

## Where Do You Start?

If you want to sell alcohol – a licence is required. There are different types of licences depending on whether you are operating a bar, café/restaurant or bottle store:

- An On Licence is when you sell alcohol for people to consume at your premises
- An Off Licence is when you sell alcohol for people to take away to consume.



## Things To Consider Before You Apply

### Time to process

Please be aware that it takes at least 6 weeks to process an application for an alcohol licence. This amount of time is required due to the time frames for advertising your application and providing reporting times for other parties.

### Other Legislative Requirements

The building used must be appropriate for the sale of alcohol. Check with Council's Duty Planning Officer and Building Control team before you make an application to ensure that there are no further consents/permits required.

Council cannot accept an alcohol licence application without confirmation that the premises is compliant with the Building Code and Resource Management Act 1991.

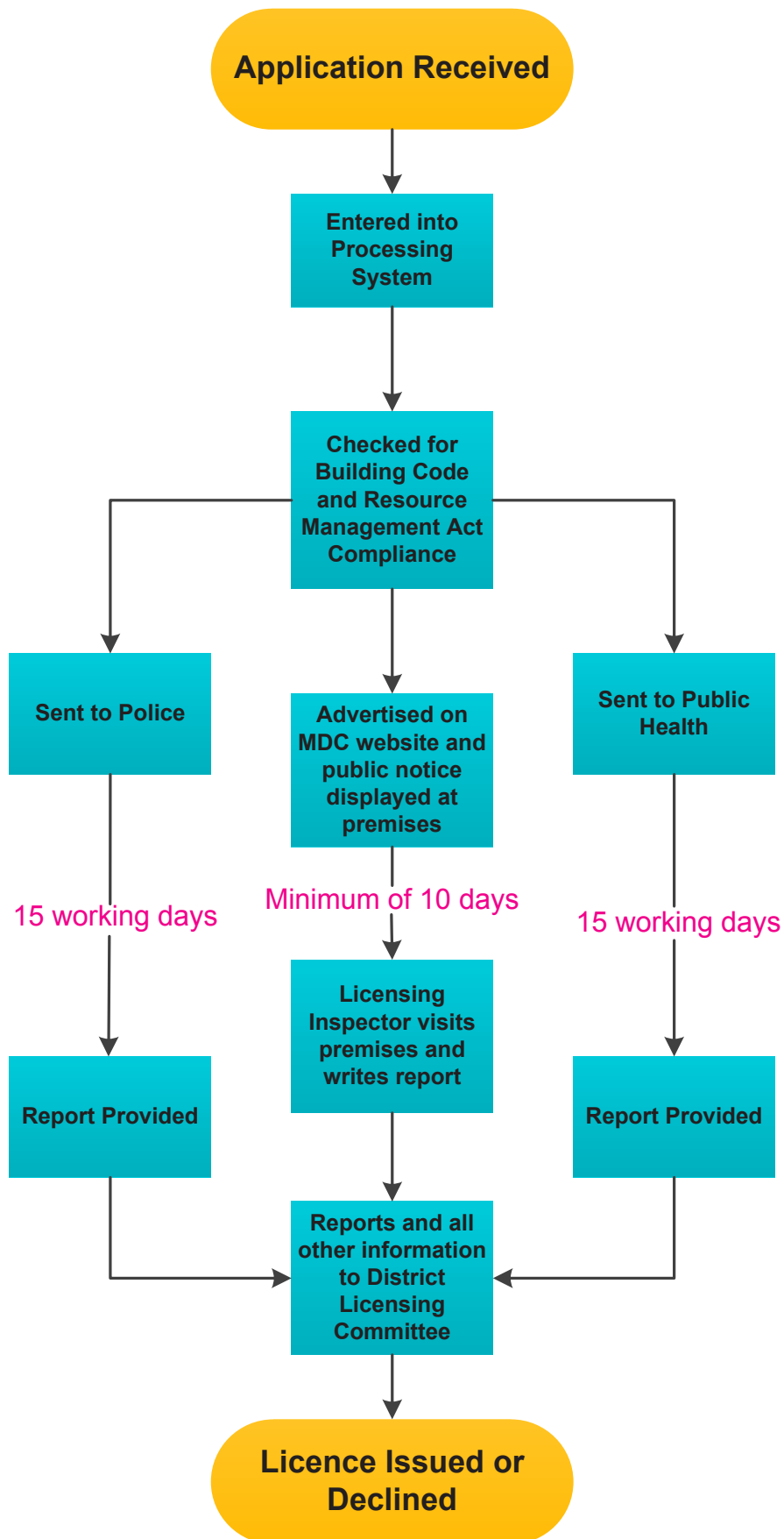
### Qualified Manager

When alcohol is available for sale to the public, a manager who holds a current Manager's Certificate must be on duty at all times. You will therefore need to have a Manager's Certificate yourself, or employ someone who already holds a certificate.

