

To Secretaries  
District Licensing Committees

**ALCOHOL REGULATORY AND LICENSING AUTHORITY  
TE MANA WAETURE TAKE WAIPIRO  
PRACTICE DIRECTION PURSUANT TO s 172 OF THE ACT  
MONTHLY RETURNS**

**Direction**

1. The Authority requires that a monthly return be submitted by all DLCs.
2. The following information is to be included in the monthly return:
  - 2.1 The number and type of on-licence applications received and their fee categories.
  - 2.2 The number and type of off-licence applications received and their fee categories.
  - 2.3 The number and type of club licence applications received and their fee categories.
  - 2.4 The total fee for licences paid to the Authority by fee category.
  - 2.5 The number and type of manager certificate applications received.
  - 2.6 The total fee for manager certificate applications paid to the Authority.
  - 2.7 The number of special licence applications received and their class category.
  - 2.8 The number of temporary authority applications received.
  - 2.9 The number of permanent club charter payments received.
3. The template for the return is attached.

- 4 The return must be received by the Authority along with the fees due by the end of the month following the month of the return. If no applications were received in a particular month a nil return must be provided.

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

A handwritten signature in blue ink, appearing to be 'P.R. Connell', written in a cursive style.

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

Attachment – ATCH2A

**TERRITORIAL AUTHORITY:** \_\_\_\_\_

**MONTHLY RETURN FOR MONTH ENDING:** \_\_\_\_\_

**On-licence, off-licence and club licence applications received:**

Application Type	Number received in fee category:	Number received in fee category:	Number received in fee category:
	Very Low	Low	Medium
On-licence new			
On-licence variation			
On-licence renewal			
Off-licence new			
Off-licence variation			
Off-licence renewal			
Club licence new			
Club licence variation			
Club licence renewal			
<b>Total number</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Annual fees for existing licences received:**

Licence Type	Number received in fee category:	Number received in fee category:	Number received in fee category:
	Very Low	Low	Medium
On-licence			

Off-licence			
Club licence			
<b>Total number</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Managers' certificate applications received:**

	Number received
Manager's certificate new	
Manager's certificate renewal	
<b>Total number</b>	
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$ -</b>

**Special licence applications received:**

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
Special licence			

**Temporary authority applications received:**

	Number received
Temporary authority	

**Permanent club charter payments received:**

	Number received
Permanent club charter payments	

Total to be paid to ARLA	\$ -
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