

# Christchurch Tri-Agency Newsletter

December 2018

## 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 Tuesday.

### 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.

### What is dining?

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.



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Please circulate this  
to all your staff –  
*especially duty managers*  
– and/or place on your  
notice board

# Special licence applications for summer events 2018–2019



## Free water

Availability of free water is one of the best ways to prevent intoxication.

With warmer weather comes the risk of rapid dehydration so now is a great time to assess the provision of water in your premises.

There are many different ways to safely provide water as well as checking that the location isn't obstructed during busy times.

Remind your staff to keep providing water to anyone consuming alcohol and if you do have a water station, that it is refreshed regularly and ensure there are plenty of clean drinking glasses.



## 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 or statutory holidays. **We also have a non-working day period 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.

As a guide:

Event date between	Apply for Special Licence by:
19 December 2018 – 23 January 2019	21 November 2018 (or carefully check at least 20 working days)
21 January 2019 – 28 January 2019	27 November 2018 (or carefully check at least 20 working days)
29 January 2019 – 13 February 2019	5 December 2018 (or carefully check at least 20 working days)
After 14 February 2019	16 January 2019 (or carefully check at least 20 working days)

If you have any questions please discuss with Council Alcohol Licensing staff.

# 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.

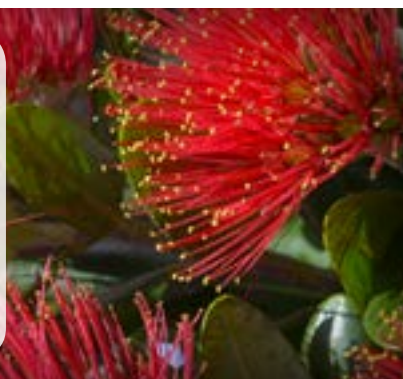
- Do you have enough staff to cover all shifts? Enough rostered certificated managers? Enough experienced staff on each shift?

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 handovers.

## Happy holidays

The tri agencies wish you and your staff a very happy holiday period and we look forward to working with you in 2019. 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.



## Prevention: The name of the game

New partnerships in Christchurch sport prove that prevention is the name of the game.

In the Canterbury region, tennis and rugby league are two codes that share club rooms - yet may have little else in common. However, Tennis Canterbury and Canterbury Rugby League are teaming up - taking a proactive approach to alcohol management. Learn more about how they are doing this.

[www.sportcanterbury.org.nz/newsarticle/70089?newsfeedId=584991](http://www.sportcanterbury.org.nz/newsarticle/70089?newsfeedId=584991)



## 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.



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

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Send Notices of Management Change forms to **both**:

Christchurch City Council: [managerchange@ccc.govt.nz](mailto:managerchange@ccc.govt.nz)

NZ Police: [alcoholcanterbury@police.govt.nz](mailto:alcoholcanterbury@police.govt.nz)

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