



**Buller District Council**  
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## 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 renewal applications lodged in Buller, are no longer required to be advertised in the local newspapers but instead they will be published on Council's website and Council's Facebook Page for 25 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.

**Failure to supply the required information may result in your application being placed on hold until ALL information has been received**

# What you need to know when applying for an alcohol licence

*The information we ask to be provided with your application is required under the Sale and Supply of Alcohol Act 2012. Please use the covering page checklist as a guide, and read the following notes, making sure your application includes all of this information.*

## **Has your application for renewal been lodged within 20 working days of the date of expiry?**

Applications for licence renewals must be made AT LEAST 20 WORKING DAYS BEFORE THE CURRENT EXPIRY DATE and can only be received in a lesser time frame if the DLC decides there were unforeseeable circumstances. An application for waiver under Section 208 must be applied for.

## **Public Notification for On, Off and Club Licences**

When an applicant applies to renew an existing licence they must publicly notify that they are applying and this has historically been by a notice published in the local newspaper. In Buller, Grey and Westland districts, public notices are now being published on the relevant Council's website and Council's Facebook Page for 25 working days. Applications for a New Licence still require Public Notices to be published in the Local Newspaper. Working days under the Act do not include a Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereigns Birthday or Labour Day or a day in the period commencing on 20 December in one year and ending with 15 January in the next year.

The attached (Form 7) must be completed and supplied with your application.

***When a renewal application includes an extension of trading hours and/or designated area the public notice should identify both current conditions and proposed conditions being sought.***

## **Notice to be Displayed**

A copy of this notice (Form 7) must be displayed on site within 10 working days of the application being received by the District Licensing Committee and must be in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises.

## **The object of the Act**

The object of the Act is to ensure that the sale, supply and consumption of alcohol will be undertaken safely and responsibly and any harm caused by the excessive or inappropriate consumption of alcohol is minimized. Your application will be forwarded to the Police and Community & Public Health for comment and they are able to oppose to your application or delay their response if insufficient information is provided.

## **Suitability of the applicant**

Why are you a suitable person or business to hold a licence? What previous experience do you have in selling and supplying alcohol? What do you know about the Sale and Supply of Alcohol Act 2012 and the requirements within this Act? Your application will be forwarded to the Police and Community & Public Health for comment and they are able to oppose the application in which case the DLC would hold a hearing to make its decision on the application.

## **The manner in which alcohol is to be sold**

This relates to any promotions or advertising. Alcohol cannot be included as a prize in a raffle and there are new rules around advertising discounts of more than 25%, promotions likely to lead to the excessive consumption of alcohol, or aimed at or likely to have special appeal to minors.

## **Design and layout of the premises**

You need to supply a floor plan which shows all areas intended to be used for selling or supplying alcohol including any outdoor areas. This plan needs to identify the following where applicable: where the bar is to be located, exits, toilet facilities, kitchen, the principal entrance, location of bar, lighting, furniture, security lighting, location of security cameras and monitors, any outdoor parking, assembly area in case of emergency etc.

Photos of the inside and outside of the premises are also required. This can help the reporting agencies and District Licensing Committee when making their decision as it can clarify whether the design and layout of the premises comply with the requirements under the Sale and Supply of Alcohol Act.

### **Provision of any other goods or services**

What other activities are going to be taking place in addition to the supply of alcohol and food? Describe all the activities eg, accommodation, are any other services or goods being sold?

### **Appropriate systems, staff and training to comply with the law**

- It is important to list all managers with a current manager's certificate employed by you, whether on a full time or casual basis. If you only have one manager recorded, it could be questioned as to whether staffing levels are adequate for the number of hours you are requesting to operate.
- Prohibited persons: How are you going to make sure that no minors are sold or supplied alcohol? How are you going to ensure that no one becomes intoxicated and what are you going to do about it if they do? Remember no person may remain on site or enter the site if intoxicated. How do you know if a person is intoxicated? How are you going to prevent people becoming intoxicated?
- How and where will you supply free potable water. (Potable water is either mains supply or certified as meeting the Drinking Water Standards.) Note that if your premises is not on a mains water supply, you may be requested by the Medical Officer of Health to supply a recent water test certificate to demonstrate the potability of your drinking water.
- What are you doing about promoting and providing information about alternative transport options? If a bus or courtesy vehicle is being provided how and when is this going to operate?

