



Explanations in this guide are intended to assist you to complete the application for a special licence for funerals 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).

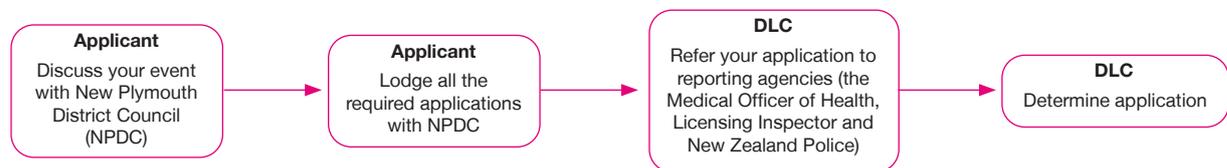
## What is a special licence?

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 type of special licence issued for a funeral is:

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

## Process



## Fees

The application fee for a special licence for a funeral is set at \$63.25.

## Guidance notes

### 1. Applicant details

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

- Write your full name(s) to be used on the licence.
- Write the full name of the contact person, if different from applicant.

- Write premise address where event is to be held.
- Write contact numbers.
- Write your preferred email address where licence and correspondence are to be sent.

### 2. Event details

- Write in the full name of the deceased.
- Indicate the date and time that you intend to sell or supply alcohol under this special licence.

- Provide an estimate of the number of people attending the event.
- Provide the probable age distribution of people attending the event.

### 3. Premise details

- Write the complete physical address of the premise.
- Write the complete trading name or name of the premise.
- Indicate whether you own the proposed licensed premise or not.
- 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.

Example: Main bar – Supervised area, Function Room – Undesignated area.

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.

#### 4. Further applicant details

- 4a. Indicate your status as an applicant.
- 4b. State all criminal convictions (as applicable).

#### 5. Certified manager details

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

- 5a. Write how many certified managers will be on duty during the event.

- 5b. 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.

#### 6. Conditions

- 6a. Describe what systems or staff training you propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act.

- 6b. Describe what steps you propose to take to prevent the sale of alcohol to prohibited people.

- 6c. 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.

- 6d. Write your experience and training details.

- 6e. Describe how you intend to mitigate any adverse effects, such as amplified music, on neighbouring land.

- 6f. Describe what steps you intend to take in regard to promoting responsible consumption of alcohol.

- 6g. (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.

#### 7. Applicant's declaration

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



Te Kaunihera-ā-Rohe o Ngāmotu

New Plymouth District Council



FORM 6(A)

# Application for a special licence for funerals

Section 138, Sale and Supply of Alcohol Act 2012

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

Fee \$63.25

1. This application must be accompanied by the prescribed fee.
2. All correspondence and documents pertaining to your application will be emailed to the email address provided.

## 1. Applicant details

1a. Full name(s) to be on the licence

1b. Contact person (full name)  First name(s)  Surname

1c. Premise address

1d. Contact details  Work  Home  Mobile

1e. Email (where correspondence is to be sent)

## 2. Event details

2a. Full name of deceased

2b. State the day and the hours the applicant proposes to sell or supply alcohol under the licence:

Day of the week	Date	Hours	Full details of event
		from <input type="text"/> to <input type="text"/>	<input type="text"/>

2c. Estimate of the number of people attending the event

2d. Probable age distribution of people attending the event

## 3. Premise details

3a. Address of premise (venue of event)

3b. Trading name or name of premise

3c. 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?

Please turn over

### OFFICE USE ONLY

Date received

Time received

Received by

Applicant #

Property #

Land #

Scanned by

Application #

Document #

Amount paid  \$

Liardlet Street, Private Bag 2025, New Plymouth 4340, NZ, Telephone 06-759 6060, Email enquiries@npdc.govt.nz, Website www.npdc.govt.nz

**3. Premise details - continued**

3d. What part of the premise (if any) does the applicant intend should be designated as

A restricted area

A supervised area

Undesignated area  
(state reason)

**4. Further applicant details**

4a. Status of applicant

Individual person

Company

Other (please specify below)

Partnership

Body corporate

4b. 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)

**5. Certified manager 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.

5a. How many certified managers will be employed during the event?

5b. Manager details

Name

Address

Certificate number

Expiry date

**6. Conditions**

6a. What systems (including staff training) does the applicant propose to put in place to ensure compliance with the Sale and Supply of Alcohol Act?

6b. What steps does the applicant propose to take to prevent the sale of alcohol to prohibited people?

6c. 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?

6d. State the experience and training of the applicant

6e. What action does the applicant intend to take to mitigate any adverse effects on neighbouring land use from activities, such as amplified music?

6f. What steps does the applicant propose to take in regard to promoting responsible consumption of alcohol?

6g. (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?

## 7. 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 Licencing Inspectors.

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 confirm that 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