te kaunihera ā-rohe o
matamata-piako
district council

Ture ā-Rohe mō ngā Utu Raihana Waipiro 2025 | Alcohol Licensing Fees Bylaw 2025

Approved by Council 7 May 2025

Department	Policy, Partnerships and Governance
Policy Type	External
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Resolution Date	7 May 2025
Policy/Bylaw Effective From	1 July 2025
Policy/Bylaw Supersedes	New Bylaw
Review Frequency	Five years, three yearly review recommended.
Review Date	1 July 2028
Engagement Required	Special Consultative Procedure (Local Government Act 2002)

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Kupu Whakataki | Introduction

1. Function, Purpose and Approach

1.1 The function of the *Bylaw* is to prescribe where possible fees, for matters to which fees payable to *Council* are prescribed in the Sale and Supply of Alcohol (Fees) Regulations 2013.

1.2 The purpose the *Bylaw* is to allow *Council* to recover the actual costs associated with administering alcohol *Licences* within the *District.*

1.3 The statutory fees the *Council* currently prescribes were set by the Sale and Supply of Alcohol Act (Fees) Regulations 2013, part 1.

1.4 The *Alcohol* activity expenditure is calculated using a prescribed formula and includes *Council* staff time spent, hearing costs and *District Licensing Committee* time. The *Alcohol* activity expenditure calculations display that the processing of *Alcohol* licensing fees is currently resulting in a financial loss, as the statutory fees set in 2013 do not account for inflation or the increased costs associated with staffing and administrative expenses. The *Councils* current income from application fees versus processing expenses from 2017-2024 are displayed in the Table 1.5 below.

1.5 Table displaying *Councils Alcohol* licensing application income, expenditure and the total cost of processing applications from 2017-2024.

	Income	Expenditure	Cost
2023/24	$141,704.95	$211,448.90	-$69,743.95
2022/23	$130,345.89	$192,745.68	-$65,399.79
2021/22	$125,042.04	$192,019.10	-$66,977.06
2020/21*	$136,573.89	$177,330.10	-$40,756.51
2019/20*	$120,135.25	$163,192.90	-$43,057.65
2018/19	$118,421.65	$171,540.40	-$53,118.75
2017/18	$117,397.32	$163,746.42	-$46,349.10

* *The 2020 figures may have also been affected by the COVID-19 pandemic, with fewer events leading to a decline in special licensing applications.*

1.6 The *Bylaw* establishes a phased approach, implementing increased *Alcohol* licensing over a three-year period, with a 25 per cent increase from 1 July 2025, 25 per cent from 1 July 2026 and a 3 per cent increase from July 1, 2027 to account for assumed inflation.

2. Title and Commencement

2.1 The *Bylaw* shall be known as the 'Matamata-Piako District Council Alcohol Licensing Fees Bylaw 2025'.

2.2 The *Bylaw* comes into force on 1 July 2025.

3. Application

3.1 The *Bylaw* applies to *Alcohol* Licenses within the Matamata-Piako *District*.

4. Enabling Enactments

4.1 The *Bylaw* is made in accordance with section 146(b)(v) of the Local Government Act 2002, section 405 of the Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol (Fees) Regulations 2013 under the authority of the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013.

4.2 Nothing in the *Bylaw* detracts from any provision of, or the necessity for compliance with, all applicable *Acts*, regulations, bylaws, and the Matamata-Piako District Plan, including but not limited to the:

a) Local Government Act 2002 (LGA 2002); and
b) Sale and Supply of Alcohol Act 2012; and
c) Sale and Supply of Alcohol (Fees) Regulations 2013.

5. Delegation

5.1 Any of the powers and functions of the *Council* as detailed and set out in the *Bylaw*, may be delegated by it, to its *Chief Executive Officer* and sub-delegated by the *Chief Executive Officer* to any such other Officer of *Council*.

6. List of Schedules

6.1 Schedule 1 – Fees

7. Related Information

7.1 Any explanatory notes are for information purposes, do not form part of this *Bylaw*, and may be inserted, amended or revoked without formality.

8. Review

8.1 Pursuant to sections 158 and 159 of the LGA, Council is required to review bylaws five years after initial adoption and every ten years after that. For this particular *Bylaw* a three yearly review is recommended initially to ensure fees are kept up to date and reflect actual costs. *Council* may assess earlier than this if needed.

