

DISTRICT LICENSING AGENCY

SALE OF LIQUOR ACT 1989

SPECIAL LICENCES

INFORMATION FOR GUIDANCE OF APPLICANTS

- 1 Full details describing each individual event or function must accompany the application. Failure to supply sufficient information could result in the application being delayed until further details are obtained.
- 2 Applications must be lodged a minimum of 20 working days prior to an event.
- 3 The application fee (currently \$64.40 including GST) must accompany the application.
- 4 Council will accept a single application form provided it is in heavy type or dark blue or black biro which can be photocopied.
- 5 Under most circumstances licences for evening social functions will not be granted for later than 2.00am the following day.
- 6 Special licences may be granted for “an event or series of occasions or events”. This is interpreted as meaning related and similar functions.
- 7 Licences for a series of occasions or events over an extended period will only be granted to club’s or groups where there is a pre-planned programme of clearly specified, and club related (or group) events.
- 8 An application may not be lodged for a series of unrelated events, ie a list of events including perhaps a twenty-first, a wedding, and a fund raising evening will require separate licence applications for each event.
- 9 Applications should be posted to P O Box 522, Timaru or delivered to the Liquor Licensing Clerk at the Timaru District Council Offices, 2 King George Place, Timaru.
- 10 Applicants are welcome to discuss their requirements with our staff prior to or when lodging their application.
- 11 Adequate approved toilet facilities must be available on-site. Please contact an Environmental Health Officer if you require further information.
- 12 If a function involves a marque over 100m² a building consent is required; contact Council's Building Officials.

Contact: Candice Ottley
Liquor Licensing Clerk
(03) 687-7423