

Alcohol licencing fees

The fees regime

The Sale and Supply of Alcohol Act 2012 has brought in a new risk based fee regime. Before December 2013 all fees were the same across licensed premises, regardless of the costs and risks an operation might create.

The current regime has been designed to:

- Recover all costs of the licensing system;
- Allocate costs more fairly across the industry;
- Provide territorial authorities with flexibility to respond to local conditions;
- Establish fair and pragmatic transitional arrangements; and
- Minimise alcohol-related harm to the extent that is possible and reasonable through a cost recovery fees regime.

How are the fees determined?

Regulations have set default fees for all types of licence. The fees vary depending on the cost/risk rating of each premises based on style of licence, hours and enforcements in the last 18 months. Fees for premises and managers include an Alcohol Regulatory Licensing Authority (ARLA) Levy. This is displayed on the invoice.

The fees consist of:

- An application fee — paid by licensees when they apply for a new, renewed or varied licence; and
- An annual fee — which must be paid by licensees each year.

Note 1: The application fees for processing your application are non-refundable, and must be paid when you apply for your licence. The risk weighting you are given will be determined by the territorial authority. The way the territorial authority will calculate the weighting your premises is given is detailed in the tables below. For payment of fees, refer page 3 for information.

Note 2: When preparing your alcohol licensing applications please make sure you use the latest version of the forms available on this website. Use of out of date forms may delay assessment of your application and also risk your application being returned as incomplete.

1. On/Off Club premises Licenses

Restaurants and clubs will be rated according to the “class” they fit within. Please refer to page 2 for the definitions.

Latest alcohol sale time	Weighting
Off-licence: Liquor store, Supermarket, Grocery	15
On-licence: Nightclub, Tavern, Adult premises, Class 1 restaurant	15
Off-licence: Across the bar sales at a tavern or Hotel-off	10
On-licence: Hotel, Function centre, Class 2 restaurant, Universities and polytechnics	10
Club licence: Class 1 club	10
<ul style="list-style-type: none"> • Off-licence: Remote sales, Chartered club, Club-off • On-licence: Class 3 restaurant, Other (not otherwise specified) • Club licence: Class 2 club • Other: Off-licence: Auctioneer; Off-Other; • On-licence: Caterer, Conveyance 	5
<ul style="list-style-type: none"> • On-licence: Theatres/cinemas, BYO restaurant, Winery • Off-licence: Winery cellar door • Club licence: Class 3 clubs 	2

Latest alcohol sale time	Weighting
<ul style="list-style-type: none"> • On-licence and club licence: Before 2.01am • Off-licence: Before 10.01pm, Remote Sales (including 24 hour) 	0
<ul style="list-style-type: none"> • On-licence and club licence: 2.01am – 3.01am • Off-licence: 10.01pm and later 	3
On-licence and club licence: All other closing times (including Hotel minibars at any time of any day)	5

Number of enforcements (last 18 months)	Weighting
None	0
1	10
2	20

Restaurant and club “Class” definitions

“Class 1” restaurants:

These restaurants have a significant separate bar area, and in the opinion of the relevant territorial authority, operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.

“Class 2” restaurants:

These restaurants have a separate bar, but of the relevant territorial authority, in the do not operate in the nature of a tavern at any time.

“Class 3” restaurants:

These restaurants only serve alcohol to the table and have no separate bar.

“Class 1” clubs:

These are large clubs with more than 1,000 members of drinking age and which, in opinion of the territorial authority, operate in the nature of a tavern.

“Class 2” clubs:

Clubs which do not fit class 1 or 3 definitions.

“Class 3” clubs:

Clubs which in the opinion of the territorial authority are small clubs (with up to 250 members of drinking age) and which typically operate a bar for 40 hours or less per week.

Fee Categories

Table Weighting	Cost/risk fee category	Application Fee (GST inclusive)	Annual fee (GST inclusive)
0–2	Very low	\$368	\$161
3–5	Low	\$609.50	\$391
6–15	Medium	\$816.50	\$632.50
6–25	High	\$1,023.50	\$1,035
26+	Very high	\$1,027.50	\$1,437.50

What is an annual fee?

An annual fee is set for all licences and is due on the anniversary date of the issue of the last licence. The amount of the annual fee you pay will be determined on the fee category and risk rating at the day the annual fee is due. This is important, as the annual fee could change throughout the year, particularly where the licensee has had a compliance issue that has been affecting their fees category over the past 18 months.

How do enforcements effect what fee I pay?

