

Checklist

Special licence (On-site or Off-site)

Sale and Supply of Alcohol Act 2012



The following must be included in your application or it will be returned

Allow as much time as possible to obtain the consents you need. Unopposed special licence applications take **20 working days** to process; **40 working days** for large events. Applications received outside these timeframes might not be processed in time for the event.

Please tick when completed:

- Completed application
- Prescribed fee paid (non-refundable)
- A menu with food descriptions and prices (or any other indication of the standard and style of food)
- A beverage list showing beverage range and prices (alcoholic, low alcohol and non-alcoholic)
- A copy of the invitation, ticket and any promotional material *TO COME*
- Completed Building Owner's Approval/Building Evacuation Declaration (attached) *SWDC to complete*
- Copies of any Managers' Certificates
- A4 or A3 to scale plan of the premises, clearly labeled, showing all of the following (if required):
 - The parts of the premises to be used for the sale or consumption of alcohol
 - The parts of the premises (if any) intended to be restricted, supervised or undesignated areas
 - The full layout of the event (location of the bar, food, water, stage, etc.)
- Map showing location of premises, or a route map for conveyances (if required) *ATTACHED*
- Copy of Certificate of Incorporation (if applicable) *— Already seen by SWDC*
- An alcohol management plan (required for large events) *N/A*

Information requested from SWDC waiting to hear back

Notes:

- The applicant must be the person or entity that will take any money from the sale of alcohol
- Additional information may be requested during the processing period.
- A building consent may be required for marquees or tents, or if you intend to use a building not normally used as a licensed premises. Contact the Council's building department.
- A resource consent may be required if the proposed activity is not allowed under the Wairarapa Combined District Plan. Contact the Council's planning department.

Fees

Fees include GST and are non-refundable. If it is determined that the class fee category should be changed, any additional fee must be paid before the licence is issued.

- Small event:** Fewer than 100 people attending
- Medium event:** Between 100 and 400 people attending
- Large event:** More than 400 people attending

Special Licence Class	Class description	Fee
Class 1	1 large event; 4 or more medium events; 13 or more small events	\$575
Class 2	3 to 12 small events; 1 to 3 medium events	\$207
Class 3	1 or 2 small events	\$63.25

Office Use Only

Class: 3 Fee: 63.25 Payment received: 7/8/17

Application

Special licence (On-site or Off-site)

Sale and Supply of Alcohol Act 2012



To: The Secretary
District Licensing Committee

(Please tick one)

- Carterton
- Masterton
- South Wairarapa

NCS No. _____

1 Application Details

a) Application type:

- On site (alcohol will be consumed on the premises/at the event)
- Off site (alcohol will be consumed somewhere else, e.g. takeaways)

Note, only manufacturers, distributors, importers or alcohol wholesalers can apply for an off site licence)

b) Is there an existing licence for the premises or conveyance?

- Yes - Licence type: On-Licence Off-Licence Club Licence

Licence number: _____

- No

c) Late applications: State the reason why you are applying less than 20 working days before the event/first event, and if the event could have been reasonably foreseen.

d) Have you or your organisation previously held a Special Licence? Yes No

2 Applicant Details

a) Full legal name(s) to be on licence:

FEATHERSTON BOOKTOWN TRUST

b) Status of Applicant:

- | | |
|---|---|
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Club |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Public Company |
| <input type="checkbox"/> Registered Limited Partnership | <input type="checkbox"/> Natural Person (over 20 years old) |
| <input type="checkbox"/> Body Corporate | <input type="checkbox"/> Board, Organisation or other Body |
| <input type="checkbox"/> Trustee | <input type="checkbox"/> Licensing Trust or Community Trust |
| <input type="checkbox"/> Territorial Authority | <input type="checkbox"/> Department of State (or other instrument of the Crown Manager under the Protection of Personal and Property Rights Act 1988) |
| <input checked="" type="checkbox"/> Incorporated Society/Charitable Trust | |

c) Postal address for service of documents:

9- 294 Underhill Road, R03 Featherston

d) Applicant Details:

Name MARY BIGGS

Date of Birth 12 MARCH 1959 Occupation TEACHER

Telephone 0274 836 181 Mobile 0274 836 181

Email Mary@lavendersgreen.co.nz

Website

Preferred means of formal contact Mail Email

e) Business details (describe the principal business; any other businesses):

venue is at the Kiwi Hall, Featherston

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

No criminal convictions

Convictions - list here:

3 Manager/Supervisor Details

Full Name	Certificate Number	Expiry Date	Driver's licence number (if no certificate)
HENRY BECKETT	AA/CERT/112/2016	16/12/17	
record #	MC1248		
See attached. laminated copy will be with Henry on the day.			