### **Why the amenity and good order of the surrounding area will not be negatively affected**

In other words, how are you going to manage the premises without causing any major issues in the immediate environment. For example, how much noise is likely to be produced and how are you going to mitigate any negative effects from the noise, what about vehicle movements and parking, litter, patrons behaviour etc.

### **Matters of Opposition and Objections**

The NZ Police and Community Public Health have a 15 working day period from the date the application is forwarded to them to either raise a matter in opposition or to advise they have no matter in opposition to the application. The general public have 25 working days from the date of first publication of the public notice in which to lodge an objection.

### **Operating on a Temporary Authority**

A new owner taking over an existing licensed premises may apply for and operate under a Temporary Authority Order which allows you to trade under the conditions of the existing licence which is valid for three months.

It is in your best interest to apply for your new licence as soon as possible so that, providing all information is supplied and approved, your new licence may be issued before the Order expires. If it appears that your new licence will not be able to be issued by the Order's expiry date, a further Temporary Authority Order must be applied for. If multiple temporary authorities are required due to the lack of information being supplied, your suitability to be a licensee may be put in question.

### **Annual Fees**

An annual fee is 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.

### **Additional requirements for Off Licences**

- **SUPERMARKETS AND GROCERY STORES ONLY:** The floor plan 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.
- **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.
- Other information will be requested if the premises is operating / to operate under additional legislation such as the Wine Makers Act 1981 and Auctioneers Act 1928, or application is made under sections 34 or 35 of the Sale and Supply of Alcohol Act 2012.

# West Coast Councils



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Record No.:
Date lodged:
Debtor No.:
Application Fee:
Receipt:
Invoice:

## Application for Off-Licence or Renewal of Off-Licence [Form 4] Sections 100 and 127(2), Sale and Supply of Alcohol Act 2012

To: The District Licensing Committee Secretary  Buller  Grey  Westland

Application for  Off-Licence or  Renewal of Off-Licence is made in accordance with the particulars set out below.

**Existing (current) Licence No:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

Are any changes sought to the present conditions of the existing licence?  Yes  No

**If yes**, what changes are being sought: \_\_\_\_\_

### 1. Endorsements

(State by type every endorsement sought or sought to be renewed)

\_\_\_\_\_

### 2. Details of Applicant

a. Status of Applicant (tick appropriate box):

*If your organisation does not fit any of this criteria, it needs to be lodged by an individual (natural person) on behalf of your organisation)*

- Natural Person (individual)  Private Company  Public Company  
 Partnership  Territorial/Local Authority  Licensing or Community Trust  
 Trustee  Government department or other instrument of the Crown  
 Manager under the Protection of Personal and Property Rights Act 1988  
 Board, organisation, or other body to which section 28(1)(c) of the Act applies  
 Body corporate (S 28(1)(b) of the Act). State authority of incorporation: \_\_\_\_\_

b. Company name (or full legal name (s) if applicant is an individual) to be displayed on licence: \_\_\_\_\_

c. Postal Address for service of documents: \_\_\_\_\_

d. Contact details: Full legal name of contact person: Surname \_\_\_\_\_

Christian Name/s \_\_\_\_\_

Alias and/or Maiden Name (if applicable): \_\_\_\_\_

Usual residential address: \_\_\_\_\_

Daytime contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred mode of contact: \_\_\_\_\_

Website: \_\_\_\_\_

e. Date and Place of Birth: \_\_\_\_\_

f. Gender:  Male  Female

g. Occupation/Current employment: \_\_\_\_\_

h. Business details: (describe principal business and any other businesses operated by the applicant): \_\_\_\_\_

i. Criminal Convictions of Individuals, Company directors or partners: (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 applies)

Nature of offence	Date of Conviction	Penalty

### 3. Police Approval

The Police are required to report on this application. That report may include the release of any previous convictions you may have. You will receive a copy of that report. Do you consent to the release of this information?