9. Definitions

9.1 For the purposes of the *Bylaw* the following definitions shall apply:

Term	Definition
Act	The Sale and Supply of Alcohol Act 2012.
Alcohol	Meaning as given by the *Act* in section 5(1).
Application Fee	Meaning as given by the Sale and Supply of Alcohol (Fees) Regulations 2013 and means the fee for any of the following: a) an application for an *On-licence, Off-licence,* or *Club Licence:* b) an application to vary an *On-licence, Off-licence,* or *Club Licence:* c) an application to renew an *On-licence, Off-licence,* or *Club Licence*.
Approved or Approval	Means *Approved* in writing by resolution of the *Council* or by any *Authorised Officer* so authorised on behalf of the *Council*, pursuant to this *Bylaw* or any enactment.
Authorised Officer	Means a) any *Person* appointed or authorised by the *Council* to carry out duties and exercise powers under this *Bylaw*. b) any *Person* appointed by the *Council* to enforce the provisions of any *Council Bylaw* and who holds a warrant under section 177 of the Local Government Act 2002 or an appropriate section of any other *Act*.
Bylaw	Means the Matamata-Piako District Council Alcohol Licensing Fees Bylaw 2025.
Club Licence	A *Licence* holder can sell and supply *Alcohol* for consumption on the *Club Premises* by authorised customers and visitors.
Chief Executive	Means the *Chief Executive* appointed persuant to section 42 of the Local Government Act 2002.
Cost/risk rating	Means the rating method provided in section 5 of the *Act*.
Council	Means the Matamata-Piako *District Council*.
District	Means the *District* within the jurisdiction and under the control of the *Council*.
District Licensing Committee	Meaning given by the *Act* in section 5 and means for any of the following: a) means a licensing committee appointed under section 186; and

Term	Definition
	b) in relation to any *Premises*, or any application relating to any *Premises*, means the licensing committee for the *District* in which the premises are situated; and c) in relation to a licence or manager's certificate, means the licensing committee that issued it.
Fees Category	Has the same meaning as section 6(2) of the Sale and Supply of Alcohol (Fees) Regulation 2013.
Fees Regulation	Means the Sale and Supply of Alcohol (Fees) Regulations 2013 and any subsequent amendments to that secondary legislation.
Licence	Meaning given by the *Act* in section 5 and means for any of the following: a) a *Licence* issued under the *Act* that is in force; and, b) in relation to any licensed *Premises*, means the *Licence* issued for them (or, in the case of *Premises* that 2 or more *Licences* have been issued for, any of those *Licences*).
Manager	Meaning given by the *Act* in section 5 and means the following: a) means a *Manager* of a licensed *Premises* appointed under the *Act*; and b) in relation to any licensed *Premises*, means a *Manager* of those *Premises*.
Off-licence	Meaning given by the *Act* in section 17 and means the following: On the *Premises* an *Off-licence* is held for, the licensee can sell *Alcohol* for consumption somewhere else. While the *Premises* an *Off-licence* is held for are open for the sale and supply of *Alcohol* for consumption somewhere else, the licensee can also do one or both of the following: a) supply *Alcohol* free, as a sample, for consumption on the premises: b) sell *Alcohol*, as a sample, for consumption on the *Premises*, if— i) the *Premises* are a winery cellar door; and ii) the *Alcohol* sample is grape wine (as defined in section 58(3)); and iii) each sample contains no more than 35 millilitres of wine.

Term	Definition
On-licence	Meaning given by the *Act* in section 14 and means the following: On any *Premises* an *On-licence* (other than an *On-licence* endorsed under section 37 of the *Act*) is held for, the licensee: a) can sell and supply *Alcohol* for consumption there; b) can let people consume *Alcohol*.
Person	Includes a corporation sole and a body of *Persons*, whether corporate or unincorporated.
Premises	Meaning given by the *Act* in section 5 and means for any of the following: a) includes a conveyance; and b) includes part of any *Premises*; and c) in relation to a licence, means the *Premises* it was issued for
Special Licence	Meaning given by the *Act* in section 22 and means for any of the following: a) On the *Premises* a *Special Licence* designated as an on-site *Special Licence* is held for, the licensee can sell and supply *Alcohol*, for consumption there, to people attending an event described in it. b) On the *Premises* a *Special Licence* designated as an off-site *Special Licence* is held for, the licensee can sell the licensee's *Alcohol*, for consumption somewhere else, to people attending an event described in it.

Whakaritenga 1 | Schedule 1 - Fees

1. On-licence, Off-licence and Club Licence Fees payable for premises in each risk category

The table below sets out the fees payable to *Council* for application and annual fees for *Licences*, for the next three years (from 1 July 2025 to 30 June 2026, from 1 July 2026 to 30 June 2027, and from 1 July 2027 to 30 June 2028).

