

To Secretaries
District Licensing Committees

**ALCOHOL REGULATORY AND LICENSING AUTHORITY
TE MANA WAETURE TAKE WAIPIRO**

PRACTICE DIRECTION PURSUANT TO s 172 OF THE ACT

PRODUCTION OF TRANSCRIPTS

Direction

1. When a DLC receives a notice of appeal it must immediately send the relevant documents specified in s 156(6) of the Act to the Secretary of the Authority.
2. In addition to those documents the Authority directs that the DLC provide a **verbatim** copy of the transcript (ie from the recording) for the decision under appeal. This is to ensure the Authority has a full record of the evidence before the DLC.
 - 2.1 Each page of the transcript is required to be numbered for ease of reference.
 - 2.2 All parties to the proceedings before the DLC must be identified (by name) in the transcript.
 - 2.3 The cost of producing the transcript is to be borne by the DLC who is required to produce it.
3. The DLC must also forward a copy of the notice of appeal to each of the other parties to the proceedings.

DATED at Wellington this 8th day of April 2024



District Court Judge PR Connell
Chairperson
Alcohol Regulatory and Licensing Authority

