

Terms of Reference for the District Licensing Committee (DLC)

District Licensing Committee (DLC)

The District Licensing Committee operates under the **Sale and Supply of Alcohol Act 2012** (SSAA). Each territorial authority must appoint one or more licensing committees as, in its opinion, are required to deal with licensing matters for its district (s.186 SSAA).

1.0 Responsibilities and Powers

- 1.1 Consider and determine applications for licences and manager's certificates.
- 1.2 Consider and determine applications for renewal of licences and manager's certificates.
- 1.3 Consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136.
- 1.4 Consider and determine applications for the variation, suspension, or cancellation of special licences.
- 1.5 Consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280.
- 1.6 Refer applications to the licensing authority with the leave of the chairperson for the licensing authority.
- 1.7 Conduct inquiries and to make reports as may be required of it by the licensing authority under section 175.
- 1.8 Carry out any other functions conferred on licensing committees by or under the SSAA or any other enactment. (s.187).

2.0 Administration

- 2.1 In the absence of the Chairperson, the Deputy Chairperson will preside.
- 2.2 A quorum comprises 3 members except when the Chairperson is sitting alone.
- 2.3 Meets ordinarily weekly on a Wednesday, or as required.
- 2.4 The provisions of the Local Government Official Information and Meetings Act 1987 apply other than Part 7 and section 200 of SSAA applies.