

**Your voice, your views,
your town, your home.**

Making an objection to an alcohol licence.

The Objection Process

1

**Alcohol Licence application
lodged with the council**



2

**The applicant must then
publicly notify: in either a
local newspaper or council
website, and at the premises**



3

**15 working days* to send
your objection in writing to
the council**



4

**A notice of hearing will be
sent to you as an objector**



5

**Public hearing (at least 10
working days* after the notice
was received)**



6

**District Licensing Committee
will adjourn and give a
decision at a later date**

Making an objection

An objection to an alcohol licence is a formal way of putting forward your views or concerns about a premises. It is your opportunity to have your say in the decision making process.

You can object to the granting of a new licence or the renewal of a licence if you have a 'greater interest' than the public generally.

A person with a 'greater interest' could be, for example, someone living or working in the same street as the proposed premises, or a member of a board of trustees of a school or marae that is located nearby.

Reasons for objecting include an increase in harm related to alcohol and its impact on the community. Examples may include increases in noise, or vandalism or disturbances.

Planning your objection

Read the public notice. It should include the name of the premises, the business type, the days and hours that alcohol will be sold, the address to lodge your objection with, and the date the notice was first lodged.

Talk to other people. You may find your neighbours and others in the community share your views.

Use social media, flyers, letters, or talk face to face with people.

Arrange a meeting with key community members. Discuss and review each other's objections and see who will speak to them.

Speak to the Council, Public Health Unit, or Police in your area.

*Working days do not include: a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, and Labour Day; and a day in the period commencing on 20 December in any year and ending with 15 January in the following year.

What you can object on

For new alcohol licence applications only

- Any relevant local alcohol policy by your council
- Days and hours when alcohol will be sold
- Other goods and services offered at the premises apart from food and alcohol, e.g. pokies
- Whether the applicant has the appropriate systems, staff and training to comply with the law
- The design and layout of the premises
- Whether the amenity and good order of the locality would likely be reduced, to more than a minor extent, if the licence is issued
- Whether the amenity and good order of the locality are already so badly affected by existing licences that it is not desirable to issue any further licences

Note: Amenity and good order includes consideration of noise, nuisance, vandalism, nearby sensitive sites such as schools, and the density of licenced premises in the area.

For renewal alcohol licence applications only

- Any relevant local alcohol policy
- Suitability of the applicant
- Any change to the current conditions of the licence.

Your objection

- Must be in writing
- State your full name and contact details
- State why you have a greater interest than the public generally
- Include the name of the premises and its address
- State the reason you are concerned about the premises
- The outcome you want
- If you will appear in person to speak to this objection
- Be direct
- Use your own style of language. Decision makers want to hear your voice
- Talk about what you see happening in your community and why this is important to you
- Neatly write or type your submission. Get someone to check it for mistakes and make sure it clearly says what you want it to
- Sign your written submission
- Now you are ready to go!
- Submit it to the council

All objections are made available to the public, the applicant, and sometimes they may be posted to the council website. Delivering your objection can usually be done by post, email, fax or hand delivered.

The Hearing

If you have objected to a licence you will be sent notice of the hearing. You must ring the council and confirm your attendance. If you can't make it on that day let the council know. They may be able to reschedule it.

Before the hearing re-read your objection. Then write notes if you wish to say anything further. It is best to have everything you want to say written down and if possible copies available for others. Practice reading this out loud. You will have to give this evidence orally.

Some hints on the hearing:

- Before the hearing ask for a hard copy of all documentation for the hearing including other objections
- Arrive early
- If possible, bring hard copies of your objection and any other notes you wish to speak to
- Introduce yourself to the Inspector, Police, and Medical Officer of Health
- Ask how the hearing will run and if you have any time constraints about when you need to speak
- You will be sworn in. Be prepared to either swear on the Bible or make an oath to tell the truth
- You will give your evidence first. This should include what outcome you want
- Then you can be asked questions by the Applicant (or their Lawyer), the Inspector, Police, and Medical Officer of Health
- Ensure you tell the truth and are direct
- The District Licensing Committee may ask you some questions. Relax, and be yourself. They are interested in what you have to say
- After hearing all the evidence and submissions the District Licensing Committee will give their decision at a later date.