

**IN THE MATTER**

of the Sale and Supply of Alcohol  
Act 2012 (the Act)

**AND**

**IN THE MATTER**

of an application by **KELVIN  
RITCHIE** pursuant to s.138 of the  
Act for an on-site Special Licence  
in respect of premises situated at  
107 High Street, Greymouth and  
known as "Coxon Hall, Greymouth  
High School"

**BEFORE THE GREY DISTRICT LICENSING COMMITTEE**

Kelvin Ritchie has made an application for a special licence to sell and supply alcohol for an event at 107 High Street, Greymouth known as "Coxon Hall, Greymouth High School".

The applicant is the organiser of the event which is a ball with an 'Enchanted Forest' theme. He has run three previous events of a similar nature held at Shantytown, Greymouth.

There is an estimated number of 150 people attending, with a probable age distribution of 16 - 99 years.

The proposed days and hours applied for are Saturday 4th October 2025, 7.00pm to 11.30pm.

The premise's principal entrance is from the carpark at 107 High Street, Greymouth.

The hall area of the premises, including the foyer, is undesignated as per the plan submitted with the application.

**DECISION**

The Grey District Licensing Committee Chairperson, acting pursuant to the Sale and Supply of Alcohol Act 2012 **grants** an application by Kelvin Ritchie for an on-site Special Licence for premises at 107 High Street, Greymouth known as "Coxon Hall, Greymouth High School" subject to the following conditions:

**CONDITIONS**

1. Alcohol may be sold under the licence only on the following days during the following hours: **Saturday 4th October 2025, 7.00pm - 11.30pm**

2. The hall and foyer area of the premises is undesignated for the licence period and is shown on the plan attached to this licence.
3. A certified duty manager must be on duty at all times when the premises are open for the sale and supply of alcohol.
4. The licensee must take the following steps to ensure that the provisions of the Act relating to the sale or supply of alcohol to prohibited persons are observed:
  - Minors and intoxicated persons must not be served alcohol.
5. The licensee must display signage as follows:
  - a. A sign at each principal entrance to the premises, so as to be easily read by patrons, stating the ordinary hours of business during which the premises will be open for the sale of alcohol;
  - b. At every point of sale detailing restriction on the sale and supply of alcohol to minors and intoxicated persons;
  - c. A copy of the licence attached to the premises so as to be easily read by persons attending the premises and;
  - d. A sign prominently displayed at the premises, which identifies by name the manager for the time being on duty.
6. The licensee must have available for consumption on the premises, at all times when the premises are open for the sale and supply of alcohol, a reasonable range of non-alcoholic and low-alcoholic beverages.
7. Food, as listed by the applicant must be available for consumption on the premises during the licence hours.
8. Drinking water is to be provided free of charge from a water supply prominently situated on the premises.
9. The licensee must provide information, advice and assistance about alternative forms of transport available to patrons from the licensed premises.
10. Noise levels are to be monitored at all times.
11. Payment of the fee prescribed under the Sale and Supply of Alcohol (Fees) Regulations 2013.

**The premises licensed area is set out on the plan submitted with the application and date stamped 27 May 2025. A note to this effect is to be made on the licence.**

### **REASONS FOR THE DECISION**

The applicant has provided in his application host responsibility details which demonstrate that suitable measures will be undertaken to provide the following measures with regard to the responsible sales or supply of alcohol, and that harm will be minimised by:

- Food, in the form of a grazing table, finger food and desserts, as per the attached menu will be available on the premises during the licence hours.
- Free water will be available at the bar at no charge throughout the event.
- Non-alcoholic and low alcoholic beverages will be available.
- Sober drivers will be available to transport patrons home.

There are three certified duty managers, Richad Kilpatrick, Emily Kavanagh and Anastasia Sheehan, who are experienced managers.

The Inspector's report indicates that the amenity and good order of the locality will not be adversely affected by more than a minor extent and that the applicant is suitable to hold this licence. She does not oppose this application.

While the Police and the Medical Officer of Health raise no matters in opposition, they have both suggested a 'supervised' designation of the licensed area. The applicant has stated that any attendees under 18 years of age at the event will be working and under the supervision of the three duty managers, and the Inspector advises the applicant has appropriate systems and training to comply with the law; therefore, an undesignated licensed area is considered adequate.

The event is being held at the Greymouth High School, which is a sensitive site. The event will take place on a weekend, outside of school hours so will have no adverse effect.

The applicant has written permission from the school's Board of Trustees to host the event.

The application was not required to be publicly notified and no opposition or notice of desire to be heard has been received.

Accordingly, I deal with the matter on the papers.

I am satisfied as to the matters to which we must have regard as set out in s.142 of the Act.

Section 149(2) notes if a special licence issued is postponed to some other day, the licence is in force on the day on which the event or part takes place.

**DATED** at GREYMOUTH this 16th day of June 2025



---

Rachel M van der Geest  
Chairperson/Commissioner

FILE NO

FIRE EXTINGUISHER  
FIRST AID KIT

## FOUND TABLES

## EXIT

EXIT

## FOOD TRIBLES

Outside

3 trace  
in Dark

F-aykr

தமிழ்நாட்டின்

TOILETS

books

## Exit

COXON HALL

# ENCANTED FOREST

1372 ✓

## FIRE EXTINGUISHER

Rabbit

EXIT

Bubbly. ME SMALL  
Glass holder/SAME

ENCLOSURE  
FOR 2025

GREY  
DISTRICT COUNCIL  
27 MAY 2025  
FILE No. ....

Undesignated.

