

Table 1 - Determining a premises risk rating and fees

Type of licensed premise	Weighting	+	Latest alcohol sales time	Weighting	+	Number of enforcements in the last 18 months	Weighting
Bottle store, Supermarket, Grocery store	15		On-licences & clubs before 2:01am; Off-licences before 10:01pm, Remote sales premises (at any time)	0		None	0
Night clubs, Taverns, Adult premises, "Class 1" restaurants	15		On-licences and clubs 2:01am-3:01am; Off-licences 10:01pm and later	3		1	10
Off-licence in a Tavern, Hotel	10		On-licences & clubs - all other closing times	5		2 or more	20
Hotels, Function centres, "Class 1" clubs (on), "Class 2" restaurants,	10						
Remote sales, "Class 2" clubs (on), "Class 3" restaurants, "Class 1, 2, 3" Clubs (off), Other	5						
Theatres/cinemas, Wine cellar doors, BYO restaurants, "Class 3" clubs (on)	2						

Table 2 - Fee category

Total weighting	Risk category	Application Fee (incl gst)	Annual Fee (incl gst)
0-2	Very low	\$368.00	\$161.00
3-5	Low	\$609.50	\$391.00
6-15	Medium	\$816.50	\$632.50
16-25	High	\$1023.50	\$1035.00
26 plus	Very high	\$1207.50	\$1437.50

To calculate your premises risk rating and fee.

Step 1 - select your premises type from Table 1 - record the weighting in the box below

Step 2 - select your latest closing time (based on what is on your licence) from Table 1 - record the weighting in the box below

Step 3 - select the number of enforcements for your premises in the last 18 months from Table 1 - record the weighting in the box below.

Step 4 - Add all the recorded weightings together to get your final risk rating score

Step 5 - select your Total weighting in Table 2 – this line in the table shows your risk category and fees applicable

Premises weighting score		Hours weighting score		Enforcement weighting score		Total weighting score	My Risk category
	+		+		=		

Definitions

Restaurants –

- **Class 1** - restaurants with a significant separate bar area which, operate that bar at least one night a week in the nature of a tavern, such as serving alcohol without meals to tables situated in the bar area.
- **Class 2** – restaurants that have a separate bar (which may include a small bar area) but which do not operate that area in the nature of a tavern at any time.
- **Class 3** – restaurants that only serve alcohol to the table and do not have a separate bar area.

Clubs –

- **Class 1** – large clubs (with 1,000 or more members of drinking age) and which, operate in the nature of a tavern (for example a large working men's club, combined clubs, or large 'cossie' clubs)
- **Class 2** – clubs which do not fit class 1 or class 3 definitions (for example larger sports clubs, medium sized RSAs, many provincial social clubs)
- **Class 3**- small clubs (with up to 250 members of drinking age) and which operate a bar for 40 hours or less per week (for example small sports clubs like bowling clubs, golf clubs, bridge clubs, and small RSAs)

Enforcement – has the same meaning as a “Holding” under section 288 of the Sale and Supply of Alcohol Act 2012, or a previous offence for which a holding has been issued if the offence occurred before 18 December 2013.

Commonly Asked Questions and Answers

Q. What happens if I need to renew my licence – do I need to pay the annual fee and the application fee?

A. Yes, you will need to pay both. The application fee needs to be paid at the time of application (minimum 20 working days before the licence expiry) and the annual fee will be invoiced by Council before the anniversary date.

Q I own a restaurant, how do I determine what Class of restaurant I own – 1, 2 or 3?

A. You need to consider the definitions above to work out which category applies. A Licensing Inspector will review your premises category before the annual fee is invoiced, you will be advised of the assessed category and you can review this category.

Q What types of premises are included in “other”?

A. Caterers, universities, polytechnics, complementary sales, e.g. gift stores,

Q My restaurant doesn't open for the full extent of hours on my licence, as I open shorter hours can I be considered to have a lower weighting for hours?

A. The latest hours of trading for assessing your risk weighting are the maximum trading hours under your licence. If you wish to change your maximum trading hours you will need to apply for a variation of your licence.

Q Where can I get more information

A. You can refer to the Ministry of Justice website at www.justice.govt.nz