Te Kaunihera-ā-Rohe o Ngāmotu
New Plymouth District Council

GUIDE

Application for a special licence

Section 138, Sale and Supply of Alcohol Act 2012

Explanations in this guide are intended to assist you to complete the application for a special licence form. Numbers on the form relate to these guidance notes.

Background

A licence under the Sale and Supply of Alcohol Act 2012 is required when you intend to sell or supply alcohol to the public. The objectives of the Act are to:

- Promote the safe and responsible sale, supply and consumption of alcohol.
- Minimise the harm caused by excessive or inappropriate consumption of alcohol.

Applications are assessed against the criteria set out in the Act and are determined by the New Plymouth District Licensing Committee (DLC).

If you're planning a large event, please contact our Licensing Team as early as possible. Depending on the nature and scale of the event, a pre-application meeting can be arranged with the inspector, New Zealand Police and the Medical Officer of Health to discuss the event, identify potential concerns, and ensure all licensing and regulatory requirements can be addressed before the application is lodged.

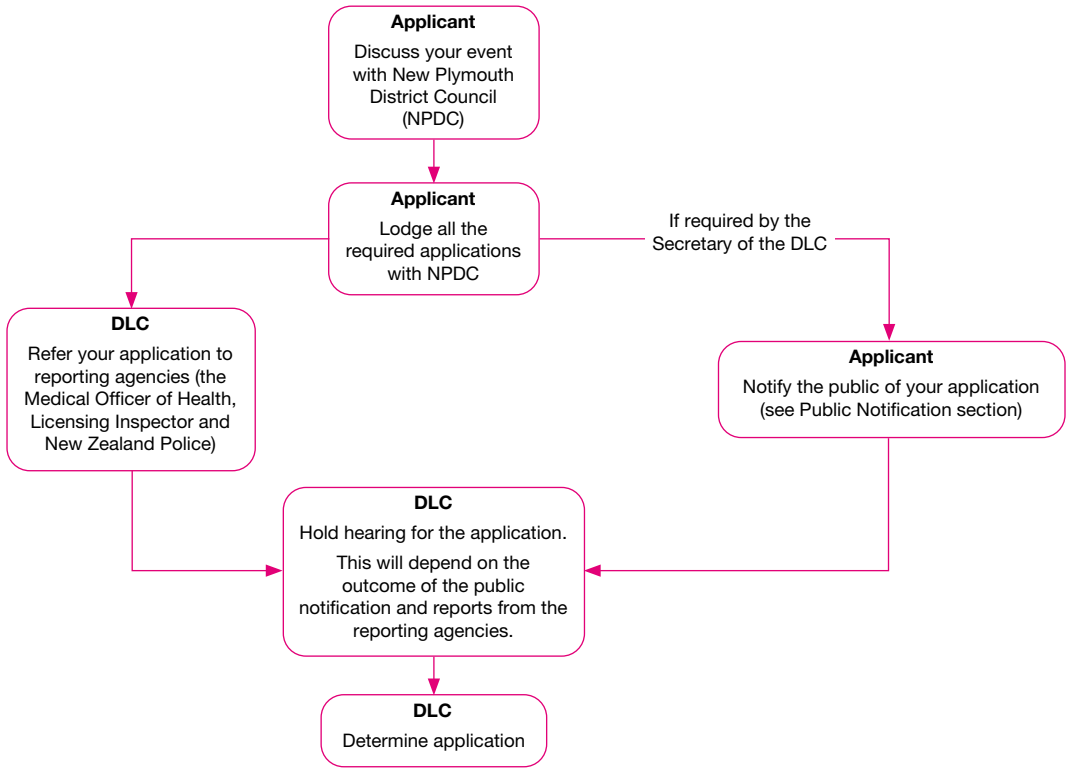
What is a special licence?

A special licence is the permit issued under the Sale and Supply of Alcohol 2012 to sell and supply alcohol to the public from a premise during an event. The two types of special licence are:

- **On-site** – Alcohol will be sold and consumed at the premise (venue of the event).
- **Off-site** – Alcohol will be sold at the premise (venue of the event) and will be consumed elsewhere.

A special licence can be issued for both types.

Process



Processing times

The Act requires applications to be submitted at least 20 working days before the event. However, depending on the nature and the scale of your event(s), the application process can take up to 12 weeks.

Days when applications will not be considered (non-working days)

Under the Act, the period of 20 December to 15 January are non-working days, or days when no applications will be considered.

Special licence applications must be submitted at least 20 working days before the event. If your event is held anytime between 20 December and 28 February, it is advisable that you submit your application well in advance.