Yes  No **I agree to the release of information obtained by the Police when compiling background checks.**  
*(Note that failure to allow Police to disclose this information may result in your application being determined at a hearing.)*

### 4. Further details where applicant is a company

a. Date and place of incorporation (attach Certificate of Incorporation): \_\_\_\_\_

b. Full legal names of each director:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

c. If Applicant is a Private Company: State: Authorised capital \_\_\_\_\_ Paid up Capital: \_\_\_\_\_

**1.** Shareholder's name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held: \_\_\_\_\_

**2.** Shareholder's name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held: \_\_\_\_\_

d. If Applicant is a Public Company.

**1.** Shareholder's name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held: \_\_\_\_\_

**2.** Shareholder's name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_

Face value of shares held: \_\_\_\_\_

**5. Further details where applicant is a legal partnership (Signature of each partner is required)**

**1.** Shareholder's name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

**2.** Shareholder's name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

**6. Details of ALL Managers appointed – continue on separate page if required**

Full Legal Name: \_\_\_\_\_

Certificate No. \_\_\_\_\_ Expiry: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Certificate No. \_\_\_\_\_ Expiry: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Certificate No. \_\_\_\_\_ Expiry: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Certificate No. \_\_\_\_\_ Expiry: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Certificate No. \_\_\_\_\_ Expiry: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Certificate No. \_\_\_\_\_ Expiry: \_\_\_\_\_

**7. Details of Premises (if not a conveyance)**

- a. Address of proposed licensed premises: \_\_\_\_\_
- b. Any name, trading name or name of building (if any): \_\_\_\_\_
- c. Does the applicant own the proposed licenced premises?  Yes  No **If no**, provide the following details:  
 Full name and address of owner: \_\_\_\_\_  
 Tenure of the premises: (eg leasehold, under tenancy agreement or licence) \_\_\_\_\_
- d. Is the licence sought conditional on the completion of building work?  Yes  No

If yes, please provide details: \_\_\_\_\_

- e. What part (if any) of the premises does the applicant intend to be designated as:

Note: Highlight designated areas on floor plan.

• **Undesignated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent or legal guardian.

• **Supervised** designation: persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.

• **Restricted** designation: no person under 18 may be present on the premises.

**Please describe your areas. Bar, Lounge, Outdoor area etc**

**Undesignated area:** \_\_\_\_\_

**Supervised area:** \_\_\_\_\_

**Restricted:** \_\_\_\_\_

- f. Are there security cameras and monitors on site? \_\_\_\_\_  Yes  No

**If yes**, how many of each are on site – also note location on floor plan. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Details of Conveyance - if not applicable proceed to 9.**

- a. Kind: (Type, eg. bus, ship railway carriage etc): \_\_\_\_\_
- b. Tenure (ie owned by applicant, operated under charter/lease/licence): \_\_\_\_\_
- c. If not owned by applicant, please provide the following details:  
 Full name and address of owner: \_\_\_\_\_
- d. Registration number: \_\_\_\_\_
- e. Home base address: \_\_\_\_\_
- f. Any name or trading name of conveyance: \_\_\_\_\_
- g. Is the licence sought conditional on the completion of construction work?  Yes  No

**If yes**, please provide details: \_\_\_\_\_

- h. What part (if any) of the conveyance does the applicant intend to be designated as:

• **Undesignated:** Any person of any age may be present on the premises. Those under 18 cannot be served alcohol, but may be supplied by their parent or legal guardian.

Note: Highlight designated areas on floorplan plan.

- **Supervised** designation: persons under 18 may be present, but only if accompanied by a parent, or legal guardian, i.e. Court appointed. Those under 18 cannot be sold alcohol, but may be supplied by the parent or guardian.
- **Restricted** designation: no person under 18 may be present on the premises.

