

## Applying for a Special Licence

A 'Special Licence' may be obtained for any lawful purpose, although it can not be used as a substitute for an 'On' or 'Club licence', or as a means of extending trading hours in respect of the day to day activities of an individual premise.



### **A Special Licence issued under section 73 of the Act:**

Can be for an occasion or event, or series of occasions or events in respect of any sort of premises (or conveyance) and authorises the holder to sell and supply liquor to any person attending the occasion, event, or series of occasions or events, for which the licence has been issued.

### **A Special Licence issued under section 74 of the Act:**

Can only be issued to the holder of an On or Club licence. A special licence issued pursuant to section 74 authorises the licence holder (i.e. the premises) to sell and supply liquor on the premises to persons attending social gatherings specified in the licence at a time the premises are normally required to be closed.

### **When is a Special Licence required and who should apply?**

It is important to remember that, *whenever alcohol is sold*, a licence is required.

This applies whether alcohol is sold directly to guests, or provided, along with the cost of a ticket.

When an organisation or individual wishes to sell or provide alcohol to guests at any event/function, whether at a licensed premise or any other venue (usually a hall hired for the purpose), then that organisation or individual must apply for the licence.

For those occasions where a licensed club premise is booked for a private function, and will be supplying and selling liquor to the guests at the function, the licensee (club) must apply for the Special Licence.

When a club rents its premises to a third party, i.e. a member, and that person wishes to supply and sell liquor to their guests, then that third party will need to apply for the Special Licence.

The important point to remember is, that whoever (an individual or organisation), is going to receive any money from the sale of alcohol, is the entity that is required to obtain a licence to do so.

## **THE APPLICATION**

If you have never previously obtained a Special Licence, it is advisable to meet with the Licensing Inspector to explain and discuss any issues prior to lodging the application.

All applications for Special Licences should be submitted at least 10 working days prior to the event. (If the applicant is required to publicly notify the application then the application should be lodged at least 30 working days before the event.)

Applications received less than 10 days prior to the event will be accepted and processed only where, in the opinion of the DLA Secretary or a delegated officer, it is practicable to do so.

Applications for Special Licences are referred to the Police and Licensing Inspector for reports as required by the Act.

The Kāpiti Coast District Licensing Agency has a policy imposing general restrictions on the hours of operation for Special Licence events. Restrictions on hours will be imposed if the DLA considers it appropriate in respect of any environmental or other considerations which may require constraints on the hours of operation. Such issues may be raised by the Inspector, Police or other relevant effected parties.

### **Aspects taken into account for licence approval:**

- The nature of the event/or series of events for which the licence is being sought.
- The suitability of the applicant.
- The hours of operation.
- Compliance of the premises with other relevant legislation.
- Any matters raised in objection to the application.
- Other matters in respect of the application promoting the responsible consumption of liquor.

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The Sale of Liquor Act places an emphasis on the responsibility of management to ensure premises are managed and operated within the requirements of the Act.

The Object of the Act includes the statement to: “contribute to a reduction of liquor abuse so far as can be achieved by legislative means.”

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## **What is Host Responsibility?**

As the name suggests, host responsibility is the term given to the strategies that ensure you operate your premises in a responsible manner, making it a safe drinking environment.

The principles of host responsibility include the provision and promotion of food, non and low alcohol drinks, serving alcohol with care and responsibility, responsible approaches to dealing with intoxicated and underage people, and the arrangement of safe transport options.

The criterion for your premises licence requires compliance with all of these.

It also makes good business sense to have an attractive, welcoming environment that caters for customer needs and includes the provision of food, non & low-alcoholic drinks, entertainment and options for safe transport home.



## CONTACT DETAILS

Please contact the Kāpiti Coast District Licensing Agency's Licensing Inspector for further information or advice:

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