**Form 6**

**Application for special licence**

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

**To** the Secretary

District Licensing Committee [*name of territorial authority*]

Application for a special licence is made in accordance with the particulars set out below.

**Type of special licence applied for, and whether event foreseeable**

• [*State whether on-site or off-site*]

• Whether the event for which the special licence is applied for could reasonably have been foreseen [*State Yes/No, and if “No” describe circumstances*]

**Details of applicant**

• Full legal name or names to be on licence [*state*]

• Whether licence already held for premises or conveyance concerned [*state Yes/No, and if “Yes”, state kind of licence*]

• Applicant status [*state, by reference to section 28 of Sale and Supply of Alcohol Act 2012, the status of the applicant*]

• For applicant that is a body corporate, authority under which incorporated [*state*]

• For applicant that is not a natural person or persons, details of contact person [*state name, telephone number or numbers and any fax number, any internet site, preferred mode of contact*]

• Postal address for service

• Business details [*describe principal business, any other businesses*]

• Criminal convictions [*state all criminal convictions (other than convictions for offences against provisions of the Land Transport Act 1998 not contained in Part 6, and offences to*

*which the Criminal Records (Clean Slate) Act 2004)*]

**Details of managers**

For each manager or proposed manager, full legal name, number and expiry date of manager’s certificate [*state*]

**Details of premises or conveyance (on-site special licence)**

• Address of premises [*state*]

• Any name, trading name, or name of building [*state*]

• Tenure [*state whether to be held as freehold, unit title, leasehold, or under licence*]

• Whether licence conditional on completion of building work [*state Yes/No, and if “Yes”, state details*]

***or***

• Type of conveyance [*state (eg, ship, railway carriage, bus, etc)*]

• Any registration number [*state*]

• Any home base address [*state*]

• Any name used or proposed for conveyance [*state*]

**Event details (on-site special licence)**

• Nature of event [*describe*]

• Days and hours proposed for sale of alcohol [*state*]

• Estimate of number of people attending [*state*]

• Probable age distribution of people attending [*state*]

• Principal purpose of event [*state*]

• Whether applicant intending 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 [*state Yes/No, and if “Yes”, nature of other goods and services*]

• Types of container in which alcohol to be sold [*state*]

**Conditions (on-site special licence)**

• Experience and training of applicant [*state*]

• Provision for intended to be made—

• Food [*describe type and range*]

• Non-alcoholic beverages [*describe type and range*]

• Low-alcohol beverages [*describe type and range*]

• To what extent, and where, drinking water is intended to be freely available to patrons [*describe*]

• If no access to mains water supply, potability of water intended to be available [*describe*]

• Steps intended to be taken to provide help with and information about alternative forms of transport from the premises [*state*]

• Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people [*describe*]

• Any other steps the applicant proposes to promote the responsible consumption of alcohol [*describe*]

• Other systems (including training systems) and staff in place (or to be in place) for compliance with the Act [*describe*]

**Attachment (on-site special licence)**

Floor plan showing—

• each area to be designated as a supervised area or restricted area, and indicating whether supervised or restricted area; and

• the principal entrance

**Details of premises or conveyance (off-site special licence)**

• Address of premises [*state*]

• Any name, trading name, or name of premises [*state*]

• Tenure [*state whether to be held as freehold, unit title, leasehold, or under licence*]

• Whether licence conditional on completion of building work [*state Yes/No, and if “Yes”, state details*]

• Whether applicant owns proposed licensed premises [*State Yes/No*]

• If No,—

• full legal name and address of the owner [*state*]

• form of tenure of premises applicant will have (including term of tenure) [*state*]

• Parts (if any) of the premises the applicant intends should be designated as a restricted area or a supervised area [*attach plan*]

***or***

• Type of conveyance [*state (eg, ship, railway carriage, bus, etc)*]

• Any registration number [*state*]

• Any home base address [*state*]

• Any name used or proposed for conveyance [*state*]

**Event details (off-site special licence)**

• Nature of event [*describe*]

• Days and hours proposed for sale of alcohol [*state*]

• Estimate of number of people attending [*state*]

• Probable age distribution of people attending [*state*]

• Principal purpose of event [*state*]

• Whether applicant intending 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 [*state Yes/No, and if “Yes”, nature of other goods and services*]

• types of container in which alcohol to be sold [*state*]

**Conditions (off-site special licence)**

• Experience and training of applicant [*state*]

• Systems (including training systems) and staff in place (or to be in place), for compliance with the Act [*describe*]

• Steps proposed to be taken to prevent the sale and supply of alcohol to prohibited people [*describe*]

• Any other steps the applicant proposes to promote the responsible consumption of alcohol [*describe*]

Dated at: [*place, date*]

Signature of applicant:

Notes

1 This form 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 is attached in a conspicuous place on or adjacent to the site to which this application relates.