Please turn over

Indications and guidelines issued by NPDC are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

Liardet Street, Private Bag 2025, New Plymouth 4340, New Zealand. Phone: 06-759 6060, Email: enquiries@npdc.govt.nz, Web: www.npdc.govt.nz

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Fees

The application fee is based on the size of the event and the number of events that will be covered in the licence.

Licence class	Large event (more than 400 people)	Medium event (100-400 people)	Small event (less than 100 people)	Application fee, incl GST
	Number of events	Number of events	Number of events	
Class 1	1 event OR	More than 3 events OR	More than 12 events	$575.00
Class 2	Not applicable	1 to 3 events OR	3 to 12	$207.00
Class 3	Not applicable	Not applicable	1 or 2	$63.25

Public notification

Notifying the public of your application is not mandatory for a special licence. However, depending on the nature and the scale of the event, the Secretary of the DLC may require you to place a notice on the premise or advertise your application. With this, it is advisable that you discuss your event with us at the earliest possible time.

Where can you advertise your application?

The DLC has nominated the following:

- Newspapers: Taranaki Daily News, and Opunake and Coastal Press.
- NPDC website. Email your completed Form 8 (Public notice of application for a special licence) to enquiries@npdc.govt.nz or submit the form at the Civic Centre, Liardet Street or at one of the Service Centres in Bell Block, Inglewood or Waitara.
- Please supply us with a full page copy of the advertisement, including the date and name of the newspaper.

Guidance notes

1. Application type

Select the type of special licence that you are applying for.

On-site – alcohol will be sold and consumed at the premise (venue of the event).

Off-site – alcohol will be sold at the premise (venue of the event) and will be consumed elsewhere.

2. Applicant details

Full details are required in order for the police to conduct a check on your suitability as a licensee.

2a. Write the name of the licence holder.

2b. Write the full name of the contact person.

2c. Write the premise address where event is to be held.

2d. Write the contact person's phone contact details.

2e. Write the contact person's email address where licence and correspondence are to be sent.

3. Event schedule

3a. Provide the total number of events that you are applying for.

3b. Licence class
Indicate the licence class that you are applying for depending on the size of the event as determined by the number of people attending, and number of events that you intend to have.

3c. Provide the event start date and end date respectively.

3d. If your application is made less than 20 working days before the event start date as provided in item 3c, provide an explanation of why the event could not have been planned earlier.

Licence Class	Large event (more than 400 people)	Medium event (100-400 people)	Small event (less than 100 people)
	Number of events	Number of events	Number of events
Class 1	1 event OR	More than 3 events OR	More than 12 events
Class 2	Not applicable	1 to 3 events OR	3 to 12
Class 3	Not applicable	Not applicable	1 or 2

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4. Event details

4a. Describe the nature of the event(s) that you intend to have.

4b. Indicate the principal purpose of the event.

4c. Indicate the dates and time that you intend to sell or supply alcohol under this special licence. (Refer to section 12 on page 6 if you have more than seven events to list.)

4d. Provide an estimate of the number of people attending the event.

4e. Provide the probable age distribution of people attending the event.

4f. Indicate whether you intend to sell or supply goods/services other than alcohol and food.

5. Premise details

Only complete this section if the special licence application applies to a premise only.

5a. Write the complete physical address of the premise.

5b. Write the complete trading name or name of the premise.

5c. Indicate whether you own the proposed licensed premise or not.

5d. Describe what areas within the premise have been designated for specific customers. Designations of the following type may be imposed to the entire premise or specified areas:

Restricted area – an area within the premise to which minors must not be admitted.

Supervised area – an area within the premise to which minors must not be admitted unless accompanied by a parent or guardian.

Undesignated area – an area within the premise that is not designated as a restricted or supervised area.

For example: Main bar – Supervised area, Function Room – Undesignated area.

5e. Indicate whether the licence is conditional on completion of building work.

6. Conveyance details

Only complete this section if the special licence application is for a conveyance only.

6a. Specify the type of conveyance in which the event will be held, e.g. bus, railway carriage, etc.

6b. Write the registration number of the vehicle.

6c. Write the home base address, e.g. the physical address where you are starting from.

6d. Write the company name of conveyance to be used.

7. Further applicant details

7a. Indicate your status as an applicant.

7b. State all criminal convictions (as applicable).

8. Certified manager details

A certified manager must be on duty at all times when alcohol is being sold or supplied to the public.

8a. Write how many certified managers will be on duty during the event.

8b. Provide the details of the certified managers who will be on duty during the event.

- Ensure each certified manager has a valid manager's certificate.
- Write the name shown on the manager's certificate.

9. Conditions

9a. Describe the type of containers that you propose to use to sell or supply alcohol in.

9b. Describe what systems or staff training you propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act.

9c. Describe what steps you propose to take to prevent the sale of alcohol to prohibited people.

