

Christchurch Tri-Agency Newsletter

Summer 2020-2021



Special licence applications for summer events 2020–2021

We are now entering our busiest part of the year for special licences.

If you are planning a special event for Christmas or over the summer and require an alcohol special licence we encourage you to get your application in early.

- All applications must be made at least 20 working days (four weeks) before the event is held, otherwise they may not be accepted by the District Licensing Committee for consideration
- Short notice applications (made less than 20 working days before the event date) must be accompanied by a letter explaining the reason for lateness for DLC consideration. You need to have a good reason as the Act refers to the reason for lateness

as “could not reasonably have been foreseen”.

It is important to note that a working day does not include weekends, statutory holidays (including Labour Day on 26 October and Canterbury Show Day on 13 November). **We also have a non-working day period each year between 20 December and 15 January (inclusive).**

Due to the non-working days over Christmas and New Year you will need to apply at least two months in advance of your event to allow for the minimum 20 working days to process it. This is also our busiest period for processing applications. If you want the security of knowing whether your special licence will be granted before you start advertising you should apply even earlier.

Continued...



**No ID
No Service
No Exceptions**

Hospitality

Health Promotion Agency

**No ID
No Service**

REMEMBER – No ID, No service,
No exceptions.

This should be your staff’s mantra. The tri-agencies conduct regular controlled purchase operations in Christchurch district. Make sure your premises is one that passes.

Special licence applications for summer events 2020–2021 *(continued)*

As a guide:

Event date between	Apply for Special Licence by:
Canterbury Cup and Show Week	Special licence applications may also be needed for events happening during this week. Applications for the Friday (Show Day) November 13 must be received by Thursday 15 October 2020 at the very latest.
19 December 2020 and 23 January 2021 (events held during our non-working day period)	20 November 2020 (or carefully check at least 20 working days)
21 January 2021 and 28 January 2021	20 November 2020 (or carefully check at least 20 working days)
29 January 2021 and 15 February 2021	<p>Early December 2020 (or carefully check at least 20 working days, remembering we do not count the days from 20 December to 15 January.)</p> <p>Applications for Waitangi Day 2021 events should be received by 11 December 2020</p> <p>Applications for Valentine's day on 14 February 2021 should be received by 17 December 2020</p> <p>So think about filing you applications well before 20 December 2020 because of our non-working day period from 20 December to 15 January.</p>



Take a moment to look at your licence and or managers certificate.

Note the expiry date, and put a system in place to ensure you get your renewal application lodged before that date. The consequences of not doing so can be dire.

We do send out reminders, however it's your responsibility to make sure you lodge your renewal on time. With that in mind, do we have your current contact details?

If we don't, now would be a good time to update our records and make sure we have your current contact details so that any notifications we send out can reach you.



Hospitality Staff Awareness - Altered Drivers Licences

In the last six months we have had an increase of altered driver's licences being produced in Christchurch Licensed premises to purchase alcohol or gain entry into a licensed premises.

16/17 year olds are altering their official Drivers licence by removing the Date of Birth and placing a thin film with a new Date of Birth over the top.

To check ID's are altered, firmly scratch the body and top corner of the drivers licence to see if anything rips/peels.

If this occurs take a photo of both sides of the licence and forward the photo through to the licensing team. Because the licence is an official document you do not have the right to take the licence off the person producing it.

COVID-19 and licensing processes and time lines, including special licences

These have been uncertain and changing times for us all. If you're uncertain about any licensing timeline or processes during a Covid-19 Alert level period please check out the info and key messaging on our home page.

ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/

This also includes, key messages and reminders, a link through to MBIE Alert level info, and also a link to the Ministry of Justice information page about licensing processes and any Modification Orders made to the Act and advice to Councils and DLCs.

www.justice.govt.nz/about/news-and-media/covid-19-news/information-about-alcohol-licensing

As we enter into the summer season with a large number of special licences for events, we're including the following reminder note at the bottom of all special licences issued.

NOTE: The issuing of this licence does not confirm event compliance with any Government COVID-19 Order requirements, as at the date of the event, for "gatherings" and "Sale of Alcohol" including for capacity numbers. It is expected and your responsibility to observe any requirements of the Government that apply when operating your event on the day.

If your event is "postponed" to another date because of COVID-19 restrictions on public gathering size on the date your event was granted, preventing your event-taking place, then please let us know ASAP at the time. The Act allows for a postponement of an event to a new date in some circumstances, meaning we may be able to reissue your special licence for that same event with a new date. We consider postponements requests on a case-by-case basis as some conditions apply.

