensing if you are unsure.**

Cash bar

Ticket

Koha

Other:

Are products or services other than alcohol and food to be sold and supplied at the event?

Yes      No

If yes, what are the goods or services?

What type of containers will the alcohol be sold in (*for example, glass bottle, cans, plastic cups*)?

### Conditions for on-site special licence

What food will be available? (*List at least three types of substantial food. Note: Chips and nuts are not substantial.*)

What non-alcoholic drinks will be available?

What low-alcohol beverages (1.15%-2.5%) will be available?

Describe the range and type of alcoholic beverages that will be available:

Describe how and where free drinking water is to be available:

Describe the experience and training of the manager or person in charge, relevant to the sale and supply of alcohol:

What actions does the applicant propose to take to make sure the event complies with the Act (*for example, staff training, security*)?

What other actions will the manager or person in charge take to promote responsible alcohol consumption?

What actions does the applicant propose to take to make sure minors (people under 18 years) and intoxicated people are not supplied alcohol?

**Please note:** The New Zealand Police and the Medical Officer of Health are required by the Sale and Supply Act 2012 to make enquiries into the application which includes the suitability of the applicant. The Police inform the District Licensing Committee of any convictions or concerns involving the applicant. Should there be concerns the applicant will also be advised.

**Dated at (place):**

**on (date):**

Print name:

Applicant's signature:

## Privacy statement

Information you provide in this application and any supporting documents will be used by Wellington City Council (WCC) to process your application under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public upon request, and will be shared with the Wellington District Licensing Committee, the Police and WCC's Licensing Inspectors. This information may form part of a public hearing or other consideration of your application before the Wellington District Licensing Committee, and may be used in the Committee's decision on your application. The decision will be made publicly available. WCC is required to keep a statutory register of all alcohol licence applications. Anyone can request a copy of information held on the register from [SecretaryDLC@wcc.govt.nz](mailto:SecretaryDLC@wcc.govt.nz). The District Licensing Committee's decision on applications can be found at [www.nzlii.org](http://www.nzlii.org). WCC is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. This information may also be used or shared for other purposes in line with the Privacy Act 2020. You have the right to see and correct personal information that WCC holds about you, and you can do so by contacting [info@wcc.govt.nz](mailto:info@wcc.govt.nz).

# Premises owner's consent - template

To The Secretary  
District Licensing Committee  
Wellington City Council  
PO Box 2199  
Wellington 6140

## Person giving consent

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

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

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

Dear Secretary

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

of \_\_\_\_\_  
(name or address of building)

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 owner.