**Please describe your areas. Bar, Lounge, Outdoor area etc**

**Undesignated area:** \_\_\_\_\_

**Supervised area:** \_\_\_\_\_

**Restricted:** \_\_\_\_\_

**9. Fire Safety –**

I hereby state that: (tick one)

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by [section 76](#) of the Fire and Emergency New Zealand Act 2017.
- Because of the building's current use, it's owner is not required to provide and maintain such a scheme.
- Because of the nature of the building, it's owner is exempt from the requirement to provide and maintain such a scheme.

A registered Evacuation Scheme is required when: the building can hold more than 100 people; there are more than 10 employees in the entire building; or overnight accommodation is provided for more than 5 people. If you are unsure whether you require an evacuation scheme, you can visit the Fire and Emergency NZ (FENZ) website [www.fireandemergency.nz](http://www.fireandemergency.nz) – go to Evacuation Advice and follow the link. Information on this site advises the criteria for requiring an evacuation scheme and has the tools and resources on how to develop one. If you still require assistance you can contact: West Coast Fire Safety Officer, PO Box 222, Greymouth 7840, phone 03 768 0318, email [WestCoastDistrict-CRMTeam@fireandemergency.nz](mailto:WestCoastDistrict-CRMTeam@fireandemergency.nz)

**10. Details of Business**

a. Is the sale of alcohol intended to be the principal purpose of the business?  Yes  No

**If no**, what is intended to be the principal purpose of the business? \_\_\_\_\_  
 \_\_\_\_\_

b. Is the applicant engaged, or intending to be engaged, 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?

Yes  No

**If yes**, what is the nature of those other goods or services? ie Accommodation, souvenirs \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c. What are the days and hours proposed for the sale of alcohol? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

d. Do you intend to provide complimentary samples of alcohol on the premises?  Yes  No

**If yes**, detail availability of potable water to be provided? \_\_\_\_\_  
 \_\_\_\_\_



**11. Conditions**

a. What experience and training does the applicant have? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. What steps does the applicant propose to take to ensure that the requirements of the Act in relation to the sale of alcohol to prohibited persons (i.e. minors, intoxicated persons, other persons to whom alcohol may not be sold pursuant to the licence) are observed?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. What other steps does the applicant propose to promote the responsible consumption of alcohol?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. What appropriate systems, staff and training does/will be in place to ensure compliance with the Act?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. What are the current and possible future noise/nuisance and vandalism levels and how does the applicant intend to mitigate them?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f. What other off-licensed premises are there in the vicinity of the proposed premises?  
\_\_\_\_\_  
\_\_\_\_\_

g. Will the granting of this licence contribute to an increase in alcohol related problems in the area? (Explain)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- h. What is the land near the proposed premises currently being used for? Will the granting of a licence for your premises impact on neighbouring land use? If so, in what way?

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## 12. Attachments (whether a premises or a conveyance)

Attachments required as indicated on the check list provided are to be included with your application.

- Checklist provided indicating all relevant attachments required.

## Privacy Statement

Information contained in your application and any supporting information will be held by Buller District Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request. The information will be provided to the statutory reporting agencies (the Police, the Medical Officer of Health, and the Licensing Inspector) for the purposes of assessing and reporting on your application, and to the Buller District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Buller District Licensing Committee and may be used in the Committee's decision for your application. Decisions can be made publicly available. The Council is required to provide a copy of all applications and related decision along with the issued certificate to the Alcohol Regulatory and Licensing Authority. Any member of the public may request access to this information under the Local Government Official Information and Meetings Act 1987. You have the right to see and correct personal information that the Council holds about you.

## 13. Signature: Please ensure this application is signed and dated

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 (Place ie. Westport, Greymouth, Hokitika) (day) (month) (Year)

\_\_\_\_\_  
 Applicant Signature

### Notes

- 1 This form must be accompanied by the prescribed fee.
- 2 Within 20 working days after filing this application with the District Licensing Committee (or 10 working days if it is an application for renewal), the applicant must give public notice of it in [form 7](#). The notice must be given in compliance with [regulation 36](#), [37](#), or [38](#) of the Sale and Supply of Alcohol Regulations 2013 (whichever applies to this application).
- 3 Except in the case of a conveyance, within 10 working days after filing this application with the District Licensing Committee, the applicant must ensure that notice of this application in [form 7](#) is attached in a conspicuous place on or adjacent to the site to which this application relates (unless the Secretary of the District Licensing Committee agrees that it is impracticable or unreasonable to do so).