9d. Describe to what extent and where free drinking water will be available to patrons. If there is no access to mains water supply, describe what drinking water is intended to be available.

9e. Write your experience and training details.

9f. Describe how you intend to mitigate any adverse effects, such as amplified music, on neighbouring land.

9g. Describe what steps you intend to take in regard to promoting responsible consumption of alcohol.

9h. Describe your policy on staff and their consumption of alcohol.

9i. This item applies to an on-site licence only.

i. Describe the type and range of food and beverages that you intend to sell or supply.

ii. Describe the steps you intend to take to provide assistance with or information about alternative forms of transport.

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10. Documents to be submitted with your application

These supporting documents are required to be submitted together with your application.

- Application fee.
- If using a marquee and building consent is required, provide the building consent application number.

If you are applying for Licence Class 1 for large scale events, you must submit the following:

- Alcohol Management Plan.
- Event Management Plan. Include information about the management of your event in your Alcohol Management Plan or in a separate document.
- Traffic Management Plan or plan for the management of vehicles and pedestrian movement. Include information about this in your Alcohol Management Plan or in a separate document.

The Secretary of the District Licensing Committee may require you to provide the following (as applicable):

- Building certificate.
- Resource Management Act (RMA) certificate.

11. Applicant declarations

Please sign and date the form to confirm that the details provided in your application are true and correct. It must be signed by the licensee(s), not their agent.

12. Event details

Please use this space to list events in addition to those you have listed in section 4c.

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New Plymouth District Council

FORM 6
Application for a special licence

Section 138, Sale and Supply of Alcohol Act 2012

Complete this form with the assistance of the application for a special licence guide. Numbers on this form relate to explanatory notes in the guide.

1. This application must be accompanied by the prescribed fee.
2. 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 (Public notice of application for a special licence) is attached in a conspicuous place on or adjacent to the site to which this application relates.
3. All correspondence and documents pertaining to your application will be emailed to the email address provided.

1. Application type

1a. Tick the type of special licence you are applying for:

- ◯ On-site - alcohol will be consumed at the premise (venue of the event).
- ◯ Off-site - alcohol will be sold at the premise (venue of the event) and will be consumed elsewhere.

2. Applicant details

2a. Licence holder

2b. Contact person
First name(s) | Surname

2c. Premise address

2d. Contact details
Work | Home | Mobile

2e. Email
(where correspondence is to be sent)

3. Event schedule

3a. Total number of events applied for

3b. Licence class applied for

- ◯ Class 1 (One large event; more than three medium events; more than 12 small events)
- ◯ Class 2 (Three to 12 small events; one to three medium events)
- ◯ Class 3 (One or two small events)

3c. Event start date | Event end date

3d. If application is made less than 20 working days before the event, explain the circumstances why the event could not have been planned earlier:

NOTE: APPLICATIONS MUST BE LODGED 20 WORKING DAYS PRIOR TO THE FIRST EVENT

Please turn over

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Date received		Applicant #		Application #	
Time received		Property #		Document #	
Received by		Land #		Scanned by	
				Amount paid	$

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4. Event details

4a. General nature of the event(s)

4b. Is the sale of alcohol intended to be the principal purpose of the event?

◯ Yes ◯ No

If no, what is the intended purpose of the event?

4c. On which days and during which hours does the applicant propose to sell or supply alcohol under the licence? Refer to section 12 on page 6 if you have more than seven (7) events to list.

Day of the week	Date	Hours		Full details of event
		from	to	

4d. Estimate of the number of people attending the event

4e. Probable age distribution of people attending the event

4f. Does the applicant intend to engage in the sale or supply of any goods other than alcohol and food, or in the provision of any services other than those directly related to the sale or supply of alcohol and food?

◯ Yes ◯ No

If yes, describe the nature of the other goods and services.

5. Premise details if special licence is for a premise

5a. Address of premise (venue of event)

5b. Trading name or name of premise

5c. Does the applicant own the proposed licensed premise?

◯ Yes ◯ No

If no, what form of tenure of premise does the applicant have, e.g. road closure permit, permission from building/property owner, lease, etc.?

Term of tenure?

5d. What part of the premise (if any) does the applicant intend should be designated as

A restricted area

A supervised area

Undesignated area

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5. Premise details if special licence is for a premise - continued

5e. Is the licence conditional on completion of building work?

◯ Yes ◯ No

If yes, state the details:

6. Conveyance details if special licence is for a conveyance

6a. State the type of conveyance, e.g. bus, railway carriage etc.

