

To Secretaries
District Licensing Committees

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

PRACTICE DIRECTION PURSUANT TO s 172 OF THE ACT

**NUMBERING OF DISTRICT LICENSING COMMITTEES - LICENCES AND
MANAGER CERTIFICATES**

Direction

1. The Authority has established a numbering protocol identifying each DLC and for the numbering of licenses and manager's certificates issued by each DLC.

District Licensing Committees

2. The referencing practice implemented in 2012 by the Authority has continued.
3. As each decision making DLC needs to be readily identifiable it is desirable that the current referencing codes remain in force. The code numbers currently in force are appended to this direction.
4. Where more than one committee is formed by a TLA the code number is to be suffixed by a letter commencing with the letter A: e.g. were the Wellington City Council to form two DLCs the committee numbers would be 49A and 49

Licences

5. The Authority requires that the following sequence of numbers and letters be used: DLC number/Type of licence/Number/Year: e.g. for an on-licence issued by the Wellington DLC the licence number would be written as **49/ON/001/2024**.

Managers' Certificates

6. The Authority requires the following sequence of numbers and letters to be used: DLC Number/CERT/Number/Year: e.g. for the Wellington DLC the certificate number would be written as **49/CERT/001/2024**.
7. The certificate number allocated by a DLC is to be retained over the life of a certificate even if the certificate holder renews the certificate with a different DLC. The original DLC committee number needs to be included in the body of all future notices of renewal of the certificate in addition to any other reference number that may be used by that particular DLC. This will enable the full management history

of the holder of the certificate to be ascertained in the event of the holder changing districts

DATED at Wellington this 8th day of April 2024

A handwritten signature in blue ink, appearing to be 'P. R. Connell', written in a cursive style.

District Court Judge PR Connell
Chairperson
Alcohol Regulatory and Licensing Authority

Attachment – ATCH1A

Identification codes for territorial authorities

01 Far North	41 Tararua
02 Whangarei	42 Masterton
03 Kaipara	43 Carterton
07 Auckland	44 South Wairarapa
11 Thames-Coromandel	45 Kapiti Coast
12 Hauraki	46 Porirua
13 Matamata-Piako	47 Upper Hutt
14 Waikato	48 Hutt City
15 Hamilton	49 Wellington
16 Waipa	50 Nelson
17 South Waikato	51 Tasman
18 Otorohanga	52 Marlborough
19 Waitomo	53 Kaikoura
20 Taupo	54 Buller
21 Tauranga	55 Grey
22 Western Bay of Plenty	56 Westland
23 Rotorua	57 Hurunui
24 Kawerau	58 Waimakariri
25 Whakatane	59 Selwyn
26 Opotiki	60 Christchurch
27 Gisborne	62 Ashburton
28 Wairoa	63 Mackenzie
29 Hastings	64 Timaru
30 Napier	65 Waimate
31 Central Hawkes Bay	66 Waitaki
32 Ruapehu	67 Central Otago
33 New Plymouth	68 Queenstown
34 Stratford	69 Dunedin
35 South Taranaki	70 Clutha
36 Whanganui	71 Gore
37 Rangitikei	72 Southland
38 Manawatu	73 Invercargill City
39 Palmerston North	74 Chatham Island
40 Horowhenua	