

Alcohol Fees Bylaw 2025

Statement of Proposal

21 January - 25 February 2025



**Hamilton
City Council**
Te kaunihera o Kirikiriroa

Hamilton City Council (Council) is seeking feedback following the development of the Draft Alcohol Fees Bylaw 2025 in accordance with the [Sale and Supply of Alcohol Act 2012](#) (the Act), the [Sale and Supply of Alcohol \(Fee-setting Bylaws\) Order 2013](#), [Sale and Supply of Alcohol \(Fees\) Regulations 2013](#), and the [Local Government Act 2002](#) (LGA 2002).

What are we proposing?

Council is proposing a new Alcohol Fees Bylaw (Bylaw) to set fees and charges for alcohol licences in Hamilton.

Introducing this Bylaw would allow Council to set the amount it charges to alcohol licence holders (e.g. bars, alcohol stores and supermarkets), to help cover costs relating to alcohol licensing. Council is proposing to increase alcohol licensing charges by 34% in July 2025 to recover 95% of current costs. The remaining costs would continue to be covered by rates.

If the Bylaw is adopted alcohol licensing fees would increase as shown in the Draft Alcohol Fees Bylaw 2025 (provided as part of this Statement of Proposal).

Why are we proposing an Alcohol Fees Bylaw?

On 3 December 2024 [Council determined](#) that a bylaw is the most appropriate means of recovering costs related to alcohol licensing in Hamilton City, under section 155(1) of the LGA.

Council has two options for setting the cost of alcohol licences; use the fees set in legislation (the [Sale and Supply of Alcohol \(Fees\) Regulations 2013](#)), or create a bylaw to set different fees.

Key considerations

Council currently use the fees set by legislation; however, these fees have not increased for 11 years and are no longer recovering a reasonable amount of the costs of licensing activities. This means every time Council processes an alcohol licence it costs more than the fee paid by the licensee.

The shortfall is therefore covered by operating costs which is paid by the ratepayer through rates.

The Act sets the intention for a user-pays model and says that council should consider all alcohol licensing activities to identify total cost, including processing of applications, monitoring, enforcement, and running the District Licensing Committee.

Costs are increasing due to inflation and an increase in alcohol licensing activities, including more District Licensing Committee hearings, education, monitoring, and enforcement. Costs are expected to continue to increase, in part because of legislative changes.

The Bylaw would enable Council to set fees that would recover the costs of undertaking these licensing activities.

The community benefits from some of the activities undertaken (e.g. the opportunity to participate in a District Licensing Committee hearing). Having considered this 'public good' factor, Council is not seeking to recover the 100% of licensing costs the Act allows for.

Consulting on these options provides an opportunity for the Council to discuss the intention of the Draft Bylaw, hear community opinions, and consider feedback to the proposal.

Options

Council is providing two options for the community to give feedback on. Council's preferred option is to increase alcohol licensing fees* by 34% in July 2025, 20% in July 2026 and then 3% in the following years to achieve a user-pays system. The other option is the status quo (the bylaw is not adopted).

* Alcohol licensing fees that would be increased are applications, annual renewals, special licences, temporary authorities, and temporary licences. No changes are proposed for permanent club charters or Manager's Certificates. A table of proposed fees is also provided as an appendix.

OPTION 1 (preferred): Create an Alcohol Fees Bylaw and increase alcohol licence fees by 34% across all licences in year 1, 20% in year 2, and 3% for the following years.

Creating the Bylaw would mean:

- Council would increase the fees and charges for alcohol licences by 34% in the first year of the Bylaw.
- Fees would increase another 20% in year 2 of the Bylaw to account for budgeted cost increases in 2026/27.
- Fees would increase 3% in the following years to account for average inflationary increases.
- Cost recovery would increase from 71% to 95% in the first year of the Bylaw.
- Alcohol licensing activities undertaken by Council would be closer to a user-pays system, and therefore better aligned with the Act.
- A portion of the costs would continue to be subsidised by ratepayers – but less than Option 2.
- A greater financial impact on licensees than Option 2.

OPTION 2 (status quo): Do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations.

Not creating the Bylaw would mean:

- Fees and charges for alcohol licences would not increase.
- Council's cost recovery rate would decrease year-on-year.
- Alcohol licensing activities undertaken by Council would continue to be largely funded with ratepayer contributions.
- Central Government is not planning to review fees again until 2027 and may continue to not increase fees in the regulations.
- Council would continue to be further from a user-pays model, and therefore not aligning with the user-pays intention of the Act.

Options at a glance

Options	Who decides alcohol licensing fees?	Who pays for alcohol licensing?		How would licensing fees change?	
		2025/26	2026/27	2025/26	2026/27
Option 1 (preferred): Create an Alcohol Fees Bylaw	Hamilton City Council	95% applicant funded 5% ratepayer funded	95% applicant funded 5% ratepayer funded	Fees paid by applicants increase 34%	Fees paid by applicants increase another 20%
Option 2 (status quo): Do not create an Alcohol Fees Bylaw	Central Government	71% applicant funded 29% ratepayer funded	64% applicant funded 36% ratepayer funded (and increasing)	No change	No change

The table above depicts only the first two years because they represent the biggest change to fees and cost recovery.