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Record No.:
Date lodged:
Debtor No.:
Fee:
Invoice:
Receipt:

## Application for Certificate of Compliance In accordance with the Resource Management Act 1991 and Building Code Sections 100(f) Sale and Supply of Alcohol Act 2012

**To be completed for any NEW On, Off or Club licence applications.  
Not required for renewals.**

- To: The Secretary
- Buller District Licensing Committee
- Grey District Licensing Committee
- Westland District Licensing Committee

### Applicant details

- a. Full legal name or names (to be on licence): \_\_\_\_\_
- b. Contact Name: \_\_\_\_\_
- c. Postal Address for service of documents: \_\_\_\_\_  
\_\_\_\_\_
- d. Contact phone: \_\_\_\_\_
- e. Email address: \_\_\_\_\_

### Details of Premises

- a. Business / Trading Name \_\_\_\_\_
- b. Location address: \_\_\_\_\_
- c. Valuation Number: \_\_\_\_\_
- d. Legal Description: \_\_\_\_\_
- e. Computer Register Number (CT): \_\_\_\_\_
1. Describe the type of business/activities proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Will the business be providing accommodation?  Yes  No  
**If yes**, supply details of the number of units/rooms that will be used for accommodation. \_\_\_\_\_  
\_\_\_\_\_
3. What is the maximum occupancy of the building? \_\_\_\_\_

4. What are the intended hours of operation? \_\_\_\_\_
5. How many off street car parks are on site? \_\_\_\_\_
6. Are there any existing resource consents?  Yes  No  
**If yes**, list consent numbers (if known). \_\_\_\_\_
7. Are you intending on changing the scope of the operation?  Yes  No  
**If yes**, please describe: \_\_\_\_\_
8. Are there any existing building consents?  Yes  No  
**If yes**, list consent numbers (if known). \_\_\_\_\_
9. Is there a Building Warrant of Fitness for the building?  Yes  No  
**If yes**, what is the compliance schedule number and expiry date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
*(Place ie. Westport, Greymouth, Hokitika) (day) (month) (Year)*

- Required Attachments:**  Plan of the site identifying buildings, parking and vehicle access.  
 Compliance Certificate Application fee  
(current fees can be found at <http://bullerdc.govt.nz/property/building-services/fees-charges/>)

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**Office Use Only**

**PLANNING TEAM**  Approved  Declined

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Designation*

\_\_\_\_\_  
*Date*

**BUILDING**  Approved  Declined

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Designation*

\_\_\_\_\_  
*Date*

**LICENSING INSPECTOR**  Approved  Declined

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

**Public notice of application for on-licence, off-licence, or club-licence (or application for variation of conditions of on-licence, off-licence, or club-licence)**

Section 101 Sale and Supply of Alcohol Act 2012

Form 7

*(Full name of applicant, address and occupation)*

.....  
.....  
.....

has made application to the District Licensing Committee at Westport for the *issue / renewal / variation of conditions (delete one)* of a ..... *(State kind of licence )* in respect of the premises situated at .....*(Location address or the kind of conveyance)* known as ..... *(Trading name of premises)*.

The general nature of the business conducted *(or to be conducted)* under the licence is ..... *(type of business eg hotel, tavern, restaurant etc)*.

The days on which and the hours during which alcohol is *(or is intended to be)* sold under the licence are: *(specify days and hours)*

.....  
.....

The application may be inspected during ordinary office hours at the office of the Buller District Licensing Committee at 6-8 Brougham Street, Westport.

Any person who is entitled to object and who wishes to object to the issue of the application may, not later than 25 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Committee at PO Box 21, Westport 7866.

No objection to the issue of a licence may be made in relation to a matter other than a matter specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

No objection to the renewal of a licence may be made in relation to a matter other than a matter specified in section 131 of the Sale and Supply of Alcohol Act 2012.

