

**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

This is the third practice direction and statement issued pursuant to sections 172 and 176 of the Sale and Supply of Alcohol Act 2012 since it came into force on 19 December 2012.

**1. LICENCE RENEWALS**

1.1 Different practices have been in existence regarding licence renewals. For consistency and to avoid confusion, the Authority makes the following directions pursuant to clause 42(3) of the Sale and Supply of Alcohol Regulations 2013.

1.1.1 The Notice of Renewal of Licence (Form 15 in the Schedule of the Regulations) is to be in accordance with the attached form.

1.1.2 A text box is to be added to the bottom of the forms for On-Licences (Form 9), Off-Licences (Form 10), and Club-Licences (Form 11) in accordance with the attached. This is to ensure that the expiry date of the licence is clear.

1.1.3 Every time a licence is renewed, a replacement licence is to be issued with a new licence number. This is to ensure that the current expiry date and licence conditions are clear.

**DATED** at WELLINGTON this 28th day of January 2014

A E Cannell  
Deputy Secretary  
Alcohol Regulatory and Licensing Authority

Form 15  
Notice of renewal of licence

*Section 135, Sale and Supply of Alcohol Act 2012*

To *[full legal name of licensee]*

Licence *[replacement licence number]* replacing licence *[original licence number]*

The *[kind of licence]* in respect of the premises situated at *[number, street, and town]* (or the *[state kind of conveyance]*) and known as *[name of conveyance]* is renewed.

The present conditions of the licence continue to apply.

**or**

*[Where the District Licensing Committee or Alcohol Regulatory and Licensing Authority has altered the conditions of the licence]*

The present conditions of the licence continue to apply subject to the following changes:  
*[state]*

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, the licence continues in force—

- until the close of the period for which it is renewed; or
- if an application for the renewal of the licence is duly made before it would otherwise expire, until the close of the period of 3 years after the date for which it is renewed.

The period for which the licence is renewed is *[number]* year(s) and *[number]* month(s) expiring on *[expiry date]*.

Dated at: *[place, date]*

*[Signature]*

(Secretary, District Licensing Committee)  
(Name of territorial authority)

*[or]*

(Secretary, Alcohol Regulatory and Licensing Authority )

Addition to forms for On-Licences (Form 9), Off-Licences (Form 10), and Club-Licences (Form 11):

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, the licence expires on:

The *[date]* day of *[month]* *[year]*

*[Where the licence being issued is a replacement licence]*

Note: This licence replaces licence number *[previous licence number]* issued by the *[relevant District Licensing Agency/Committee]*