6b. Registration number

6c. Home base address

6d. Company name of conveyance to be used

7. Further applicant details

7a. Status of applicant

◯ Individual person ◯ Company ◯ Partnership

◯ Body corporate ◯ Other

7b. State all criminal convictions (other than convictions for offences against the Land Transport Act 1998 not contained in Part 6, and offences to which Criminal Records (Clean Slate) Act 2004 applies)

8. Certified manager's details

When alcohol is being sold or supplied to the public a certified manager (appointed under Section 217 of the Sale and Supply of Alcohol Act 2012) must be on duty at all times.

8a. How many certified managers will be employed during the event?

8b. Manager details

Name
Address
Certificate number | Expiry date

Name
Address
Certificate number | Expiry date

Name
Address
Certificate number | Expiry date

Name
Address
Certificate number | Expiry date

Name
Address
Certificate number | Expiry date

Please turn over

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9. Conditions

9a. What type of containers does the applicant propose to sell or supply alcohol in?

9b. What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act?

9c. What steps does the applicant propose to take to prevent the sale of alcohol to prohibited people?

9d. To what extent, and where, is free drinking water intended to be available to patrons?

If no access to mains water supply, what potable water is intended to be available?

9e. State the experience and training of the applicant

9f. What action does the applicant intend to take to mitigate any adverse effects on neighbouring land use from activities, such as amplified music?

9g. What steps does the applicant propose to take in regard to promoting responsible consumption of alcohol?

9h. What is your policy on staff and their consumption of alcohol?

9i. **For on-site licence only**

(i) Provide details of type and range of the following to be available

Food	
Non-alcoholic refreshments	
Low alcohol beverages	

(ii) What steps does the applicant propose to take in regard to:

Provision of assistance with or information about alternative forms of transport	

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10. Documents to be submitted with this application

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Tick if provided

- ○ Application fee.
- ○ If using a marquee that requires building consent, please provide the building consent application number. _____

For large scale events

- ○ Alcohol Management Plan.
- ○ Event Management Plan. Information about the management of your event is included in your:
  - ○ Alcohol Management Plan, or
  - ○ A separate document.
- ○ Traffic Management Plan or plan for the management of vehicles and pedestrian movement. Information about this is included in an:
  - ○ Alcohol Management Plan, or
  - ○ A separate document.
- ○ Building certificate, if required by the Secretary of the District Licensing Committee.
- ○ Resource Management Act (RMA) certificate, if required by the Secretary of the District Licensing Committee.

OFFICE USE ONLY

Date received _____ Checked by _____

11. Applicant's declaration

PRIVACY STATEMENT

Information you provide in this application and any supporting documents will be used by NPDC 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 District Licencing Committee, the Police, the Medical Officer of Health and NPDC Licensing Inspectors. This information may form part of a public hearing or other consideration of your application before the District Licencing Committee, and may be used in the Committee's decision on your application. The decision will be made publicly available.

This information will also be held in accordance with the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct the personal information held by NPDC.

DECLARATION

I have read and understood the above privacy statement. I confirm that the information provided on the application form is true and correct. I understand that NPDC will send all correspondence, invoices and refunds (if any) to me and I agree that I will be responsible for, and indemnify NPDC in respect of the payment of all fees in connection with this application.

First name(s) _____ Surname _____

Signature of applicant _____ Date _____

Place where dated and signed, e.g. New Plymouth _____

Please turn over

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12. Event details - further listings

12a. Further information relating to 4c.
On which days and during which hours does the applicant propose to sell or supply alcohol under the licence?

Day of the week	Date	Hours		Full details of event
		from	to	

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New Plymouth District Council

FORM 8
Public notice of application for a special licence

Section 139, Sale and Supply of Alcohol Act 2012

Fee - effective 1 July 2026 **$50.00**

1. Applicant details

Licence holder

Residential address

Occupation

has made application to the District Licensing Committee at New Plymouth for the issue of a special licence for the premise situated at/for conveyance, specify kind of conveyance:

known as (trading name):

The nature of the event for which the licence is required is:

The days on which and the hours during which alcohol is intended to be sold under the licence are (specify days and hours):

Day(s)	Hours: From	To

The application may be inspected during ordinary office hours at the office of the New Plymouth District Licensing Committee at New Plymouth District Council, Liardet Street, New Plymouth.

Any person who is entitled to object and who wishes to object to the issue of the licence may file a notice in writing of the objection with the Secretary of the District Licensing Committee at Private Bag 2025, New Plymouth 4340 no later than

(date specified by the Secretary of the District Licensing Committee).

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 142(1) of the Sale and Supply of Alcohol Act 2012.

2. Applicant's declaration

I declare that to the best of my knowledge and belief the information provided in this application form and in any supporting documentation is true and correct.

First name(s)

Surname

Signature of applicant

Date

Place where dated and signed, e.g. New Plymouth

The information you provide in this application, including personal information, will be used by New Plymouth District Council and made available to the public to process your application under the Sale and Supply of Alcohol Act 2012.

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