**Office Use only (to be included on website publication)**

Published on website: [Date]

25 day objection period ends: [Date]

# EVACUATION SCHEME STATEMENT BY THE APPLICANT

For

## New and Renewal of On/Off/Club Licences

(Section 100(d) (i-iii) Sale and Supply of Alcohol Act 2012)

To: Buller District Licensing Committee  
PO Box 21  
WESTPORT 7866

Applicant: \_\_\_\_\_

Premises: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby state that: **(TICK ONE)**

- The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by section 76 of the Fire and Emergency New Zealand Act 2017.
- Because of the building's current use, its owner is not required to provide and maintain such a scheme.
- Because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

Yours faithfully

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Designation

A registered Evacuation Scheme is required when: the building can hold more than 100 people; there are more than 10 employees in the entire building; or overnight accommodation is provided for more than 5 people. If you are unsure whether you require an evacuation scheme, you can visit the Fire and Emergency NZ (FENZ) website [www.fireandemergency.nz](http://www.fireandemergency.nz) – go to Evacuation Advice and follow the link. Information on this site advises the criteria for requiring an evacuation scheme and has the tools and resources on how to develop one. If you still require assistance you can contact: West Coast Fire Safety Officer, PO Box 222, Greymouth 7840, phone 03 768 0318, email [WestCoastDistrict-CRMTeam@fireandemergency.nz](mailto:WestCoastDistrict-CRMTeam@fireandemergency.nz)

## Declaration Form

### Display of Public Notice

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To: The Secretary       **Buller** District Licensing Committee  
                                  **Grey** District Licensing Committee  
                                  **Westland** District Licensing Committee

**Application Type: (Tick as appropriate)**

- NEW**  
 **RENEWAL** or  
 **VARIATION**

**Of**

- ON LICENCE**  
 **OFF LICENCE** or  
 **CLUB LICENCE**

I hereby declare that I have affixed a copy of the Public Notice Form (Form 7) in a conspicuous location on or adjacent to the site where it can conveniently be read by a person outside the premises as required by the Sale and Supply of Alcohol Act 2012.

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**SIGNED** by the licence holder or licence applicant.

---

**NAME** of signatory

---

**Date**

---

**Licence Number/s** (if applicable)

# West Coast Councils



**Buller District Council**  
6-8 Brougham Street, Westport 7825  
PO Box 21, Westport 7866  
T: (03) 788 9111

66 Broadway, Reefton 7830  
PO Box 75, Reefton 7851  
T: (03) 732 8821  
[info@bdc.govt.nz](mailto:info@bdc.govt.nz)  
[www.bullerdc.govt.nz](http://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](mailto:info@greydc.govt.nz)  
[www.greydc.govt.nz](http://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](mailto:council@westlanddc.govt.nz)  
[www.westlanddc.govt.nz](http://www.westlanddc.govt.nz)

## FEES AND CHARGES

### Sale and Supply of Alcohol (Fees) Regulations 2013

#### On, Off and Club Licences and other Licence fees

**Application fees must be paid at the time of application - no application will be accepted without the relevant fee.** The fee payable for a new or renewal of an On, Off or Club Licence is assessed using a cost/risk rating system based on the type of premises, type of licence, hours of operation and any enforcement holdings in the last 18 months. The fee category is based on the sum the ratings which determine the applicable application and annual fees. A Territorial Authority may, in its discretion and in response to particular circumstances, assign a fee category to premises that is one level lower but no premises may be assigned a category lower than very low.

**If, when an application is determined, it is found that a higher application fee should have been paid, the licence must not and will not be issued or renewed (or variation granted) until the applicant pays the difference between the amount paid and the amount that should have been paid.**

In addition, an annual fee is payable for all licences. For new licences this fee must be paid prior to the licence being issued, for all existing licences it must be paid on the anniversary date of the licence. . If this fee is not paid within 30 days after the day on which it is due the licence is suspended from the next day and until the fee and any penalties in respect of late payment are fully paid.

