

West Coast Councils



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 Special Licence

Application for Special Licence must be lodged a minimum of 20 working days before the event. Unless unforeseen circumstances have occurred to prevent this, an application for Waiver under Section 208 cannot be accepted.

CHECKLIST - Please attach completed checklist to your application

Name of Applicant _____

EVERY application must be accompanied by the following:

- ONE copy of the application form and supporting documentation plus applicable application fee.
- Applications to be signed in person by the applicant. If employing an agent or lawyer who signs on your behalf we require a written "authority to act" to be submitted.
- Supporting documentation of the event ie. Programme or any other information which establishes this application as a genuine "special" event.
- Clear information about the types of people that will be attending the event (Public or Invitation only) and expected numbers.
- Floor plan identifying the particulars noted under heading "Design and layout of the premises"
- Location plan (map) of the premises/site.
- Identifying particulars of the applicant .i.e. - for existing licensed premises the licence number and details; for a non-licensed club or society proof of its lawful establishment such as Club constitution or rules and where the club is incorporated a copy of the Certificate of Incorporation or other documentary evidence of its incorporation. For an individual we require a clear letter that you are authorised to apply for this licence on behalf of the event organisers.
- A written signed statement from the owner of the premises authorising the sale of alcohol if premises not owned by the applicant.

For large events the following additional information may also be required:

- Management plan covering such matters as security, monitoring, interaction with local residents and public health concerns.
- Provision of a certificate from the Territorial Authority that the proposed use of the premises meets the requirements of the Resource Management Act 1991 and the NZ Building Code.
- Evidence that the applicant has liaised with the Police and Territorial Authority on planning for the event.

Sale and Supply of Alcohol (Fees) Regulations 2013 – Event Types and Fees

Large event: Event/s that the territorial authority believes on reasonable grounds will have patronage of over 400 people
Medium event: Event/s that the territorial authority believes on reasonable grounds will have patronage of 100 - 400 people
Small event: Event/s that the territorial authority believes on reasonable grounds will have patronage of less than 100 people

Class	Issued in respect of	Application fee \$ inc GST
1	1 large event OR more than 3 medium events OR more than 12 small events	\$575.00
2	3 to 12 small events OR 1 to 3 medium events	\$207.00
3	1 or 2 small events	\$63.20