Share your thoughts on the proposed Bylaw

Council is seeking feedback before making any final decisions and would like your input.

You can give feedback from 21 January to 25 February 2025 online at hamilton.govt.nz/haveyoursay, or fill out the feedback form attached to this Statement of Proposal.

For any queries please ring 07 838 6699 or email: haveyoursay@hcc.govt.nz

Next steps

Staff will collect and analyse all feedback at the close of the submission period.

The analysis of this feedback will be presented to the 10 April 2025 meeting of the Regulatory and Hearings Committee. At this meeting, submitters who want to speak to their written submission will be able to do so.

The Council will then consider all the views and make a decision on the Bylaw.

Appendix

What are the proposed alcohol licensing fees?

This table shows the first two years of proposed fees, the full table of proposed fees are available in the draft Bylaw.

All fees exclude GST.

Description	Type	Current legislated fee	Proposed fee from 1 July 2025	Proposed fee from 1 July 2026
Application fee				
A fees category is assigned to premises for which an on-licence, off-licence, or club licence is held or sought, based on the type of premises, trading hours, and enforcement history.	Very low	\$320	\$429	\$515
	Low	\$530	\$710	\$852
	Medium	\$710	\$951	\$1142
	High	\$890	\$1193	\$1431
	Very high	\$1050	\$1407	\$1688
Annual fee				
A fees category is assigned to premises for which an on-licence, off-licence, or club licence is held or sought, based on the type of premises, trading hours, and enforcement history.	Very low	\$140	\$188	\$225
	Low	\$340	\$456	\$547
	Medium	\$550	\$737	\$884
	High	\$900	\$1206	\$1447
	Very high	\$1250	\$1675	\$2010
Special licence				
This class is applied to a special licence requested for one large event, more than three medium events, or more than 12 small events.	Class 1	\$500	\$670	\$804
This class is applied to a special licence requested for three to 12 small events, or one to three medium events.	Class 2	\$180	\$241	\$289
This class is applied to a special licence requested for one or two small events.	Class 3	\$55	\$74	\$88
Temporary authority				
Temporary authorities are authorised under Section 136 of the Act for an applicant to carry on the sale and supply of alcohol at a licensed premises.		\$258	\$346	\$415
Temporary licence				
Temporary licences are authorised under section 74 of the Act to enable the sale of alcohol from a premises other than the premises to which the licence relates during repairs etc.		\$258	\$346	\$415
No changes are proposed for permanent club charters or Manager's Certificates				

Hamilton City Council

BYLAWS

Approved by: Council	Date adopted:
Date in force: XX XXX 2025	
Version history:	Next review date: XX XXX 2030

Hamilton City Alcohol Fees Bylaw 2025

Ngaa Ture Puutea Raihana Waipiro mo Kirikiriroa 2025

This bylaw is made by Hamilton City Council pursuant to the Sale and Supply of Alcohol Act 2012 (the Act), Sale and Supply of Alcohol (Fees) Regulations 2013, Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013 and the Local Government Act 2002.

1. Short title, commencement and application

- 1.1. This bylaw may be cited as the Hamilton City Alcohol Fees Bylaw 2025.
- 1.2. This bylaw shall apply to fee-setting for alcohol licensing activities undertaken by Hamilton City Council.
- 1.3. This bylaw comes into force on X XX 202X.

2. Purpose

- 2.1. The purpose of this Bylaw is to set fees for any matter for which fees payable to Council can be prescribed by regulations under the Act.

3. Definitions

- 3.1. The following definitions apply to this bylaw, except where inconsistent with the context:

Act	means the Sale and Supply of Alcohol Act 2012 .
Application fee	has the same meaning as section 3 of the Sale and Supply of Alcohol Act 2012 .
Cost/risk rating	means the rating method provided in section 5 of the Sale and Supply of Alcohol (Fees) Regulations 2013 .
Council	means Hamilton City Council.
Fees category	has the same meaning as section 6(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013 .
Fees regulations	means the Sale and Supply of Alcohol (Fees) Regulations 2013 and any subsequent amendments to that secondary legislation.
Special licence class	has the same meaning as section 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 .

4. General

- 4.1. Applicants to Hamilton City Council must pay to Council the fees prescribed in this bylaw.
- 4.2. Council will assign a cost/risk rating to premises to determine the appropriate fee category, in accordance with fees regulations.
- 4.3. Special licence class is determined in accordance with fees regulations.

Hamilton City Council BYLAWS

5. Fees

5.1. The fees payable for a Manager's certificate, a Permanent club charter and to Extract (a record) from a register are as set in fees regulations.

