

FEE & CHARGES

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Sale and Supply of Alcohol (Fees) Regulations 2013

Special Licences and Manager Certificates

Fees must be paid at the time of application and no application will be accepted without the relevant fee.

Special licences

The fee payable for a Special Licence is also assessed using a cost/risk rating system depending on the size of the event and the number of events applied for.

- Large event: Means an event that the territorial authority believes on reasonable grounds will have patronage of more than 400 people
- Medium event: Means an event that the territorial authority believes on reasonable grounds will have patronage of between 100 and 400 people
- Small event: Means an event that the territorial authority believes on reasonable grounds will have patronage of fewer than 100 people

Class	Issued in respect of	Application fee \$ inc GST
1	1 large event: More than 3 medium events: More than 12 small events	\$575.00
2	3 to 12 small events: 1 to 3 medium events	\$207.00
3	1 or 2 small events	\$63.25

Manager's certificates

The fee to apply for a new manager's certificate or renewal of an existing certificate is \$316.25 including GST.

All existing manager's certificates (including club manager's certificates) will remain valid until their expiry date. However if you do not have a Licence Controller Qualification (LCQ) certificate issued on or after 18 December 2013, or a Bridging test certificate when your certificate expires, the District Licensing Committee may issue a limited renewal certificate for a one year period to enable you to obtain one of the above qualifications. If at the expiry of this one year period you have still not obtained the required qualifications your certificate will not be renewed.

NOTE: Under the new Act there will no longer be Club Manager's certificates although existing certificates will remain valid until they expire at which time the manager must apply for a new manager's certificate. This will require the applicant to obtain a qualification (currently the Licence Controller Qualification (LCQ) certificate) like all other managers before lodging their application. If you have already obtained a LCQ the requirements for managers to obtain a Bridging test as detailed above will apply.