

**KĀPITI COAST DISTRICT LICENSING AGENCY**

**APPLICATION FOR SPECIAL LICENCE**

*Section 76 Sale of Liquor Act 1989*

**1. NOTICE OF APPLICATION:** Please file application at least 10 working days before the event.

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**2. FEE \$64.40 per application – not occasion.**

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**3. Make cheque payable to Kapiti Coast District Council.**

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**4. One copy of application required (form attached)..**

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*Contact person: Licensing Inspector  
Kāpiti Coast District Licensing Agency  
C/- Kāpiti Coast District Council,  
175 Rimu Road, Private Bag 60601  
Paraparaumu 5254  
Ph (04) 2964805 Fax (04) 2964830*

**APPLICATION FOR SPECIAL LICENCE**

**(for Premises)**

***SECTION 76, SALE OF LIQUOR ACT 1989***

**TO:** The Secretary  
The District Licensing Agency  
at .....

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 and/or Email address: .....

.....

(d) Full name and address of proposed manager (if any) .....

.....

(e) Status of Applicant (tick appropriate box)

Natural person

Licensing Trust

Local Authority

Club

Private company

Partnership

Trustee

Board, organisation, or  
Other body to which  
section 75(bb) of the Act  
applies

Public company

Government Department  
or other instrument of  
Crown

Manager under the  
Protection of Personal  
and Property Right Act  
1988

Body corporate to which  
section 75(ba) of the Act  
applies

2. **PREMISE DETAILS**

- a) Address of proposed licensed premises .....  
.....
- b) Proposed trading name for premises (if any) .....  
.....
- c) Is a licence sought conditional upon construction or completion of the premises? YES  NO
- d) Does the applicant own the proposed licensed premises . YES  NO 
  - (i) What is the full name and address of the owners?  
.....
  - (ii) What form of tenure of the premises will the applicant have (including term of tenure)?  
.....
- e) What part (if any) of the premises does the applicant intend should be designated as:
  - (i) A restricted area: .....
  - (ii) A supervised area: .....

3. **PURPOSES** *(To be included only where the application is made for a licence under section 73 of the Act).*

- a) What is the particular 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 what hours does the applicant intend to sell/supply liquor under the licence?  
.....  
.....

4. **PURPOSES** *(To be included only where the application is made for a licence under section 74 of the Act).*

(a) Identifying particulars of the on licence or club license held by the applicant

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(b) Address and trading name (if any) of the licensed premise.

.....

(c) In respect of what kind or kinds of social gatherings is the licence sought?  
(Use a separate sheet if necessary)

.....

.....

(d) When are the social gatherings to be held?

.....

(e) On which days and during what hours does the applicant intend to sell liquor under the licence?

.....

.....

5. **CONDITIONS**

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

(i) Food? .....

(ii) Non Alcoholic Refreshments? .....

(iii) Low-Alcohol Beverages?.....

b) What steps does the applicant propose to take to ensure the requirements of the Act in relation to the sale and supply of liquor to prohibited persons are observed?

.....

.....

(4)

- c) What steps does the applicant propose to take to provide assistance with or information about alternative forms of transport from the licensed premises?

.....  
.....

**Dated at ..... This ..... Day Of ..... 20..**

.....  
Applicant

.....  
Designation