

Sale and Supply of Alcohol (Fees) Regulations 2013

Following the introduction of The Sale and Supply of Alcohol Act 2012 National risk based fees apply for all applications received from 18 December 2013. All fees include GST.

Type	Fees are set out in the Sale and Supply of Alcohol (Fees) Regulations 2013	Application / Renew / Variation Fee inc GST *	Annual Fee inc GST **
On / Off / Club new, renewal or variation)	The fee will be calculated using an assessment of factors:		
Very Low	<ul style="list-style-type: none"> Type of Premises 	\$368.00	\$161.00
Low	<ul style="list-style-type: none"> Latest opening hour you operate 	\$609.50	\$391.00
Medium	<ul style="list-style-type: none"> Number of enforcements you have had. 	\$816.50	\$632.50
High	<i>(Please see Table 1 and 2 to help calculate your fees)</i>	\$1,023.50	\$1,035.00
Very High		\$1,207.50	\$1,437.50
Special	Application fees will be calculated according to the size and frequency of the event or events		
Class 3	1 or 2 small events (fewer than 100 people)	\$63.25	N/A
Class 2	1 to 3 medium events (100 - 400 people), or 3 to 12 small events (fewer than 100 people)	\$207.00	N/A
Class 1	a large event (400+) people, or more than 3 medium events (100 - 400 people), or more than 12 small events (fewer than 100 people)	\$575.00	N/A
Managers New or Renewal	All	\$316.25	N/A
			N/A
Other			N/A
Temporary Authority	Section 136(2)	\$296.70	N/A
Temporary Licence	Section 74	\$296.70	N/A
Permanent Club Charter	Section 414	\$632.50	N/A
Extract from Register	Section 66(2)	\$57.50	N/A

* All fees are payable on application.

**All Annual fees on existing licences are payable on or prior to the anniversary of the most recent of the following:

- The date on which the licence was issued
- The date on which the licence was renewed
- The date on which a variation of the licence was granted.

If you have any questions or concerns with regard to fees or categories please contact a Licensing Inspector 0800 732 732

To calculate your premises risk rating and fee

- Step 1** - select your premises type from Table 1 - record the weighting in the box below
- Step 2** - select your latest closing time (based on what is on your licence) from Table 1 - record the weighting in the box below
- Step 3** - select the number of enforcements for your premises in the last 18 months from Table 1 - record the weighting in the box below.
- Step 4** - Add all the recorded weightings together to get your final risk rating score
- Step 5** - select your Total weighting in Table 2 – this line in the table shows your risk category and fees applicable

Premises Weighting Score		Hours Weighting Score		Enforcement Weighting Score		Total Weighting Score	My Risk Category
	+		+		=		

Table 1: Determining a Premises risk Rating and Fees

Type of Licensed Premises	Weighting	+	Latest Alcohol Sales time	Weighting
Off Licence - Bottle Store, Supermarket, Grocery store On Licence - Night Clubs, Taverns, Adult premises, "Class 1" restaurants	15		On-licences and clubs before 2:01am; Off-licences before 10:01pm, Remote sales premises (at any time)	0
Off-licence - Tavern, Hotel, Chartered Club On Licence - Hotels, Function centres, "Class 2" restaurants Club Licence - "Class 1" clubs	10		On-licences and clubs 2:01am-3:01am; Off-licences 10:01pm and later	3
Off Licence - Remote sales On Licence - "Class 3" restaurants Club Licence - "Class 2" clubs Other types of premises not included elsewhere	5		On-licences and clubs - all other closing times	5
Off Licence - Wine cellar doors On Licence - Theatres/cinemas, BYO restaurants Club Licence - "Class 3" clubs	2			

+	Number of enforcements	Weighting
	None	0
	1	10
	2 or more	20

Table 2: Fee Category

Total Weighting	Risk Category	Application Fee (Incl. GST)	Annual Fee (Incl. GST)
0-2	Very Low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-26	High	\$1,023.50	\$1,035.00
26 plus	Very High	\$1,027.50	\$1,437.50

Definitions and Commonly Asked Questions

Definitions

Restaurants:

- **Class 1** - restaurants with a significant separate bar area which operates 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 that have a separate bar (which may include a small bar area) but which do not operate that area in the nature of a tavern at any time.
- **Class 3** – restaurants that only serve alcohol to the table and do not have a separate bar area.

Clubs:

- **Class 1** – large clubs (with 1,000 or more members of drinking age) and which, operate in the nature of a tavern (e.g. a large working men's club, combined clubs, or large 'cossie' clubs)
- **Class 2** – clubs which do not fit class 1 or class 3 definitions (e.g. larger sports clubs, medium sized RSA's, many provincial social clubs)
- **Class 3**- small clubs (with up to 250 members of drinking age) and which operate a bar for 40 hours or less per week (e.g. small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSA's)

Enforcement – has the same meaning as a “Holding” under Section 288 of the Sale and Supply of Alcohol Act 2012, or a previous offence for which a holding has been issued if the offence occurred before 18 December 2013.

Commonly Asked Questions and Answers

- Q.** What happens if I need to renew my licence – do I need to pay the annual fee and the application fee?
- A.** Yes, you will need to pay both. The application fee needs to be paid at the time of application (minimum 20 working days before the licence expiry) and the annual fee will be invoiced by Council before the anniversary date.
- Q.** I own a restaurant. How do I determine what Class of restaurant I own – 1, 2 or 3?
- A.** You need to consider the definitions above to work out which category applies. A Licensing Inspector will review your premises category before the annual fee is invoiced, you will be advised of the assessed category and you can review the category.
- Q.** What types of premises are included in “other”?
- A.** Caterers, universities, polytechnics, complementary sales, e.g. gift stores,
- Q.** My restaurant doesn't open for the full extent of hours on my licence, as I open shorter hours can I be considered to have a lower weighting for hours?
- A.** The latest hours of trading for assessing your risk weighting are the maximum trading hours under your licence. If you wish to change your maximum trading hours you will need to apply for a variation of your licence.
- Q.** Where can I get more information?
- A.** You can refer to the Ministry of Justice website at www.justice.govt.nz or contact the Southland DLC 0800 732 732 or email: liquor@southlanddc.govt.nz