

Special Licence application fee

There are three fee rates for special licences. The fee depends on the size and number of events covered by the licence. The new fee system, set by the Ministry of Justice, more fairly reflects the cost of alcohol licensing.

Use the chart below to determine which category your special licence fits into. All application fees below are GST inclusive.

Licence Type	Application Fee	Description
Class 3	\$63.25	1 or 2 events covered by the licence that are of a 'small size'
Class 2	\$207.00	3 to 12 events covered by the licence that are of a 'small size', or 1 to 3 events that are of a 'medium size'
Class 1	\$575.00	All other special licences, including licences for events that are of a 'large size', 13 or more events that are of 'small size', or 4 or more events that are of 'medium size'.

- A small event is an event that will be attended by less than 100 people.
- A medium event is an event that will be attended by between 100-400 people.
- A large event is an event that will be attended by more than 400 people.

Please note that it is Hamilton City Council that determines the final application fee so you may be charged further fees before your licence is granted.

Application fees are set by the Ministry of Justice. For more information, see <http://www.justice.govt.nz>.

If you need assistance calculating your application fee, please contact us on the details below.

Contact us:

Phone: (07) 838 6633

E-mail: licensing@hcc.govt.nz

Website: www.hamilton.govt.nz/alcohol

Location: Service Centre - Ground Floor, Garden Place, Hamilton