#### Calculation of Fees – Refer to Definitions

Type of Premises:	_____	Weighting:	_____
Latest Alcohol Sale Time:	_____	Weighting:	_____
Enforcements:	_____	Weighting:	_____
		Total:	_____

Cost/risk rating	Fees category	Application fee \$ inc GST	Annual fee \$ inc GST
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1023.50	\$1035.00
26 plus	Very High	\$1207.50	\$1437.50

Category: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Annual Fee: \_\_\_\_\_

#### Class of Premises

Type	Class	Description
Restaurant	1	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a significant bar area and operates that bar area at least one night a week in the manner of a tavern
	2	A restaurant that has or applies for an on-licence and has, in the opinion of the Territorial Authority, a separate bar area and does not operate that bar area in the manner of a tavern at any time.
	3	A restaurant that has or applies for an on-licence and, in the opinion of the Territorial Authority, only serves alcohol to the table and does not have a separate bar area.
	BYO	A restaurant for which an on-licence is or will be endorsed under section 37 of the Act.
Clubs	1	A club that has or applies for a club licence, has at least 1,000 members of purchase age and in the opinion of the territorial authority operates any part of the premises in the nature of a tavern at any time.
	2	A club that has or applies for a club licence and is not a class 1 or class 3 club
	3	A club that has or applies for a club licence and has fewer than 250 members of purchase age and in the opinion of the territorial authority, operates a bar for no more than 40 hours each week.



## Type of premises

Type of Licence	Type of Premises	Weighting
<b>On-licence</b>	Class 1 restaurant, night club, tavern, adult premises	15
	Class 2 restaurant, hotel, function centre	10
	Class 3 restaurant, other premises not otherwise specified	5
	BYO restaurants, theatres, cinemas, winery cellar doors	2
<b>Off-licence</b>	Supermarket, grocery store, bottle store	15
	Hotel, tavern	10
	Class 1, 2 or 3 club, remote sale premises, premises not otherwise specified	5
	Winery cellar doors	2
<b>Club-licence</b>	Class 1 club	10
	Class 2 club	5
	Class 3 club	2

## Latest alcohol sales time allowed for premises

Type of Premises	Latest trading time allowed (during 24 hour period)	Weighting
<b>Premises for which an on-licence or club-licence is held or sought</b>	2.00 am or earlier	0
	Between 2.01 and 3.00 am	3
	Any time after 3.00 am	5
<b>Premises for which an off-licence is held or sought (other than remote sales)</b>	10.00 pm or earlier	0
	Any time after 10.00 pm	3
<b>Remote sales premises</b>	<b>Not applicable</b>	0

Number of enforcement holdings in respect of the premises in the last 18 months	Weighting
None	0
One	10
Two or more	20

Other Definitions	
<b>Remote sales premises</b>	Premises for which an off-licence is or will be endorsed under section 40 of the Act.
<b>Enforcement holding</b>	A holding as defined in section 288 of the Act, or an offence under the Sale of Liquor Act 1989 for which a holding could have been made if the conduct had occurred after 18 December 2013.

## Other Licence Fees

Type	Description of activity	Application fee \$ incl GST
Temporary Authority	Fee payable to the territorial authority under s.136(2) of the Act for a temporary authority to carry on the sale and supply of alcohol	\$296.70
Temporary Licence	Fee payable to the territorial authority by a person applying under section 74 of the Act to sell alcohol pursuant to a licence from premises other than the premises to which the licence relates	\$296.70
Permanent Club Charter	Annual fee payable to the territorial authority in which the club's premises are situated by the holder of a permanent club charter as described in section 414 of the Act	\$632.50
Extract from register	Fee payable to a licensing committee under section 66(2) of the Act for an extract from a register	\$57.50
	Fee payable to ARLA under section 65(2) of the Act for an extract from a register	\$57.50
Appeals	Fee payable to ARLA under section 154 of the Act (against a decision of a licensing committee)	\$517.50
	Fee payable to ARLA under section 81 of the Act (against a local alcohol policy)	\$517.50