4 Premises or Conveyance Details

PREMISES ONLY:

a) Address KIWI HALL, 62 BELL STREET, FEATHERSTON

b) Trading name for premises ANZAC HALL

c) Is the licence sought conditional on completing building work? Yes No

d) Does the applicant own the proposed licensed premises? Yes No

If no attach a completed building owner's approval form (page 6 of this form)

CONVEYANCE ONLY:

e) Type (car, bus, etc)

f) Trading name for conveyance

g) Home base address (if any)

5 Event Details

Describe the event in detail and attach a separate sheet if necessary:

a) What is the general nature of the event?

THANK YOU BBQ for the Volunteers of Featherston
Booktown event in May 2017

b) The days and hours proposed for the sale of alcohol:

Alcohol will not be sold. There will be a complimentary
glass of wine or fruit juice available on arrival
Event will start @ 4pm & finish @ 8.00 pm

c) Estimated number of people attending: 50

d) Probable age distribution of people attending: 20s - 80s

e) Entry arrangements (tickets, invitation, door sales, members, etc): invitation only

f) Principal purpose of the event (fundraiser, prize-giving, birthday): saying thank you to the community

g) How will alcohol be sold: Cash bar Other (please describe):
ALCOHOL WILL NOT BE SOLD

h) Do you intend to sell or supply goods other than alcohol and food, or provide any services not directly related to the sale and supply of alcohol and food? Yes No
If yes, please describe:

i) Parts (if any) of the premises intended to be designated as a:
Restricted area (no under-18s): N/A
Supervised area (under-18s with a legal guardian): N/A

j) What type of container will alcohol be sold in: ALCOHOL WILL NOT BE SOLD
 Glass - size 150ml Paper/plastic - size 120ml Cans - size _____

k) Will you do sample alcohol tastings? Yes No
(note: tastings are defined as 40ml or less)

l) On-site Special Licence only - Please attach a menu or list of food and beverages, including descriptions and prices.

Special Licence

NOTES:

1. The New Zealand Police are required by the Sale and Supply of Alcohol Act 2012 to make enquiries into the suitability of the applicant. This will involve the Police informing the District Licensing Committee of any convictions or concerns involving the applicant. Should there be any concerns, the applicant will also be informed.
2. This application, including personal information, will be available to the public and media as part of the District Licensing Committee's decision-making process.
3. If required by the secretary of the District Licensing Committee, the applicant must ensure that notice of this application (in Form B) is attached in a conspicuous place on or adjacent to the site to which this application relates, within 10 working days of filing with the District Licensing Committee. The Secretary of the District Licensing Committee may waive this requirement if it is deemed impracticable or unreasonable to display the notice.

Dated this 3 day of August 2017

Signature of Applicant [Signature]

Applications must be submitted to the local council where the premises is located:

District Licensing Committee Masterton District Council PO Box 444 Masterton 5840 T 06 370 6300 E alcohol@mstn.govt.nz www.mstn.govt.nz	District Licensing Committee Carterton District Council PO Box 9 Carterton 5743 T 06 379 4030 E health@cdc.govt.nz www.cdc.govt.nz	District Licensing Committee South Wairarapa District Council PO Box 6 Martinborough 5741 T 06 306 9611 E health@swdc.govt.nz www.swdc.govt.nz
---	--	--



Special Licence

Owner's Approval

This form must be completed, even if the applicant is the owner of the property. Before completing this declaration, check with the Fire Service to ensure the building your premises are in has a Building Evacuation Scheme. Contact the Fire Safety Officer at the NZ Fire Service on 0800 347 346 or email evacmanagehutt-wairarapa@fire.org.nz.