5.2. The listed fees are exclusive of GST.

5.3. The fees payable to Council are set out in the table below:

	Fees category / special licence class	1 July 2025 - 30 June 2026	1 July 2026 - 30 June 2027	1 July 2027 - 30 June 2028	1 July 2028 - 30 June 2029	1 July 2029 - ongoing
Application fee	Very low	\$429	\$515	\$530	\$546	\$562
	Low	\$710	\$852	\$878	\$904	\$931
	Medium	\$951	\$1,142	\$1,176	\$1,211	\$1,248
	High	\$1,193	\$1,431	\$1,474	\$1,518	\$1,564
	Very high	\$1,407	\$1,688	\$1,739	\$1,791	\$1,845
Annual fee	Very low	\$188	\$225	\$232	\$239	\$246
	Low	\$456	\$547	\$563	\$580	\$597
	Medium	\$737	\$884	\$911	\$938	\$966
	High	\$1,206	\$1,447	\$1,491	\$1,535	\$1,581
	Very high	\$1,675	\$2,010	\$2,070	\$2,132	\$2,196
Special licence	Class 1	\$670	\$804	\$828	\$853	\$879
	Class 2	\$241	\$289	\$298	\$307	\$316
	Class 3	\$74	\$88	\$91	\$94	\$97
Temporary Authority		\$346	\$415	\$427	\$440	\$453
Temporary Licence		\$346	\$415	\$427	\$440	\$453

Feedback form

DRAFT ALCOHOL FEES BYLAW: 21 January-25 February 2025

Hamilton City Council is proposing to introduce an Alcohol Fees Bylaw.

FEEDBACK FORMS CAN BE:

- Completed online at hamilton.govt.nz/haveyoursay
- Posted to: Freepost 172189, Hamilton City Council, Communication and Engagement team, Draft Alcohol Fees Bylaw, Private Bag 3010, Hamilton, 3240.
- Delivered to the Municipal Building Reception or any branch of Hamilton City Libraries.
- Email your form to: haveyoursay@hcc.govt.nz

Privacy statement:

The Local Government Act 2002 requires submissions to be made available to the public. Your name and/or organisation will be published with your submission and any supporting documents and made available in a report to elected members and to the public. Other personal information supplied will be used for administration and reporting purposes only. Please refer to Council's Privacy Statement at hamilton.govt.nz for further information.

Your feedback: (please print clearly)

1. Which of the following options would you prefer? (select one)

- ☐ Option 1 (preferred): Create an Alcohol Fees Bylaw and increase alcohol licence fees by 34% in Year 1, 20% in Year 2, and 3% for Years 3-5
- ☐ Option 2 (status quo): Do not adopt an Alcohol Fees Bylaw and continue to charge the alcohol licence fees set by fees regulations

2. If you would like to expand on your answer, please do so here:

Run out of room? Feel free to attach additional pages.

Would you like to make a verbal submission?

Note: A verbal submission is around 5 - 10 minutes and is a chance for you to strengthen the key points in your written submission at the Council meeting.

- ☐ Yes ☐ No

Verbal submissions will take place 10 April 2025 and we will contact you to arrange a time.

About you:

This section tells us a bit more about you. By capturing this information, we will be able to better understand who is, and isn't providing feedback.

4. Contact details (please print clearly)

We will use this to get in touch with you if you would like the opportunity to make a verbal submission.

Name: (required) _____

Email: (required) _____

Phone: _____

5. Are you giving feedback on behalf of an organisation?

☐ No, these are my own personal views (continue to question 5b)

☐ Yes – I am the official spokesperson for the organisation, my organisation's name is:

5a. (If responding on behalf of an organisation)

Has your organisation ever applied for an alcohol licence, e.g. on behalf of a business?

☐ Yes, and we currently hold an alcohol licence

☐ Yes, and we previously held an alcohol licence, but no longer

☐ No

☐ I'm unsure

☐ Something else: _____

The following questions do not apply, if you are the official spokesperson of an organisation.

5b. (If responding as an individual)

Have you ever personally applied for an alcohol licence, e.g. on behalf of a business?

☐ Yes, and I currently hold an alcohol licence

☐ Yes, and I previously held an alcohol licence, but no longer

☐ No

☐ I'm unsure

☐ Something else: _____

Where do you live?

I live in Hamilton, my suburb is: _____

I live outside Hamilton:

☐ Waipaa District ☐ Waikato District ☐ Elsewhere in New Zealand ☐ Overseas

What is your age group? (at your last birthday)

☐ Under 16 ☐ 16-19 ☐ 20-24 ☐ 25-29 ☐ 30-34
☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐ 55-59
☐ 60-64 ☐ 65-69 ☐ 70-74 ☐ 75-79 ☐ 80+

Which ethnic group do you identify as? (select all that apply)

☐ NZ European ☐ Maaori ☐ Indian ☐ Chinese ☐ Samoan
☐ British ☐ Filipino ☐ Tongan ☐ South African ☐ Cook Islands Maaori
☐ Other: (please specify if you wish) _____

Please get your feedback to us by 25 February 2025.

FURTHER INFORMATION

Hamilton City Council
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 info@hcc.govt.nz

 07 838 6699

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hamilton.govt.nz