If you are new to the alcohol industry you will need to gain recent and relevant experience to obtain a Manager's Certificate. This may involve volunteering or working at a licenced premises. You should bear this in mind when considering staffing of your new business.

Prior to applying for your Manager's Certificate you need to have completed the Licence Controller Qualification.

You will need to nominate who is going to be your manager on your application form.



## Food Requirements

A premises that holds an On Licence must supply food at all times alcohol is for sale. There must be a minimum of three items available (including a single serve portion), at reasonable prices and within a reasonable time of being ordered.

To sell food, you need to hold a current registration under the Food Act 2014. The Environmental Health Team can advise you on how to become registered and what is required to ensure compliance under this Act.



## The Environment of the Proposed Premises

An important consideration for a licence to be issued is the design and environment of the premises and how it is situated.

The interior of the building should be laid out so there is good visibility throughout for staff to monitor behaviour.

The premises should not be sited close to any sensitive sites such as school, churches, playgrounds etc.

## Making an Application

Application forms are available from our Council Offices or website. These forms are set by legislation and can be confusing so don't hesitate to contact the Licensing Administration Officer for assistance.

The application form must be submitted with the application fee. The fee is also set by legislation and the fees table is attached. The fees are determined by the type of premises and the licensed hours you are requesting.

Please be sure to supply all the necessary information to ensure we can process your application.

## Application Process

The flowchart on the adjoining page outlines the application process to follow.

## Fees

The fees are set by Government and are risk-based. There are two parts to the fee:

- Application Fee – paid on application and renewal of licence
- Annual Fee – paid each year

A licence is initially issued for one year and then renewed for three years.

Please see the chart on the next page to work out what your fees will be.

## Helpful contacts:

### Marlborough District Council

- Alcohol Licensing
- Environmental Health
- Building Control
- Duty Planning Officer

Phone 03 5207400

Email [mdc@marlborough.govt.nz](mailto:mdc@marlborough.govt.nz)

Website [www.marlborough.govt.nz](http://www.marlborough.govt.nz)

### Health Promotion Agency

Information on Environmental Design

[www.HPA.org.nz](http://www.HPA.org.nz)

Application Forms

[www.marlborough.govt.nz/services/alcohol-licences](http://www.marlborough.govt.nz/services/alcohol-licences)

### Marlborough Police

Licensing Sergeant

Phone 03 5785279

### Public Health Team

Alcohol Licensing Health Promoter

Phone 03 9284174

## How to calculate your cost / risk rating and fees

A		+	B		+	C		=	TOTAL WEIGHTING		
Types of premises		Weighting	Latest time allowed by licence	Weighting	Number of enforcement holdings in last 18 months	Weighting	Total Weighting	Cost/Risk Rating	Application Fee for all renewals, variations and incl GST (\$)	Annual Licence Fee incl GST (\$)	
Class 1 restaurant, night club, tavern, adult premises, supermarket, grocery store, bottle store or tavern	15	On-licences and clubs 2.00 am or earlier Off-licences 10.00 pm or earlier	0	0	None	0	0 – 2	Very low	368.00	161.00	
Class 2 restaurant, hotel, function centre, Class 1 Club, Off-licence in hotel or tavern	10	On-licences and clubs between 2.01 am and 3.00 am Off-licences any time after 10.00 pm	3	10	1	3 – 5	Low	609.50	391.00	632.50	
Class 3 restaurant, other premises, Class 2 Club, Club off-licence, remote sale off-licence, other off-licence premises	5	On-licences and clubs any time after 3.00 am	5	20	2 or more	16 – 25	High	1023.50	1035.00	1437.50	
BYO restaurants, theatres, cinemas, winery cellar doors, Class 3 Club	2					26 plus	Very High	1207.50			

### Definitions

- Class 1 restaurants** – restaurants with a significant separate bar area which, in the opinion of the relevant TA, operate that bar at least one night a week in the manner of a tavern
- Class 2 restaurants** – restaurants that have a separate bar but which, in the opinion of the relevant TA, do not operate that area in the nature of tavern at any time.
- Class 3 restaurants** – restaurants that only serve alcohol to the table and do not have a separate bar area.
- Class 1 clubs** – clubs which has at least 1,000 of purchase age) and which, in the opinion of the relevant TA, operate in the nature of a tavern at any time
- Class 2 clubs** – clubs which are not class 1 or class 3 clubs
- Class 3 clubs** – clubs has fewer than 250 members of purchase age and operates a bar for no more than 40 hours each week
- Enforcement Holding** – has the same meaning as a “Holding” under section 288 of the Act, or a previous offence for which a holding may have been issued if the offence had occurred before 18 December 2013.