I have no objection to (name of applicant): MARY BIGGS

Using my premises situated at: KIWI Hall, 62 Bell Street, Featherston

For the purpose of: Thankyou BBQ for Featherston Booktown Volunteers

To take place on (date): 10 September 2017

As the building/property owner, by signing this declaration I HEREBY STATE that the building or temporary structure has the appropriate Building Evacuation Procedure or Scheme for this event under the Fire Services Act 1975.

Owner's Signature

SWDC to complete

Owner's Name (print)



Date



6 Conditions

- a) Describe to what extent and where drinking water will be freely available to patrons:

JUGS of water & cups distributed throughout the venue

- b) If there is no access to mains water supply, please comment on the potability of the water that will be available:

N/A

- c) Describe the steps that will be taken to prevent the sale and supply of alcohol to minors and intoxicated people:

proof of age required for guests appearing to be under 30

- d) Describe what steps will be taken and what information will be provided to help with transport options from the licensed premises (e.g. taxis, shuttles, etc.):

Walking to/from event encouraged

- e) Describe what experience and training that applicant has in relation to the sale and supply of alcohol:

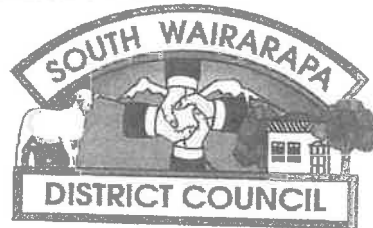
Featherston Booktown Trust & the designated Manager have conducted successful & safe events in 2015 & 2016 in conjunction with the annual Booktown events. Notably, the opening night Fish & Chip Supper

- f) Describe any other systems (including training and security) and staff that are, or will be, in place to comply with the Act:

Booktown Trustees & volunteers will supervise proceedings

- g) Describe any steps that will be taken to promote the responsible consumption of alcohol:

One ^{plastic} glass per person. Serving of alcohol will be stopped & removed at 7:45 so that we can close & tidy up the premises before 9 PM.



Manager's Certificate

Section 217, Sale and Supply of Alcohol Act 2012

PURSUANT to the Sale and Supply of Alcohol Act 2012


Henry Stanley Beckett

is authorised to manage any licensed premises in respect of which a licence is in force.

Subject to the requirements of the Act relating to fees, and to the provisions of the Act relating to the suspension and cancellation of manager's certificates, this certificate shall continue in force -

- (a) Either
- i. Until the close of the period for which it was last renewed; or
 - ii. If it has never been renewed, until the close of the period of 12 months after the day it was issued (expires **16th day of December 2017**); but
- (b) If an application for the renewal of the licence is duly made before the licence would otherwise expire, either -
- i. Until the close of the period of three years after the period for which it was last renewed; or
 - ii. If it has never been renewed, until the close of the period of four years after the day it was issued.

DATED at Martinborough this 16th day of December 2016
(reissued 9 February 2017)


Paul Crimp
Secretary

South Wairarapa District Licensing Committee



This certificate is valid only if it has an original signature and seal.

THANK YOU BBQ FOR FEATHERSTON
BOOKTOWN VOLUNTEERS

ON: SUNDAY 10 SEPTEMBER 2017

TIME: 4 - 8 PM

VENUE: THE KIWI HALL, 82 BELL ST, FEATHERSTON

FOOD WILL BE SERVED W A COMPLIMENTARY
PLASTIC CUP OF WINE, WATER OR SOFT DRINK

Menu:

Sausages & condiments

bread

Coleslaw

Potatoe salad

Cheerios

Cheese platter from
C'est Cheese

BEVERAGES

Wine: Gladstone vineyard: Sauv. Blanc & Pinot

Orange juice

Water

NOTHING IS FOR SALE



19 Kitchener Street Martinborough 5711
06 306 9613 enquiries@swdc.govt.nz

Event Application Form

South Wairarapa District Council

Please complete this form so we can help you sort out the necessary approvals or organise meetings for further discussion.

Event Applications must be received at least two months before the proposed event start date to ensure approvals or permits can be processed in time.