Any enforcement action taken against your premises by the agencies will now effect the fees you pay for a licence. We will take into account any enforcement action taken in the previous 18 months of any application or annual fee falling due. Enforcement action is classed as a “holding”. This is dealt with under section 288 of the Sale and Supply of Alcohol Act 2012. Sections 289 and 290 apply to a finding (holding) of the licensing authority that a person who is a licensee or a manager of any licensed premises has:

- Encouraged excessive consumption
- Promoted/advertised discounting of less than 25% (unless on the premises, or in remote sales off-licence catalogue)
- Held/had on the premises promotion/advertising of discounts of less than 25% and could be seen/heard from outside premises
- Promoted/advertised alcohol free of charge, other than complimentary samples or by promotion/advertisement within licensed premises that could not be seen.
- Offered goods/services/opportunity to win prize on condition alcohol was bought (other than offer only on licensed premises and only in relation to buying alcohol on those premises)
- Promoted competition that required/enabled entry by alcohol purchase, other than offering (on licensed premises) goods/services/opportunity to obtain/win prize or by stocking/displaying/selling alcohol concerned
- Promoted/advertised in manner had/likely to have special appeal to minors
- Sold/supplied to minor
- Allowed alcohol to be sold/supplied to minor
- Unauthorised sale/supply
- Sale to intoxicated person

Public Notice of application fee

All alcohol licence application public notices are published on the dedicated webpage located on ccc.govt.nz/alcohol.

Applications are no longer required to be published in the local newspaper. We will take care of the publication of your public notice when you make your application to us.

- There is a small administration charge for our assistance in loading the content onto the licensing notification webpage.
- The fee will need to be paid in advance of publication.
- The fee is current \$89.80 and is set by Council and may be subject to review annually.
- Your notice will be published within a week of your application being received and the public notice fee being paid.

We will send you a copy of the published notice for your records at the same time we send you the front entrance notice for display on your premises. You will need to display the notice on your main entrance for at least 15 working days.

2. Fees for other applications and matters

The table below provides information about fees for applications other than new licences, renewals of licences and variations of licences.

Application type	Fee (GST inclusive)
Fees set by the Sale and Supply of Alcohol (Fees) Regulations 2013	
Managers certificate	\$316.25
Temporary authority	\$296.70
Temporary licence	\$296.70
Appeal to Alcohol Regulatory and Licensing Authority (ARLA)	\$517.50
Extract of register (ARLA or District Licensing Committee)	\$57.50
Permanent club charter (annual fee due on 30 June each year)	\$632.50
Fees set by Council in it's Annual Plan fees Schedule	Subject to annual review
Certificate of Compliance (alcohol)	\$169.30
Public notice fee	\$89.90

Note: All application fees for processing your applications are non-refundable, and must be paid when you apply for your licence or certificate.

Most fees are set by the Regulations. However, any fees set by Council may be subject to annual review and any changes take effect on 1 July each year.

3. Special licences

Special licences can cover one-off or short duration events but can also cover larger events such as wine and food festivals. Fees for special licences have been set via a national three-tier framework:

Event	Fee (GST inclusive)
One or two events that are of a small* size	\$63.25
Three to 12 events that are of a small* size OR One to three events that are of a medium* size	\$207
All other special licences, including licences for events that are of a large* size	\$575
* Large event: >400 people expected Medium event: 100–400 people expected Small event: <100 people expected	

The flexibility for the territorial authority to adjust a fee category will also apply to special licences. For example, a territorial authority could decide to charge a special licence applicant the fee for a small sized event, instead of the fee for a medium sized event, if it decided that was appropriate in the circumstances.

Note: All application fees for processing your applications are non-refundable, and must be paid when you apply for your licence.

4. Payment of fees and variation based on decisions of District Licensing Committees (DLC) and further information

All applications must be accompanied by the relevant fee. You will be provided your fees invoice for payment when we receive your application form and associated documents required for filing. **We can only process your application once we have BOTH the paperwork AND the proof/confirmation of payment.**

Renewals must be fully paid and filed by the expiry date, otherwise your licence/certificate automatically expires.

Territorial authorities make a determination of the application fee based on the information provided by the applicant and any other relevant information available (including from the DLC) to the territorial authority at the time.

If the fee category of an applicant changes due to further information becoming available during the process of considering the application or because the application is asking for variation to the licence conditions, then provision will be made for the fee to be adjusted accordingly, once a new assessment is made.

When do I have to start paying these fees?

This new fee regime started on 18 December 2013. This applied to all applications types.

All existing licences must pay annual fees on the anniversary of their last application. A failure to pay your annual fee by the due date may result in a Suspension of the licence until the fee is paid.

New licences: The relevant annual fee must be paid by the applicant before the licence is issued.

Note: All application fees for processing your applications are non-refundable, and must be paid when you apply for your licence or certificate.