Period fee applies:	1 July 2025 to 30 June 2026 (incl. GST)		1 July 2026 to 30 June 2027 (incl. GST)		1 July 2027 to 30 June 2028 (incl. GST)	
Risk Category for Premises	**Application Fee**	**Annual Fee**	**Application Fee**	**Annual Fee**	**Application Fee**	**Annual Fee**
Very Low	$460	$201	$575	$252	$592	$260
Low	$762	$489	$952	$611	$981	$629
Medium	$1,021	$791	$1,276	$988	$1,314	$1,018
High	$1,279	$1,294	$1,599	$1,617	$1,647	$1,666
Very High	$1,509	$1,797	$1,887	$2,246	$1,944	$2,313

1.1 See regulations 5 and 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 for information on how the *Council* must assign the *Cost/risk rating* and fees category to any *Premises* for which an *On-licence*, *Off-licence* or *Club Licence* (including renewals) is held or sought.

2. Fees payable for Special Licences

A *Person* applying under section 22 of the *Act* for a *Special Licence* must pay an *Application Fee* to the *Council* of:

Period fee applies:	1 July 2025 to 30 June 2026 (incl. GST)	1 July 2026 to 30 June 2027 (incl. GST)	1 July 2027 to 30 June 2028 (incl. GST)
Special Licence Class	**Fee**		
Class 1	$719	$898	$925
Class 2	$259	$323	$333
Class 3	$79	$99	$102

2.1 See regulations 5 and 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 for information on how the *Council* must assign the *Cost/risk rating* and fees category to any *Premises* for which a Special Licence Class 1, Class 2, or Class 3 is held or sought.

3. Fees payable for Temporary Authority

A *Person* applying under section 136(2) of the *Act* for a Temporary Authority to carry on the Sale and Supply of *Alcohol* must pay an *Application Fee* to the *Council* of:

Period fee applies:	1 July 2025 to 30 June 2026 (incl. GST)	1 July 2026 to 30 June 2027 (incl. GST)	1 July 2027 to 30 June 2028 (incl. GST)
Temporary Authority	Fee		
	$371	$464	$478

3.1 See regulations 12 of the Sale and Supply of Alcohol (Fees) Regulations 2013 for information on how the *Council* must assign the fees to any *Premises* for which a Temporary Authority is sought or held.

4. Fees payable for Temporary Licence

A *Person* applying under section 74 of the *Act* to sell *Alcohol* pursuant to a *Licence* from *Premises* other than the *Premises* to which the *Licence* relates must pay an *Application Fee* to the *Council* of:

Period fee applies:	1 July 2025 to 30 June 2026 (incl. GST)	1 July 2026 to 30 June 2027 (incl. GST)	1 July 2027 to 30 June 2028 (incl. GST)
Temporary Licence	Fee		
	$371	$464	$478

4.1 See regulations 12 of the Sale and Supply of Alcohol (Fees) Regulations 2013 for information on how the *Council* must assign the fees to any *Premises* for which a Temporary Licence is sought or held.

5. Fees payable for Extract from Register

The fee payable to a *District Licensing Committee* under section 66(2) of the *Act* for an extract from a register is:

Period fee applies:	1 July 2025 to 30 June 2026 (incl. GST)	1 July 2026 to 30 June 2027 (incl. GST)	1 July 2027 to 30 June 2028 (incl. GST)
Extract from Register	Fee		
	$72	$90	$93

5.1 See regulations 12 of the Sale and Supply of Alcohol (Fees) Regulations 2013 for information on how the *Council* must assign the fees to any *Premises* for which an Extract from Register is sought or held.

6. Fees payable for Manager's Certificate

6.1 A *Person* applying under section 219 of the *Act* for a *Manager's* certificate to carry on the Sale and Supply of Alcohol is:

Period fee applies:	1 July 2025 to 30 June 2026 (incl. GST)	1 July 2026 to 30 June 2027 (incl. GST)	1 July 2027 to 30 June 2028 (incl. GST)
Manager's Certificate	Fee		
	$316.25	$316.25	$316.25

I. *Manager's* Certificate application fees are included in this *Bylaw* but there is no change as set out in the Sale and Supply of Alcohol (Fees) Regulations 2013 section 11.

7. Goods and Services Tax Inclusive

The fees prescribed by this *Bylaw* are inclusive of goods and services tax.