



Buller District Council
6-8 Brougham Street, Westport 7825
PO Box 21, Westport 7866
T: (03) 788 9111
F: (03) 788 8041
66 Broadway, Reefton 7830
PO Box 75, Reefton 7851
T: (03) 732 8821
info@bdc.govt.nz
www.bullerdc.govt.nz



Grey District Council
105 Tainui Street, Greymouth 7805
PO Box 382, Greymouth 7840
T: (03)769 8600
F: (03) 769 8603
info@greydc.govt.nz
www.greydc.govt.nz



Westland District Council
36 Weld Street, Hokitika 7810
Private Bag 704, Hokitika 7842
T: (03) 756 9010 or
0800 474 834
F: (03) 756 9045
council@westlanddc.govt.nz
www.westlanddc.govt.nz

Application for New or Renewal of Off-Licence

EVERY application must be accompanied by the following – incomplete applications will not be accepted.

- The original of the completed application and supporting documents.
- The prescribed fee. Refer to the attached Fees and Charges sheet for information on the relevant fee. A calculation table is also provided. Note that an annual fee is also payable for all licences. For new licences this fee must be paid prior to the licence being issued and for all existing licences on the anniversary date of the licence. If the annual fee is not paid within 30 days after the day on which it is due the licence is suspended from that day on until the annual fee and any additional penalties are paid.
- A copy of your Host Responsibility Policy.
- A signed Public Notice Declaration Form acknowledging that Form 7 is displayed on site. Public notices for applications lodged in Buller, Grey and Westland are no longer required to be advertised in the local newspapers but instead they will be published on Council's website for 15 working days.
- Form 7 (Public Notice) completed for inclusion on Council's website. Please contact Council if you need assistance.
- Evacuation Scheme Statement Declaration – page 5 of application, point 8.
All applicants are advised to contact Fire and Emergency NZ first and confirm whether they have or are required to have an approved evacuation scheme.
- A copy of the Certificate of Incorporation, Memorandum of Association, property order made under the Protection of Personal and Property Rights Act 1988 or other documentary evidence. Where the applicant is a local authority a reference to the enactment by which the applicant is expressly authorised to hold an on-licence under the Act.
- Photographs of the exterior of the premises or an artist's impression of the exterior of the proposed premises as it will look when finished.
- Photographs (or drawings if under construction) of all areas of the interior of the premises.
- A map, or a copy of a map, or a portion of a map, showing the location of the premises.
- A scale floor / site plan showing:
 - Each entrance to the premises that the applicant intends should be designated as a principal entrance, location of any security cameras and monitors, lighting, on site parking areas.
 - SUPERMARKET AND GROCERY STORE: The floor area of the premises showing the proposed single area for the display and promotion of alcohol including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables and delicatessen items.
- If the application relates to a hotel or tavern, the licence number of the on-licence held in respect of the premises.
- For a **NEW** Off Licence, if not a conveyance, an Application for Certificate of Compliance (planning consent - included in this pack) must also be completed and will be assessed by the local authority to ascertain whether the proposed use of the premises meets the requirements of the Resource Management Act and the NZ Building Code. The fee for this certificate is not included in the Application Fee and will be invoiced separately. This is not required for renewals.
- If applicable, copies of all relevant building consents and certificates.
- GROCERY STORE ONLY: particulars of the principal business of the store as set out in section 33 of the Act including a statement of annual sales revenue as required by regulation 12 or 13 of the Sale and Supply of Alcohol Regulations 2013