DETAILS

Event Name: Booktown volunteers "thankyou" BBQ
Organisation: Featherston Booktown Trust
Contact Name: Kate Mead
Email: kate@mead.ltd@gmail.com Phone: 027 513 1418
Postal Address: 103 Fitzherbert St, Featherston 5710

LOCATION | DATES | TIMES

Name of Park/Reserve/Venue: Kiwi Hall
Street Address: 62 Bell St, Featherston
Legal Description: Per SWDC records
Postal Address: as above
Specific Location within the Park/Reserve/Venue (if not entire premises): Confined to the Kiwi Hall and rear courtyard

Event start time/date: 4:00 PM 10 Sep 2017 Event finish time/date: 6:00 PM 10 Sep 2017
Set up time/date: 3:30 PM 10 Sep 2017 Pack up time/date: 6:30 PM 10 Sep 2017

Attach a detailed site plan showing the site boundaries, the location of all structures (temporary and permanent), toilets, water taps, roads and parking areas.

EVENT DETAILS

Is this a public event? Yes No Will there be entry charges? Yes No
Description of Event: BBQ for Booktown volunteers and those who have helped make this year's event so successful.

Number of people estimated: Under 50 50 - 200 200 - 500 500 +

CHARGES AND BONDS

- Commercial activities may incur a fee for use of council owned space.
- In some cases a refundable bond will be required when booking Council owned parks or reserves to cover potential damage costs. The Amenities Administrator will advise the bond amount required for your event.
- Your event may also require one or more licenses or registrations, each of which incurs a fee.

FOOD LICENSING

A Food Licence may be required if you are selling or supplying food at your event. Application forms are available at the Council office or online:

Food Premise Registration Form - www.swdc.govt.nz/food-premises-registration

Food Stall Registration Form - www.swdc.govt.nz/food-premises-registration

Contact Council's Environmental Health Officer (06 306 9611 or enquiries@swdc.govt.nz) to discuss specific requirements.

Attach the completed food licensing application to this form along with the specified fee. Council must receive Food Licensing Applications at least 20 working days before your event.

LIQUOR LICENSING

A Special Licence is required if you are selling or supplying alcohol at your event. Application forms are available at the Council office or online:

Special Licence Application - www.swdc.govt.nz/liquor-licensing

Please note that large events will also require an Alcohol Management Plan.

Contact Council's Environmental Health Officer (06 306 9611 or enquiries@swdc.govt.nz) to discuss specific requirements.

Attach the completed Special Licence application to this form along with the specified fee. Council must receive Liquor Licensing Applications at least 20 working days before your event.

AMUSEMENT DEVICE REGISTRATION

Amusement Device Registration is required if you plan on having an amusement device (e.g. ferris wheel, roller coaster) at your event. The application form is available at the Council office or online:

Amusement Device Registration Application - www.swdc.govt.nz/other-health-licences-and-registrations

Contact Council's Environmental Health Officer (06 306 9611 x 853 or enquiries@swdc.govt.nz) to discuss specific requirements. Attach the completed registration application to this form along with the specified fee. Council must receive

Amusement Device Registration Applications at least 20 working days before your event. Please note that Amusement Device Registration Applications can be lodged at the Greytown or Featherston Libraries as well.

CAMPING GROUND REGISTRATION

A Camping Ground Licence may be required if you are providing a camping ground for the patrons of your event. The application form is available at the Council office or online:

Camping Ground Registration Application - www.swdc.govt.nz/other-health-licences-and-registrations

Contact Council's Environmental Health Officer (06 306 9611 x 853 or enquiries@swdc.govt.nz) to discuss specific requirements. Attach the completed registration application to this form along with the specified fee. Council must receive

Camping Ground Registration Applications at least 20 working days before your event. Please note that Camping Ground Registration Applications can be lodged at the Greytown or Featherston Libraries as well.

INFRASTRUCTURE AND SERVICES

Describe your proposed rubbish collection arrangements: Organiser will remove rubbish after event

For a fee, Council can assist with rubbish collection arrangements for your event. Please enquire for more information.