Fire and Emergency NZ - summer activities and events reminders

Special licence applications for summer events 2020–2021: Special Licences and Marquees: You may also need an Evacuation Scheme for larger events you have to apply 30 days prior to the event. Visit www.fireandemergency.nz

Fun summer cooking fires do not require a permit. So be safe by having a water supply present and testing BBP and gas systems. You can "Check its alright" at Fire and Emergency to fire restrictions especially on public land and beaches.

If you are having larger crowds over the summer please check that you have an approved Evacuation Scheme for occupancy capacity over 100 persons or a working procedure for all venues. Prevention of panic is the key, and have exit paths that are clear and usable for the number of people involved. Staff well trained in these procedures are the key to your events success.



Planning an event serving alcohol this summer?
Apply for your special licence

Tips for managing your premises and staffing over the summer period

With the busy summer period coming you may have a lot of new or temporary staff working for you. Your staff are key to operating a successful business and manage the sale and supply of alcohol safely and responsibly.

- Do you have enough staff to cover all shifts?
- Enough rostered certificated managers?
- Enough experienced staff on each shift?

It's also important all new and temporary staff are trained and understand the systems you have in place for managing your premises and licence conditions. To help ensure your staff all work together as a team over this business period now is a good time to double check that all of your staff are familiar with some key points.

- Your Licence conditions
- What areas of the premises are covered by the licence?
- How are outside areas managed?
- Your Host Responsibility Policy
- Do you have an Alcohol Management Plan (AMP)?
- Do you use an Incident book?
- How to manage noise?
- The signs of intoxication and how to respond
- The Duty Manager's role and responsibilities
- How you manage shift hand-overs



Outside areas - Summer is on its way!

If you have an outside area now is the time to double check that all your staff know what areas are covered under your alcohol licence and how patrons know where they can sit and enjoy their drink in the sunshine.

Some licensees have their areas roped off or marked with planter boxes, others choose to use hosting staff to let customers know where they can sit. You may like to update your host responsibility policy to tell your staff, customers and the agencies how you manage your licensed area boundaries. If you do please email us a copy.

Shh...

With the warmer weather coming and an increase in vibrant outdoor activities at night it's timely to consider controlling noise.

One of the factors licensed premises face is the effect they have on the good order and amenity of the area, this includes noise. Escaping noise, and the noise made by patrons of licensed premises can impact on others in the neighbourhood.

We want to make sure you have good systems in place to minimise noise issues. Regularly test the systems you have in place for noise management are working.

To avoid complaints about noise some simple steps can assist:

- Keep noise contained by closing doors and windows;
- If that is not possible, reduce the volume of the sound system appropriately;
- Turn off any outside speakers at a reasonable hour, and ensure they are always kept at an appropriate volume;
- Monitor and control the level of bass as that can carry easily, and is often the source of complaints;
- Approach particularly noisy patrons in outside areas, and request them to reduce their noise;
- Encourage patrons on leaving to avoid any unnecessary noise and not linger outside;
- And ensure all staff are fully aware of the need to control noise levels, and the measures that are available to achieve this control;
- Spend time outside your premises to monitor noise.

Bottomless Brunches

We regularly receive questions about alcohol promotions including Bottomless Brunches. We assess each promotion idea on a case by case basis, based on the information provided.

Advertising a bottomless brunch promotion could breach section 237 (Irresponsible promotion of alcohol) of the Act. [The Health Promotion Agency](#) (external link) has information about promotions to assist further.

We assess each promotion on its merits including factors such as:

- Time frame (e.g. limited to 2 hours).
- Quantity of food (e.g. buffet, two or more courses).
- Drinks available (alcoholic, low-alcohol and non-alcohol).
- Drink alcohol percentage.
- Management of consumption of alcohol (e.g. one drink at a time).
- Manner and wording of advertising (s237) e.g. does alcohol appear to be the main focus, is it encouraging excessive consumption.

If you're planning a bottomless style of promotion, we encourage you to talk with us before you advertise. Please contact the Alcohol Licensing Team if you have any questions.

Your responsibilities

Acceptable promotions must still be suitably monitored, managed and controlled to ensure excessive consumption of alcohol is not encouraged.

Ask yourself: will my promotion make people drink faster or more than they normally would? If the answer is yes, reconsider your promotion.

National Guidance on alcohol promotions can be found on the [health promotion agency](#) (external link) website and includes:

[Acceptable and unacceptable promotions inside and outside on-licensed premises](#) (external link)

[Acceptable and unacceptable promotions inside and outside off-licensed premises](#) (external link).

Irresponsible Alcohol Promotions on Facebook

Facebook is a public forum and alcohol advertising can pop up at any time on individual user's news feed.

It is not an offence to:

- Promote or advertise discounts on alcohol of up to 25%
- How to go in the draw to win a prize

It is an offence to:

- Promote or advertise a discount of 25% or more.
- Promote or advertise free alcohol.
- Offer goods, services or prizes on condition that is alcohol is purchased.
- Promote alcohol in a way that is aimed at or likely to have special appeal to minors.

