

How to vary or cancel your licence conditions



Under Section 120 of the Sale and Supply of Alcohol Act 2012

Follow the instructions below to vary (change) or cancel the conditions of your existing licence. Examples of varying the conditions include extending your licensed hours, increasing your licensed area, or changing from a restaurant to a tavern.

Check whether you need new planning or building certificates first. If you are applying to vary the conditions of your licence, you might need new planning and building certificates. Check with your local alcohol-licensing inspector before you apply.

What you need to do

To apply to vary or cancel conditions of your licence, you need to:

- supply the documents listed in the ‘What to include’ section on this page
- calculate and pay an application fee — **pages 2 and 3**
- answer all the questions in the form that apply to you — **page 5 – 6**

After you apply, you must notify the public of your application following the instructions on **page 7** and the public notice template on **page 8**.

How to submit your application

Choose any one of the following ways to submit your application:

- apply online at **aucklandcouncil.govt.nz/change-conditions**
- drop off your application at any of our libraries offering council services, visit **aucklandcouncil.govt.nz/report-problem/visit-us**

If you need help with this form, call **09 301 0101** or visit **aucklandcouncil.govt.nz/change-conditions**

What to include (please tick)

You must supply all the documents listed below. We will send your application back if any of these documents are missing.

This completed application form.

A copy of your existing licence.

Any information that is different to the information provided with your original licence application.

If applicable, you must also supply:

A copy of your new planning and building certificates.

Calculating your fee

You must pay the correct fee to receive your licence and avoid extra charges. To calculate your fee, follow the instructions below or use the fee calculator at aucklandcouncil.govt.nz/change-conditions

Step 1: Find your licence and premises type and add your points into the box.

Licence held or sought	Type of off-licensed premises – P	Points
Off-licence	Supermarket, grocery store, bottle store	15
On-licence	Class 1 restaurant*, night club, tavern, adult premises	
Off-licence	Hotel or tavern	10
On-licence	Class 2 restaurant*, hotel, function centre	
Club licence	Class 1 club* – on-licence	
Off-licence	Remote sale premises and premises not otherwise specified	5
On-licence	Class 3 restaurant*, other premises not otherwise specified	
Club licence	Class 2 club* – on-licence	
	Class 1, 2, or 3 club* – off-licence	
Off-licence	Winery cellar doors	2
On-licence	BYO restaurants, theatres, cinemas, winery cellar doors	
Club licence	Class 3 club* – on-licence	
Enter your premises points – P		

*For definitions of the restaurant and club classes, visit

aucklandcouncil.govt.nz/on-licence or aucklandcouncil.govt.nz/club-licence

Step 2: Find your type of premises and latest trading time, and then add your points into the box.

Type of premises	Latest trading time allowed by licence (during 24-hour period from 6am to 6am) – T	Points
Premises for which an on-licence or club licence is held or sought	2am or earlier	0
	Between 2.01am and 3am	3
	Any time after 3am	5
Premises for which an off-licence is held or sought (other than remote sales premises)	10pm or earlier	0
	Any time after 10pm	3
Remote sales premises	Not applicable	0
Enter your premises points – T		

Step 3: Find your number of enforcement holdings and add your points into the box. If you are a new applicant, this will be zero.

Number of enforcement holdings in last 18 months – E	Points
None	0
1	10
2 or more	20
Enter your premises points – E	

Step 4: Add your points together to get your total points.

P + **T** = **Total points**

Step 5: Tick the risk rating that matches your total points to find your associated fee. A higher rating means a higher fee.

Total points	Risk rating	Tick	Annual fee (including GST)
0 – 2	Very low		\$368.00
3 – 5	Low		\$609.50
6 – 15	Medium		\$816.50
16 – 25	High		\$1,023.50
26+	Very high		\$1,207.50

Paying your fee

In person

You can pay by eftpos or credit card (MasterCard or Visa) at any of our libraries offering council services, find these at [aucklandcouncil.govt.nz/report-problem/visit-us](https://www.aucklandcouncil.govt.nz/report-problem/visit-us)

Online

You can pay online at <https://www.aucklandcouncil.govt.nz/licences-regulations/business-licences/alcohol-licences-fines/change-conditions-alcohol-business/Pages/what-you-need-change-conditions-alcohol-business.aspx>

Office use only	Comments
Receipt number	
Receipt amount: \$	
Transaction number	
Date	

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Vary or cancel your licence conditions application form



Under Section 120 of the Sale and Supply of Alcohol Act 2012

To the Secretary of the District Licensing Committee, this application to vary or cancel licence conditions is made in accordance with the details set out below.

