

**ALCOHOL REGULATORY AND LICENSING AUTHORITY
PRACTICE DIRECTIONS AND STATEMENTS
PURSUANT TO SECTIONS 172 AND 176 OF THE
SALE AND SUPPLY OF ALCOHOL ACT 2012**

To: Secretaries
District Licensing Committees

Section 172 of the Sale and Supply of Alcohol Act 2012 provides:

172 Licensing authority may issue practice directions

For the purpose of ensuring that the application and administration of this Act is consistent, the licensing authority may from time to time issue, for the guidance of licensing committees, any directions, notes, guidelines, or suggestions (not being inconsistent with this Act) that the licensing authority considers necessary or desirable.

Section 176 of the Sale and Supply of Alcohol Act 2012 provides:

176 Licensing authority may give statements to licensing committees

- (1) The licensing authority may give licensing committees statements setting out its views on —**
 - (a) the general administration of this Act; or**
 - (b) the policies to be followed in the administration of this Act or any provisions of it; or**
 - (c) any information obtained by the authority from any inquiry held by it or from any other source.**
- (2) A statement must not relate to a matter that may be a ground for an appeal against a decision of a licensing committee.**
- (3) In performing its functions under this Act, a licensing committee must observe every statement issued under this section.**

This is the second such practice direction and statement issued since the Act came into force on 19 December 2012.

1. MONTHLY RETURN

1.1 The licensing authority requires that a Monthly Return be submitted to it by all territorial authorities.

1.2 The following information is to be included in the Monthly Return:

- (a) The number and type of on-licence applications received, and their fee categories
- (b) The number and type of off-licence applications received, and their fee categories
- (c) The number and type of club licence applications received, and their fee categories
- (d) The total fee for licences paid to the licensing authority, by fee category
- (e) The number and type of managers' certificate applications received
- (f) The total fee for managers' certificates paid to the licensing authority

- (g) The number of special licence applications received, and their class category
- (h) The number of temporary authority applications received
- (i) The number of permanent club charter payments received

1.3 The template to be used for the Monthly Return is attached.

1.4 A Monthly Return must be received by the licensing authority, along with the fees due, by the end of the month following the month of the return. If no applications were received in a particular month, a nil return must be provided.

DATED at WELLINGTON this 20th day of December 2013

B M Holmes
Deputy Secretary
Alcohol Regulatory and Licensing Authority

TERRITORIAL AUTHORITY: _____

MONTHLY RETURN FOR MONTH ENDING: _____

On-licence, off-licence and club licence applications received:

Application Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On-licence new					
On-licence variation					
On-licence renewal					
Off-licence new					
Off-licence variation					
Off-licence renewal					
Club licence new					
Club licence variation					
Club licence renewal					
Total number					
Total Fee paid to ARLA (GST incl)					

Annual fees for existing licences received:

Licence Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On-licence					
Off-licence					
Club licence					
Total number					
Total Fee paid to ARLA (GST incl)					

Managers' certificate applications received:

	Number received
Manager's certificate new	
Manager's certificate renewal	
Total number	
Total Fee paid to ARLA (GST incl)	

Special licence applications received:

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
Special licence			

Temporary authority applications received:

	Number received
Temporary authority	

Permanent club charter payments received:

	Number received
Permanent club charter payments	