

# Licensees: things you need to know



There are lots of things you need to remember when you operate licensed premises. To make your job easier, this handy reference sheet outlines some of the legal requirements.

## You need to know about

## What to do

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### Renewing your licence on time

An application to renew your licence must be made **at least 20 working days before your current licence expires.**

You will need to provide supporting documents and some of these take time to get. Plan ahead to get your application in before the deadline.

If you want to change your hours or licence conditions, the best time to do it is when you renew your licence as this will save you money.

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### Telling us if you change address

### You need to tell us if you change your contact address.

Remember to do this so we can send you information about when your licence is due to expire, the fees you need to pay to keep your licence alive, and any new legal requirements you need to follow as a licensee.

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### Paying your annual fees

Every licence holder now has to pay annual fees. These are due each year by the anniversary of the date your licence was issued. If you don't pay your fees, you can't use your licence to sell alcohol.

Check the date your licence is due for renewal. Your fees will be due on that same day and month each year.

We will send you an invoice before the anniversary date and you will receive a reminder.

If you don't pay your annual fees on time your licence will be suspended, which means you won't be able to sell alcohol until the full fee is paid.

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### Putting up signs

You have to put these up at the principal entrance to your premises:

- a copy of your current licence
- a sign showing the name of the manager who is on duty

You also need to put up signs where your customers can clearly see them saying that alcohol will not be sold to people who are intoxicated or under age. The Health Promotion Agency has free signs that you can print at [alcohol.org.nz](http://alcohol.org.nz)

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### Keeping an up-to-date Manager's Register

You have to keep a register of all certificated, Temporary and Acting managers who you appoint. We can send you a sample Manager's Register to use for this, just email us if you would like one: [secretarydlc@wcc.govt.nz](mailto:secretarydlc@wcc.govt.nz)

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### Complying with your licence and the law

You need to read and comply with all the conditions on your licence and with all the requirements of the Sale and Supply of Alcohol Act 2012.

**Only sell alcohol to people who are 18 or older**  
**Don't sell alcohol to people who are intoxicated**  
**Promote alcohol responsibly**

The Police and Licensing Inspectors can inspect your premises and if you're not doing what your licence or the law says then they can apply to suspend or cancel your licence and the certificate of the manager on duty. Here is some information about the law and how to comply: [hospitalitynz.org.nz](http://hospitalitynz.org.nz)

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### Telling us (and the Police) if you appoint or terminate a manager or Acting or Temporary manager

If you appoint a new, Acting or Temporary manager, or if you terminate a manager's appointment, you have to tell us within 2 working days. You should log this appointment in your manager's register.

There is a form for this here: [wellington.govt.nz](http://wellington.govt.nz)

For every manager change you make, you need to complete and send the form to the Secretary of the Wellington District Licensing Committee [secretarydlc@wcc.govt.nz](mailto:secretarydlc@wcc.govt.nz) and to the Police [AHPO.Wellington@police.govt.nz](mailto:AHPO.Wellington@police.govt.nz)

The District Licensing Committee (DLC) might not approve your appointment of a Temporary or Acting manager, in which case we'll let you know and you'll have to find someone else.

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### Getting a Special Licence if you want to do something different

If you want to sell or supply alcohol in a part of your premises that isn't licensed, or at a time outside the hours on your licence, you can apply for a Special Licence.

Plan ahead - applications need to go to the Police, Medical Officer of Health and the Licensing Inspector to report on before going to the DLC to decide. This all takes time.

Your Special Licence application should be with us at least 20 working days before your event. If you lodge less than 20 working days before your event, your application may not be accepted by the DLC.

For more information, check out the Special Licence page of our website: [wellington.govt.nz](http://wellington.govt.nz)