Proposed traffic, parking and pedestrian safety arrangements: Visitor vehicles will park in parking spaces at Haifi and on roadside

Does your event require any road closures? Yes No

☎ *If yes, you must supply a Traffic Management Plan (TMP). TMPs are to be completed 8 weeks before your event by a registered Traffic Management specialist. TMPs are publicly notified at the applicant's cost and are reviewed by the Council, Police and NZTA. If you require further information on TMPs please contact the Infrastructure & Services team on 06 306 9611 ext 825 or email enquiries@swdc.govt.nz.*

RESOURCE CONSENTS

Resource consent is required if your event will:

- Operate outside the hours of 7am and 10pm
 - Run for more than five days (separate or consecutive) in any six-month period
- Resource consent may be required if your event will:
- Use amplifiers or sound systems
 - Have extra lighting
 - Have signs on other sites

Describe the number and size of any temporary structures (fences, tents, stalls etc): Nil

Describe any amplified sound/public address system to be used: Nil

Describe any proposed lighting (e.g. how many lights and location): Nil

Describe any sign(s) and their proposed location(s): Nil

Resource Consent Applications are available at the Council office or online:

Resource Consent Application - www.swdc.govt.nz/resource-consents

☎ Contact Council's Planning Department on 06 306 9611 or enquiries@swdc.govt.nz to discuss specific requirements. Attach the completed Resource Consent Application to this form along with the specified fee. Council must receive Resource Consent Applications between 20 - 70 working days before your event, depending on the proposed activity.

BUILDING CONSENTS

Building Consent is required for the following structures. Building Consent Applications are available from the Council office or online at www.swdc.govt.nz/building-consents:

- Tents or marquees over 100m² being used for less than one month
- All tents and marquees being used for longer than one month
- Platforms or staging over 1.5m high
- Portable buildings greater than 10m²

☎ Attach the completed Building Consent Application to this form along with the specified fee. Please note that Building Consent Applications are not considered complete until vetted by a Building Control Officer. Contact Council's Building Department on 06 306 9611 or enquiries@swdc.govt.nz to discuss specific requirements. Council must receive Building Consent Applications at least 20 working days before your event.

HAVE YOU CONSIDERED

The impacts of your event and how you can remedy them: Neighbours, traffic, parking, other reserve users, activities, structures, signs, noise, lights, health and safety, effects on the reserve's plants and animals.

Adequate provision for access and amenities: Parking, toilets, water, disabled access, access for emergency vehicles.

Emergency Services: Ambulance, First Aid, Fire, Police.

Special features of the park or reserve: Consult the Reserve's Management Plan at www.swdc.govt.nz/policies-plans-and-bylaws for any special features of the park or reserve and decide how you will manage the impacts of your event on them.

Contact the Council for advice on 06 306 9611 or enquiries@swdc.govt.nz

SIGNATURE

Applicant's signature: Kate Mead Date: 3.8.17

By signing this form, the applicant takes full responsibility for any charges incurred to repair Council owned parks or reserves above and beyond the normal wear and tear as a result of the event.

The South Wairarapa District Council accepts no responsibility for death or illness, injury or accident to or financial loss by any person during the event. Event coordinators are advised to have Public Liability Insurance for protection against third party claims.

SUBMIT YOUR APPLICATION

Please email your Event Application Form to amenities@swdc.govt.nz or post to:

Amenities Administrator
South Wairarapa District Council
PO Box 6
Martinborough 5741

The Amenities Administrator will contact you with the outcome of your application, including any bonds or conditions attached to the use of a SWDC owned park or reserve. The Amenities Administrator will refer to any relevant District Plans and Bylaws when making the decision.

