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## ***District Licensing Committee Annual report 1 July 2024 to 30 June 2025***

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### **Summary**

- The Sale and Supply of Alcohol Act (the Act) requires each Territorial Authority to submit its annual report on the proceedings and operations of its District Licensing Committee (DLC) to the Alcohol Regulatory and Licensing (ARLA). This report is for the period 1 July 2024 to 30 June 2025.
- The Act further requires that reports are submitted within three months of the end of every financial year.

## Background

1. Section 199 of the Act requires every territorial authority to prepare and send to the licensing authority a report of the proceedings and operations of its licensing committee in the set format below.
2. A copy of the report must be made available by the territorial authority for inspection free of charge for a period of not less than 5 years.
3. Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 also requires Territorial Authorities to prepare a report detailing income from fees and licensing costs under the Act. This includes costs relating to DLC functioning, licensing inspectors and enforcement activities relating to the year commencing 1 July 2024. While this additional information is not required to be in the report to ARLA, it must be made publicly available and is therefore included in the overall report.

### The current situation

#### *District Licensing Committee Structure and Personnel*

4. The DLC is a combined committee with Selwyn District Council. The following is a full list of the combined DLC:

<b>Commissioners</b>	Robin Kilworth Simon McDonnell Simon Moore Merelyn Redstone Tracy McIlraith
<b>Members</b>	Tanya Surrey Martin Ferguson Carl Purcell Shane Epiha
<b>Secretariat and Support Staff</b>	Ian Hyde Rick Catchpowle Julie Clements Cara Badger

#### *Alcohol Licensing and the Fees System*

5. Under previous legislation all fees were the same across licensed premises, regardless of the costs and risks the operation might create. Whereas Regulations under the current Act has set default fees for each type of licence.
6. This fee system allows alcohol licensing staff to apply a cost/risk rating based on the style of licence, trading hours and any enforcement that may have occurred in the previous 18 months.

7. In effect, low risk outlets such as winery cellar door sales, and small clubs pay lower fees, while higher risk outlets that typically create higher costs, such as bottle stores and taverns, pay more. The same cost/risk approach is also used when assessing special licences for events.

### **Workflow 2024/2025**

8. In the reporting period the Ashburton DLC issued 356 licences which is broken down as follows:

<b>Month</b>	<b>On/OFF/Club new applications</b>	<b>On/Off/Club renewal application</b>	<b>Special Licence applications</b>	<b>Managers Certificates (new and renewal)</b>	<b>Temporary Authority</b>
July	1	6	9	17	1
August	1	9	6	16	0
September	1	8	9	18	0
October	1	3	6	23	0
November	1	8	8	16	2
December	0	5	2	7	0
January	0	3	4	19	0
February	0	3	10	11	1
March	2	2	6	13	1
April	1	1	16	23	0
May	0	5	10	13	5
June	2	5	5	11	0

The applications received in the above workflow for On, Off and Club licences are then further categorised by risk as follows:

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	0	1	6	0	0
On licence variation	0	0	2	0	0
On licence renewal	1	5	17	0	0
Off licence variation	0	0	1	0	0
Off licence renewal	0	0	10	0	0
Off licence new	1	0	0	0	0
Club Licence new	0	1	0	0	0
Club licence variation	0	0	1	0	0
Club licence renewal	7	8	0	0	0
Total Number of applications	9	15	37	0	0
Fees paid to ARLA (GST inc)	\$155.25	\$517.50	\$1,914.75	0	0

The annual fees for existing licences received during reporting period:

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	2	14	44	0	0
Off licence	0	4	28	0	0
Club licence	13	13	2	0	0
Total Number of applications	14	31	72	0	0
Fees paid to ARLA (GST inc)	\$241.50	\$1,069.50	\$3,726.00	0	0

Managers' certificate applications received during reporting period:

	Number received
<b>Managers certificate New</b>	57
<b>Managers certificate Renewal</b>	136
<b>Total Number</b>	193
<b>Total fee paid to ARLA (GST inc)</b>	\$5548.75

**Special licence applications received during reporting period:**

	Class 1	Class 2	Class 3
<b>Special Licence</b>	7	46	45

**Temporary authority applications received during reporting period:**

	Number received
<b>Temporary Authority</b>	11

**Permanent club charter payments received during reporting period:**

	Number received
<b>Permanent club charter payments</b>	1

**Current Liquor Licences**

9. A list of all On, Off and Club liquor licences in the District is submitted to ARLA.

**Conferences and Training**

10. Commissioners and members of the combined Ashburton/Selwyn DLC conducted online training during the reporting period.

**DLC Hearings**

11. During the reporting period the DLC convened for one publicly held hearing concerning an opposed application for a new ON licence premise. Based on suitability of the applicant, the DLC declined the application.

### **Publication of DLC Decisions**

12. All decisions made by the DLC are published on the Council's website at:

<https://www.ashburtondc.govt.nz/services/health,-food,-alcohol-and-gambling/alcohol/district-licensing-committee>

### **13. Notable Trends or Issues**

14. DLC members are satisfied with the current procedures and processes associated with liquor licensing activities.

### **DLC Initiatives**

15. No new initiatives were adopted or trialled during the reporting period.

### **Local Alcohol Policy**

16. The Ashburton District Council Local Alcohol Policy (LAP) which was adopted on 14 March 2024 is still in force, with a review period of six years.

### **Future Reporting of DLC activity:**

17. The Act requires TAs to submit a report each year to ARLA concerning DLC activities conducted through the year. The Act further allows ARLA to specify the form of the annual report and the matters to be included, which, to date, has been submitted by way of an annual report to Council.
18. ARLA has now developed an on-line platform to enable TAs to submit their reports directly to ARLA.