

Alcohol Licence Fees and Charges

All licence application fees must be paid upfront at the time of lodging your application.

All licence applications must be filled out in full or they may be returned to you as incomplete.

Page 1 – Special licence, Temporary Authority, Managers certificate

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Special Licence			
Class 1	1 Large event More than 2 Medium events More than 12 small events	\$575.00	Large event 400 + people
Class 2	3 to 12 small events 1-3 medium event	\$207.00	Medium event – 100-400 people
Class 3	1 or 2 small events	\$63.25	Small event – less than 100 people

Temporary Authority	\$296.70
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Managers Certificates	
New and Renewal	\$316.25

The Tauranga and Western Bay Local Alcohol Policy (LAP) has opening and closing times that must be complied with. On-licences can be open from 9:00am to 1:00am and off licences can be open from 7:00am to 10:00pm.

The Certificate of Compliance form is lodged with the licence application and has a fee of \$200.00 (incl GST).

How the risk matrix works for a **new licence application**.

Identify your premises type in the table below and note the weighting number next to it.

Refer to the Risk Category and Fees table and locate the relevant weighting range for your premises.

New Licence

Type of licensed premises	Weighting
Bottle store, Supermarket, grocery store	15
Off-licence in a tavern or hotel	10
Taverns, Night clubs, Adult premises, Class 1 restaurants	15
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

- **Total weighting:** Look at this column for the weighting number next to your premises
- **Risk category:** This is the category your premises falls under
- **Application fee:** This is the fee for Council to process your application
- **Annual fee:** This is the fee that has to be paid every year
- **Certificate of Compliance form** – Building and planning permission
- **Total to pay with application:** This is the total amount that has to be paid when the application is submitted. If the total amount is not paid the application will not be accepted.

Risk Category and Fees Table

Total weighting	Risk category	Application fee (incl GST)	Annual fee (incl GST)	Certificate of Compliance form	Total to pay with application
0-2	Very low	\$368.00	\$161.00	\$500.00	\$1029.00
3-5	Low	\$609.50	\$391.00	\$500.00	\$1500.50
6-15	Medium	\$816.50	\$632.50	\$500.00	\$1949.00
16-25	High	\$1023.50	\$1035.00	\$500.00	\$2558.50
26 Plus	Very High	\$1207.50	\$1437.50	\$500.00	\$3145.00

How the risk matrix works for a **licence renewal application**.

Most premises are aware of their risk rating but if you have had any enforcements, your risk rating may be higher.

Identify your premises type in the table below and note the weighting number next to it. Add the Number of Enforcements (if any). Refer to the Risk Category and Fees Table at the bottom of the page for your Risk Category.

Example: Type of licensed premise weighting (15) + number of enforcements 1 (10) = total weighting (25)

Example: 15+10=25 – Risk Rating - High

Renewal Licence

Type of licensed premises	Weighting	+	Number of enforcements in the last 18 months	Total weighting
Bottle store, Supermarket, grocery store	15		None - 0	
Off-licence in a tavern or hotel	10		One - 10	
Night clubs, Taverns, Adult premises, Class 1 restaurants	15		Two 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	10			
Theatres/cinemas, Wine cellar doors, BYO restaurants, Class 3 clubs (on)	5			

- **Total weighting:** Look at this column for the weighting number next to your premises
- **Risk category:** This is the category your premises falls under
- **Application fee:** This is the fee for Council to process your application
- **Annual fee:** This is the annual fees that has to be paid every year – this is always charged at application time
- **Total to pay with application:** This is the total amount that has to be paid when the application is submitted, if the total amount is not paid the application will not be accepted.

Risk Category and Fees Table

Total weighting	Risk category	Application fee (incl GST)	Annual fee (incl GST)	Total to pay with application
0-2	Very low	\$368.00	\$161.00	\$529.00
3-5	Low	\$609.50	\$391.00	\$1000.50
6-15	Medium	\$816.50	\$632.50	\$1449.00
16-25	High	\$1023.50	\$1035.00	\$2058.50
26 Plus	Very High	\$1207.50	\$1437.50	\$2645.00