



Information Sheet for Applying for a Special Licence

An application for a special licence MUST be lodged at least 20 working days before the event(s) is to be held.

To complete this application you will need to answer **all** the questions, supply **all** requested documentation and pay the prescribed fee.

Please bring this information sheet when lodging application.

What to include:

- Completed Application Form signed and dated
- Prescribed fee - refer notes over page (*cheques made payable to Timaru District Council*)
- A copy of the floor plans of the premises showing the area to be licensed (including any outside area). *The District Licensing Committee recommend <http://canterburymaps.govt.nz> as a good resource to obtain high quality aerial maps for maps.*
- A copy of the site layout, or area, if event is outside
- A copy of your alcohol management plan for any 'large' event.

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. These events would require separate licence applications for each event.

Applications should be posted to PO Box 522, Timaru 7940 or delivered to the Liquor Licensing Clerk at the Timaru District Council Offices, 2 King George Place, Timaru.

An Environmental Health Officer will consider the suitability of food provisions for each application. Adequate approved toilet facilities must be available on-site. Please contact an Environmental Health Officer if you require further information.

Applicants are welcome to discuss their requirements with our staff prior to or when lodging their application.

Application Fee

There are three fee rates for special licences. The fee depends on the size and number of events covered by the licence. The new fee system, set by the Ministry of Justice, more fairly reflects the costs of liquor licensing.

Use the chart below to determine which category your special licence fits into. All application fees below are GST inclusive.

Please note that the Timaru, Mackenzie and Waimate District Licensing Committee that determines the final application fee so you may be charged further fees before your license is granted.

- A 'small' event is an event that will be attended by less than 100 people
- A 'medium' event is an event that will be attended by between 100-400 people
- A 'large' event is an event that will be attended by more than 400 people

Licence Type	Application Fee	Description
Class 3	\$63.25	1 or 2 events covered by the licence that are of a 'small' size
Class 2	\$207.00	3 to 12 events covered by the licence that are of a 'small' size, or 1 to 3 events that are of a 'medium' size
Class 1	\$575.00	All other special licences, including licences for events that are of a 'large' size, 13 or more events that are of 'small' size or 4 or more events that are of a 'medium' size.