Council Use Only:

Site plan	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
TMP	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
Building consent	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
Resource consent	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
Liquor licence	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
Food licence	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
Amusement Device registration	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
Camping Ground registration	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
Other licence	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Fee <input type="checkbox"/>	Comment
Bond Received	Required <input type="checkbox"/>	Attached <input type="checkbox"/>	Amount \$	Comment



19 Kitchener Street Martinborough 5711
06 306 9611 enquiries@swdc.govt.nz



August 3, 2017

T = Total

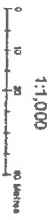
P = Parking

88a = 88a

[Solid rectangle] = Site boundary

[Dashed rectangle] = Exact location

DISCLAIMER:
 The information, data, views, and/or conclusions in this report are provided by the author or project consultants on the basis of the information and data available to them at the time of the report and are not intended to constitute a warranty or any other form of insurance or indemnity against loss or damage. The author or project consultants shall not be held responsible for any loss or damage arising from the use of the information, data, views, and/or conclusions in this report. The author or project consultants shall not be held responsible for any loss or damage arising from the use of the information, data, views, and/or conclusions in this report. The author or project consultants shall not be held responsible for any loss or damage arising from the use of the information, data, views, and/or conclusions in this report.





Pay a bill

You're on page 3 of 3

Payment created!
 Awaiting authorisation from L. Gould, P.R.F. Biggs, P.J.H. Monk or R.P. Vickery before processing.

Receipt

From account: 38-9017-0233637-00 Now-00

To account: SOUTH WAIRARAPA DISTRICT COUNCIL - OTHER PAYMENT

Start date: Pay when authorised

Processing time: We send payments to other banks every hour between 9am and midnight on business days. Payments submitted after midnight, or on a weekend or public holiday, will be sent the next business day. Processing times for other banks may vary.

