

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 for this notice of appeal (\$517.50)

Completing this form

- You can fill in this form electronically. If you do this, you must print, sign, and submit it to the Tribunal.
- You can also print and fill in this form by hand. Use a black or blue pen, and print clearly IN CAPITALS.
- 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).

To confirm how you pay the application fee, please visit the Ministry of Justice website:

www.justice.govt.nz/tribunals/arla/forms-and-costs

If you need further assistance, then please contact the Tribunal on:

Ph: 04 462 6660

Fax: 04 462 6686

Email: ARLA@justice.govt.nz

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. Tell us about the 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

Before sending in this form – 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

You have paid the fee

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

Address: Level 1, 86 Customhouse Quay, Wellington 6011
Phone: 64 4 462 6660
Email: ARLA@justice.govt.nz
Website: <https://www.justice.govt.nz/tribunals/arla>