Couple of examples:

Promotion of discounts of up to 25%

"Retail \$19.99 now \$15.99
Save 20%"

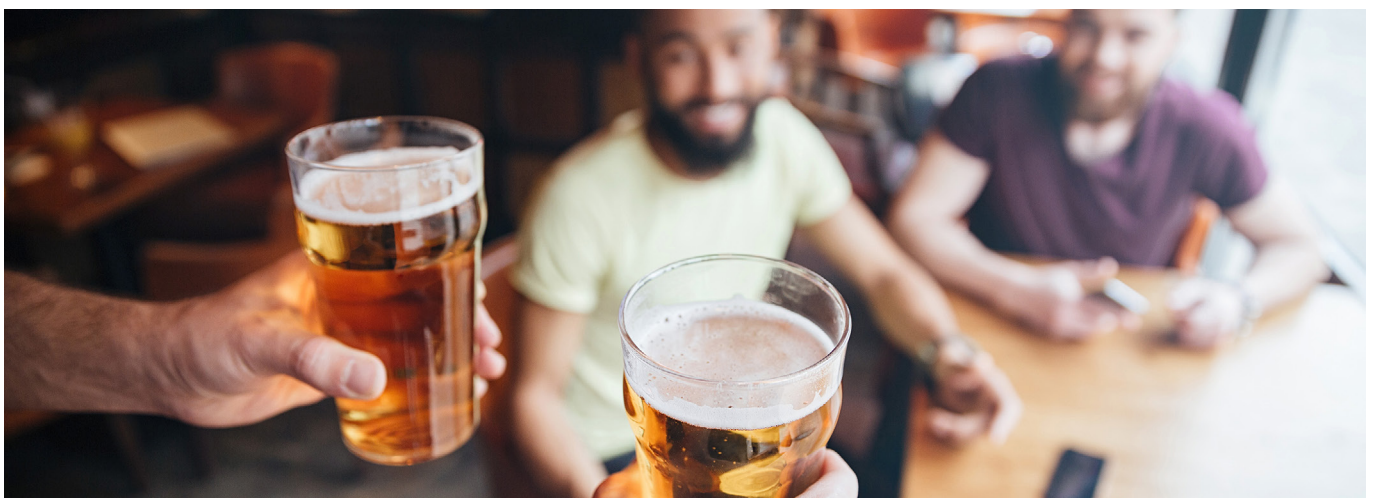
Promotion of prizes



"Purchase any Woodstock product and go in the draw to win a Woodstock fridge."



"Head in store to find out how you can get in the draw to win a Woodstock fridge."



Christmas Day trading hours restrictions

There are three and a half days of the year when premises holding an on or off-licence cannot trade in their usual manner.

These are commonly referred to as the **sacrosanct days** and are:

- **Good Friday;**
- **Easter Sunday;**
- **Christmas day;** and
- Before 1pm on **Anzac Day.**

This year Christmas Day (25 December) falls on a Friday.



As a reminder:

If you hold an off-licence you cannot sell alcohol. No exceptions.

If you hold an on-licence you can only sell alcohol to:

- persons currently living on the premises; or
- people present on the premises to dine.

You cannot sell alcohol to people who just want a drink. They must be intending to dine or have just finished a meal.

The timelines for diners drinking alcohol are specific:

- no more than an hour before they start eating a meal; and
- an hour after they have finished their meal.

Casual drinking is not permitted. This includes restaurants.

Generally a meal undertaken at a table with knife and fork and undertaken at meal times, breakfast, lunch and dinner. Again for clarity, if you are functioning as a restaurant (providing meals) you may only sell alcohol to a person as an accompaniment to their meal.

The three monitoring agencies are required to enforce the provisions of the Act and will be monitoring premises for compliance.

If you have an event or function planned to occur on the sacrosanct days, we recommend you apply for a special licence. Refer to our information on Summer Events time lines for applications.

If any confusion remains please discuss your plans with agency staff.

Happy holidays

The tri agencies wish you and your staff a very happy holiday period and we look forward to working with you in 2021.

If you have any questions about an aspect of your licence, the Act or you have general questions, please call a member of the agencies.



This newsletter is jointly produced by the Christchurch City Council Alcohol Licensing Team, the Police Alcohol Harm Reduction Unit, and Community and Public Health (CDHB) Alcohol Licensing Officers.

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Notices of Duty Manager Appointment/Change

Complete and submit the form online:

<https://ccc.govt.nz/notification-of-management-change/>

OR, email to both: Christchurch City Council: managerchange@ccc.govt.nz

NZ Police: alcoholcanterbury@police.govt.nz

Community and Public Health (CDHB)

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