Frequency: One-off payment

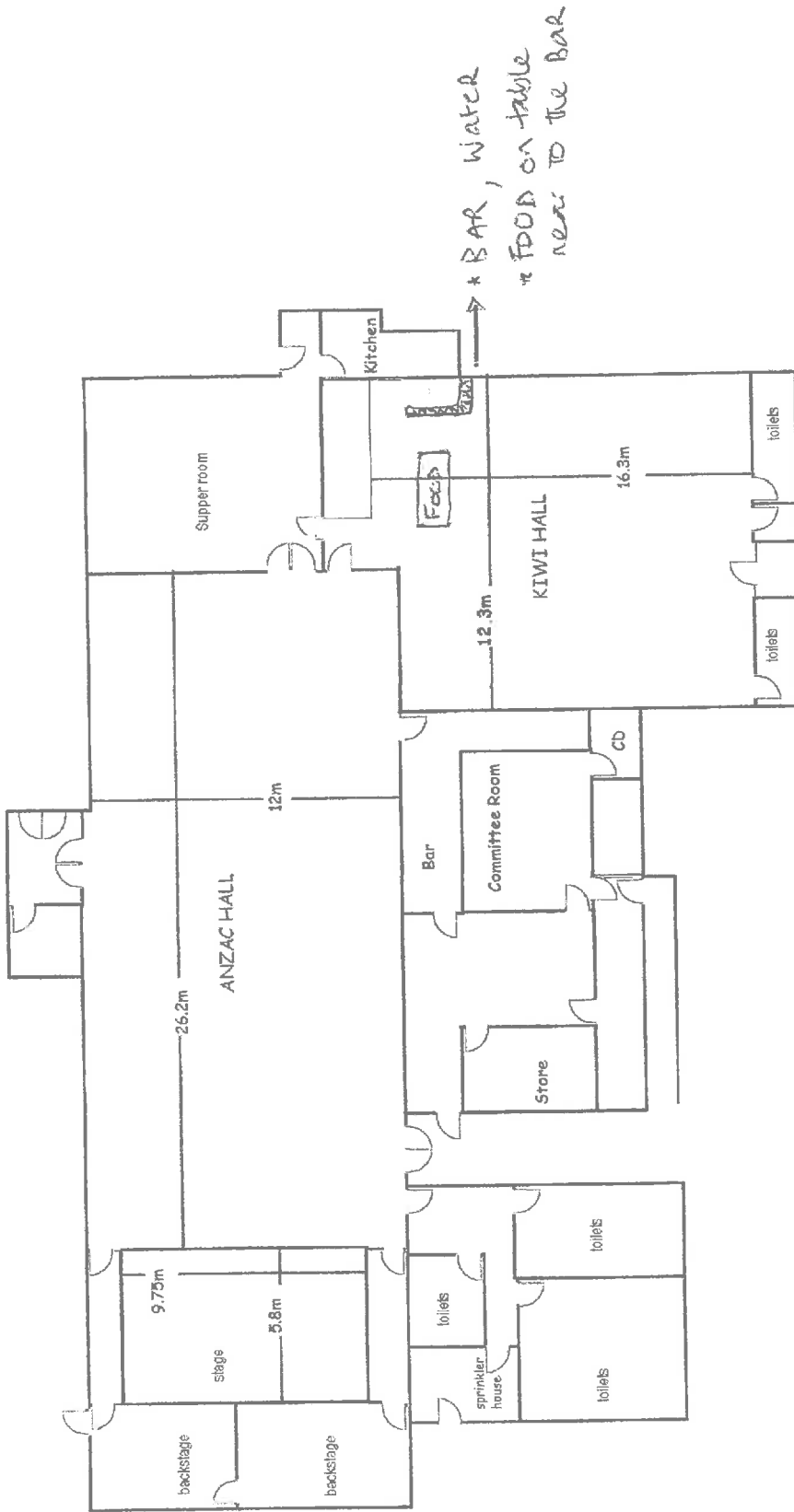
Amount: \$63.25

Statement details	Particulars	Code	Reference
On your statement	SWDC	spec lic FBT	TY BBQ FBT
On their statement	F Booktown	spec lic FBT	TY BBQ FBT

Make another transaction

Authorisation made by:

N ↙



ANZAC and Kiwi Hall
Featherston
Not to scale
Drawn : 15/11/2012
Drawn by : HM
File : 18440-58000A



Charity Summary

Registration Number: CC52369
Registration Date: 26/06/2015
Charity Name: Featherston Booktown Trust

Charity Details

Trading Name

Registration Details

Registration Status: Registered
Balance Date: March 31
IRD Number: Restricted

Address for Service:

Charity's Postal Address: 294 Underhill Road
RD 3
Featherston 5773

Charity's Street Address: 294 Underhill Road
RD 3
Featherston 5773

Charity's other details

Phone: 04 8906017
Fax:
Email: lincoln@booktown.org.nz
Website: <http://www.booktown.org.nz/>
Social Network Name:
Areas of Operation: Wellington - Wairarapa

Purpose & Structure

Activities

Main Activity: Provides services (e.g. care / counselling)
Activities: Provides services, Provides advice / information / advocacy, Provides human resources

Sectors

Main Sector: Arts / culture / heritage

Sectors: Arts / culture / heritage

Beneficiaries

Main Beneficiary: General public

Beneficiaries: Children / young people, Older people, General public

Annual Returns

Date Submitted	For Year Ended	Total Income	Total Expenditure	Reference
----------------	----------------	--------------	-------------------	-----------

Officer Details

Current Officers

Name	Officer Type	Position
Lincoln Gould	Individual	Trustee/Chair
Mary-Elizabeth Biggs	Individual	Trustee
Peter Biggs	Individual	Trustee
Peter Monk	Individual	Trustee
Ross Vickery	Individual	Trustee

Mary Biggs

From: Kate Mead <kate@booktown.org.nz>
Sent: Thursday, 3 August 2017 7:31 p.m.
To: Mary Biggs
Subject: Invitation for Featherston Booktown volunteers

Dear friends,

Your participation in, and support of, Featherston Booktown during the last three years is hugely noted and appreciated. We hope with all our hearts that you will continue to work with us as events develop and grow.

To show our appreciation, we warmly invite you to a BBQ at Featherston's Kiwi Hall (part of the ANZAC Hall complex), 4 - 8pm, Sunday 10 September. Featherston Lions have kindly agreed to run the BBQ - yippee! It will be BYO drinks (for which we're applying for a license).

For catering purposes, please RSVP to mary@lavendersgreen.co.nz, by Friday 25 August.

Really looking forward to catching up with you and thanking you in person.

Best regards,

The Booktown Board (penned by Kate 😊)

Kate Mead
Featherston Booktown
Director of Operations
0275 13 14 18



5 Event Details

Describe the event in detail and attach a separate sheet if necessary:

a) What is the general nature of the event?

