

District Licensing Committee

Reports to:	Council
Chairperson:	Stuart Hylton, District Licensing Commissioner
Deputy Chairperson:	Mayor Tripe
Members:	List appointees
Meeting frequency:	As required
Quorum:	Three members (but see Note below)

Purpose

To administer the Council's alcohol licensing obligations and responsibilities as determined by the Sale and Supply of Alcohol Act 2012 ('the Act').

Terms of Reference:

1. To consider and determine applications for licences and manager's certificates
2. To consider and determine applications for renewal of licences and manager's certificates
3. To consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with certain requirements.
4. To consider and determine applications for the variation, suspension, or cancellation of special licences.
5. To consider and determine applications for the variation of licences (other than special licences).
6. With the leave of the chairperson of the Alcohol Regulatory and Licensing Authority ('the licensing authority'), to refer applications to the licensing authority.
7. To conduct inquiries and to make reports as may be required of it by the licensing authority.
8. Other functions conferred on the District Licensing Committee by the Act or other legislation.

The Committee has the following statutory powers to act:

- To make decisions on applications and renewals for licences and manager's certificates in accordance with its terms of reference, the Act and other relevant legislation.

Other delegations:

- The Chairperson of the District Licensing Committee, in consultation with the Secretary of the District Licensing Committee, is delegated the power to appoint members to the District Licensing Committee from the approved list of members for any specific hearing.

Note:

- *In respect of an application for a licence or manager's certificate, or renewal of such licence(s) or certificate(s), where no objection has been filed and no matters of opposition have been raised under section 103, 129, or 141, of the Sale and Supply of Alcohol Act 2012, the **quorum is 1** and that person must be the Chairperson.*
- *The Committee may request expert advice through the Chief Executive when necessary.*
- *The Secretary of the District Licensing Committee will prepare a quarterly report to the Operations & Performance Committee on the proceedings and operations of the District Licensing Committee.*