

To Secretaries  
District Licensing Committees

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

**PRACTICE DIRECTION PURSUANT TO s 172 OF THE ACT**

**REFERRAL OF APPLICATIONS TO THE AUTHORITY**

**Direction**

1. Section 104 of the Act provides for a DLC to refer an application for a licence to the Authority subject to the Chairperson of the Authority granting it leave to do so
2. The DLC must give the Authority the complete file relating to the application. The complete file is as specified in s 104(3) of the Act.
3. Any application referred to the Authority under this section must be accompanied by a memorandum from the Secretary of the DLC giving the reasons for the referral.
4. Section 221 of the Act specifies similar requirements in respect of any application for a manager's certificate that a DLC may decide to refer to the Authority for determination.
5. Any such application must be served on the applicant and reporting agencies given that the grant of leave denies them an appeal right. They must be given the opportunity to comment or make submissions.

DATED at Wellington this 8<sup>th</sup> day of April 2024



District Court Judge PR Connell  
Chairperson  
**Alcohol Regulatory and Licensing**