

Notice of Appeal against the decision of a District Licensing Committee



ALCOHOL REGULATORY AND LICENSING AUTHORITY

Section 154, Sale and Supply of Alcohol Act 2012

When to use this form

Use this form to appeal a decision of the District Licensing Committee if you are dissatisfied with the Committee's decision or any part of the decision.

What you need with your appeal

To complete your appeal, you need to send:

- A fully completed form
- A copy of the District Licensing Committee (DLC) decision that you are appealing
- The filing fee of \$517.50 (please read the payment information)

Completing this form

- Print clearly in CAPITALS
- Use a black pen or blue pen to complete this form
- Answer every question on the form unless the instructions tell you otherwise

Important information

Your appeal must be made **within 10 working days** from the date on which notice of the decision was given to you and you must include a copy of the submissions.

More information about the Authority or their decisions can be found at justice.govt.nz/arla

Payment information

The fee for filing an appeal is \$517.50 (GST included).

You can pay the fee by;

- Cheque, please make it out to **Ministry of Justice**.
- Credit/Debit card, please fill out the **credit/debit card form**, or
- Direct credit payments
Account name: **Ministry of Justice**
Account number: **03 0049 0001063 00**.

Please use the **appeal name** as the reference and **ARLA** as the particular.

Application fees are non-refundable.

Step 1. Give us your details

Full name First _____ Middle _____ Surname _____

Organisation (If applicable) _____

What is your postal address? (This must be a physical or PO Box address in New Zealand)

Address No. _____ Street _____ Suburb _____
City _____ Post code _____

Phone Day _____ Mobile _____

Email _____

I consent to email being my preferred contact option for my appeal Yes No

Step 2. Decision information

Which District Licensing Committee made the decision?

DLC name _____

What is the date of the decision of the District Licencing Committee?

Decision date ____ / ____ / ____ (day/month/year)

What type of application did the decision relate to? (you may tick more than one)

- | | | |
|-------------------------------------------|--------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> New On-Licence | <input type="checkbox"/> Renewal of On-Licence | <input type="checkbox"/> Manager's Certificate |
| <input type="checkbox"/> New Off-Licence | <input type="checkbox"/> Renewal of Off-Licence | <input type="checkbox"/> Renewal of Manager's Certificate |
| <input type="checkbox"/> New Club Licence | <input type="checkbox"/> Renewal of Club Licence | |
| <input type="checkbox"/> Other | | |

Who is the applicant?

Name(s) _____

Address of premises



Address No. _____ Street _____ Suburb _____
City _____ Post code _____

Step 5. Sign and date this form

Appellant signature

Date

Step 6. Do a quick check

- You have answered every question
-  You have attached the decision of the District Licensing Committee
-  You have attached the additional documentation you listed in Step 4
- You have signed and dated this form; and
- You have included a cheque for the required fee or completed the credit/debit card form; or
- You have paid by direct credit

Step 7. Send in this form

You can fill in this form and post it to:

Alcohol Regulatory and Licensing Authority
SX11159
Wellington
New Zealand

Or if you are using the credit/debit card form, then email it with your application to ARLA@justice.govt.nz

Address: Level 1, 86 Customhouse Quay, Wellington 6011
Phone: 04 462 6660