Tick the location of the premises

- | | | | |
|-------------------------------------------|-----------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Auckland Central | <input type="checkbox"/> Franklin | <input type="checkbox"/> Manukau | <input type="checkbox"/> North Shore |
| <input type="checkbox"/> Papakura | <input type="checkbox"/> Rodney | <input type="checkbox"/> Waitākere | |

Your licence details

1. What is your licence number?

2. When does your licence expire?

3. What type of licence do you have?

- On-licence Off-licence Club licence

Applicant details

4. What is the full legal name to go on the licence (individual or organisation)?

5. What is your mailing address?

Postcode:

6. What is your email address? Note: we will send your licence by email.

7. What are your contact details?

Name:

Phone number:

8. How would you like us to contact you?

- Email Phone

9. Is this application for a premises or a conveyance?

- Premises (go to question 10) Conveyance (go to question 12)

Premises details

10. What is the address of the premises?

Postcode:

11. What is the trading or other name of the premises?

Conveyance details

12. What type of conveyance is this application for?

E.g. bus, train.

13. What is the trading or other name of the conveyance?

14. What is the address of the conveyance's home base?

Postcode:

Vary or cancel conditions details

15. Which action do you wish to take? (Tick)

Vary the licence conditions (go to question 16)

Cancel the licence conditions (go to question 17)

16. Which licence conditions do you wish to change and why?

17. Which licence condition do you want to cancel and why?

Important privacy information

Information contained in your application and any supporting information will be held by Auckland Council to enable your application to be processed under the Sale and Supply of Alcohol Act 2012. This information will be made available to the public on request as part of the public notification of your application. The information will be provided to the statutory reporting agencies (the police, the Medical Officer of Health, and the council's licensing inspectors) for the purposes of assessing and reporting on your application, and to the Auckland District Licensing Committee for the purposes of making a decision on your application. This information may form part of a public hearing of your application before the Auckland District Licensing Committee and may appear in the hearing agenda and be used in the committee's decision for your application. Decisions will be made publicly available. The council is required to keep a record of every premises licence application (including for renewals and variations) filed with the District Licensing Committee and the committee's decision on it. This information (which includes the application and all attachments) is made available to the council's Licensing Inspectors and the police for the purposes of monitoring ongoing compliance with any licence conditions and undertakings, duty manager appointments, and the Act. The council is required to report statistics about applications to the Alcohol Regulatory and Licensing Authority. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the Council. The Privacy Act 2020 applies to the council and under that Act, you have the right to see and correct personal information that the council holds about you.

Applicant's signature: _____

On (date): _____

How to place your public notice

After you lodge your application, you need to notify the public. To do this, you must place your public notice in the following three places:

- on the premises or conveyance
- in a local newspaper
- on the alcohol notices website **alcoholnotices.co.nz**

Placing your public notice on the premises

Within 10 working days of lodging your application, you must place a notice where a person outside the premises can easily read it. The notice must be at least A3 paper size.

Use the Public notice template on **page 9** of this application form.

Placing your public notice in a newspaper and on a website

Within 10 working days of lodging your application, you must also publish your public notice in a local newspaper and online at **alcoholnotices.co.nz**

For a list of local newspapers and instructions to help you place your notice, go to How to place public notices at **aucklandcouncil.govt.nz/change-conditions**

Your notice must:

- be published with the correct name of the applicant (e.g. the correct name for the individual or organisation)
- use the same wording as in the template on **page 9** of this application form.

Public notice template — to be placed on site

You must place this notice in A3 size where a person outside the premises can easily read it.

You must display this notice for at least 10 days after a copy is first published online.

Public notice of an application to vary or cancel the conditions of

(state whether an on-licence, off-licence or a club licence):

Under Section 101, Sale and Supply of Alcohol Act 2012

Full name of the licence holder (e.g. name of individual or organisation):

Address:

Postcode:

Occupation:

has made an application to the District Licensing Committee at Auckland to vary or cancel the conditions of a on-licence, off-licence or club licence situated at:

The general nature of the business to be conducted under the licence (type of business e.g. hotel, tavern, restaurant, bottle shop, grocery store, sports club) and its trading name is:

The current condition(s) to be varied or cancelled is/are:

The new condition(s) will be:

A copy of the application can be requested by emailing **alcohollicensing@aucklandcouncil.govt.nz**

Any person who is entitled to object, and wishes to object to the issue of the licence, may file a notice in writing of their objection. The objection notice must be filed no later than 25 working days after this notice has first been published online.

Any objections must be in relation to matters specified in section 105(1) of the Sale and Supply of Alcohol Act 2012.

Address your objection to: The Secretary of the District Licensing Committee.

Mail to: Private Bag 92300, Victoria Street West, Auckland 1142.

Email to: **alcoholobjections@aucklandcouncil.govt.nz**

This application has been/will be published online on the following date: _____