THANK YOU BBQ for the Volunteers of Featherston
BOOKTOWN event in May 2017

b) The days and hours proposed for the sale of alcohol: SUNDAY 10 SEPTEMBER 2017

Alcohol will not be sold. There will be a complimentary
glass of wine or fruit juice available on arrival
Event will start @ 4pm & finish @ 8.00pm

c) Estimated number of people attending: 50

d) Probable age distribution of people attending: 20s - 80s

e) Entry arrangements (tickets, invitation, door sales, members, etc): invitation only

f) Principal purpose of the event (fundraiser, prize-giving, birthday): saying thankyou to the community

g) How will alcohol be sold: Cash bar Other (please describe): BYO
ALCOHOL WILL NOT BE SOLD

h) Do you intend to sell or supply goods other than alcohol and food, or provide any services not directly related to the sale and supply of alcohol and food? Yes No

If yes, please describe:

i) Parts (if any) of the premises intended to be designated as a:

Restricted area (no under-18s): N/A

Supervised area (under-18s with a legal guardian): N/A

j) What type of container will alcohol be sold in: ALCOHOL WILL NOT BE SOLD
 Glass - size 150ml Paper/plastic - size 120ml Cans - size _____

k) Will you do sample alcohol tastings? Yes No
(note: tastings are defined as 40ml or less)

l) On-site Special Licence only - Please attach a menu or list of food and beverages, including descriptions and prices.

Hazel Turner - Environmental Services Administrator

From: Hazel Turner - Environmental Services Administrator
Sent: Monday, 7 August 2017 11:02 a.m.
To: 'Mary Biggs'
Subject: RE: Application for Special License for Featherston Booktown Thank you to Volunteers BBQ - 10 September 2017
Attachments: ANZAC Hall layout plan with dimensions.pdf; event application FBT BBQ volunteers 10 sept 17.pdf; BBQ for FBT volunteers special license. 10 sept 17.pdf; event application FBT BBQ volunteers pages 3 and 4.pdf

Hi Mary

Thanks for sending your application through. Before I can accept your application as complete are you able to supply the following please -

- Please annotate the kiwi hall section of the attached floor plan to show bar, food, water areas etc
- Please supply a copy of the Certificate of Incorporation – unfortunately I'm unable to use documentation from previous licences, you will need to provide it again as part of this application
- We need to see a copy of the invitation before we can accept the application so please are you able to supply that ASAP
- Please update section 5(b) of the special licence form to include the date that the event is to take place

I've attached your documentation for you to make these changes and amend. Until we receive the above information we are unable to accept your application as complete. Once we have received the information and it is satisfactory we will be able to begin processing the application.

Cheers
Hazel

Hazel Turner
Environmental Services Administrator

From: Mary Biggs [mailto:mary@lavendersgreen.co.nz]
Sent: Thursday, 3 August 2017 4:55 p.m.
To: Hazel Turner - Environmental Services Administrator <hazel.turner@swdc.govt.nz>
Cc: Kate Mead <kate@booktown.org.nz>; 'Kate Mead' <katemead.ltd@gmail.com>
Subject: Application for Special License for Featherston Booktown Thank you to Volunteers BBQ - 10 September 2017

Hi Hazel

Good to talk to you just now!

As promised, please find attached the Featherston Booktown application for a special license for a thank you BBQ for the FBT volunteers to be held on the 10 September 2017. I also attach the event application form.

There are a couple of things to note:

- I am waiting on Trish Drury to send you a floor plan of the SWDC owned Kiwi Hall (to scale) and suitable for you.
- Payment has been made for the special license and authorised by fellow FBT trustee, Ross Vickery

- The time of the event is 4-8pm
- A copy of the invitation is to come to you. It has not been designed yet
- I have left the building owners approval blank for the SWDC, as owners of the Hall, to sign
- You have already seen the copy of certificate of incorporation for the Featherston Booktown Trust, in our last application dated 11 April 2017

Please don't hesitate to call me if you need further information.

Thanks for your help Hazel

Love

Mary Biggs
The Country Cooking School by Lavender's Green
Te Pahi
298 Underhill Road
PO Box 6
Featherston, 5710

T: +64 6 308 8319

M: +64 274 836 181