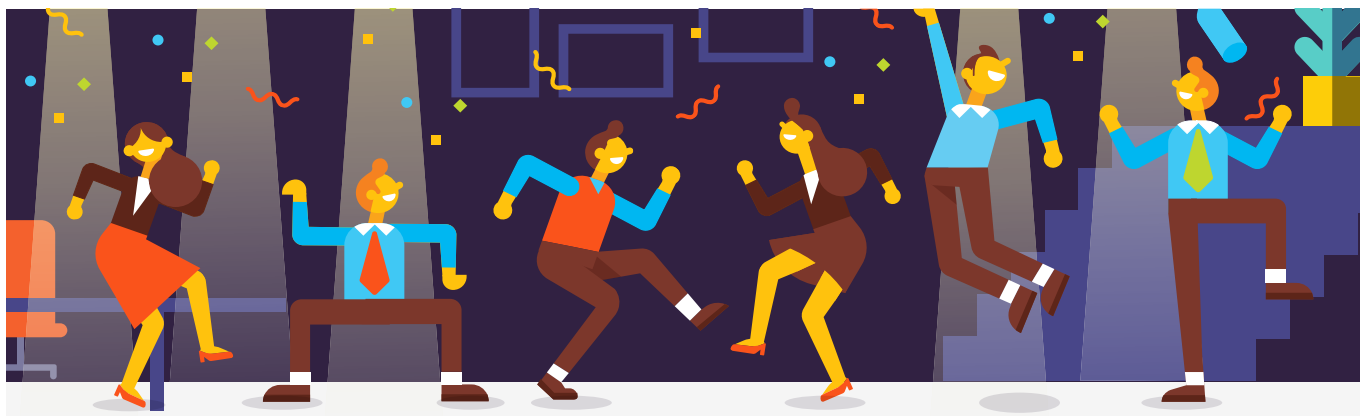


Christchurch Tri-Agency Newsletter

October 2019



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.

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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 2019–2020

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 28 October and Canterbury Show Day on 15 November). **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:
Canterbury Cup and Show Week	Special licence applications may also be needed for events happening during this week. Applications for the Friday (Show Day) must be received by Thursday 17 October 2019 at the very latest.
19 December 2019 and 20 January 2020 (events held during our non-working day period)	22 November 2019 (or carefully check at least 20 working days)
21 January 2020 and 28 January 2020	22 November 2019 (or carefully check at least 20 working days)
29 January 2020 and 13 February 2020	Early December 2019 (or carefully check at least 20 working days, remembering we do not count the days from 20 December to 15 January.)
Waitangi Day (6 February) 2020	Because we do not count the days from 20 December to 15 January this also means that all special licence applications for Waitangi Day must be received by 13 December 2019 at the latest.
14 February 2020	16 January at the latest day (or before 20 December, remembering we do not count the days from 20 December to 15 January.)
15 February 2020 onwards	16 January 2020 (or carefully check at least 20 working days)

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

Notice of Duty Manager Appointment/Change form now online

We've recently upgraded our **Notice of Management Appointment /Change form** to make it easier for you to fill out. You will notice some changes to the layout of the form, along with a new flowchart on page two of the form to assist you in filling it out correctly.

You'll also now be able to complete and submit the form **online** on our licensing webpage at <https://ccc.govt.nz/notification-of-management-change/>. We're keen to hear what you think of the new changes so please get in touch with us to share your feedback at managerchange@ccc.govt.nz



Alcohol invoice payment options

We're aware that banks are phasing out the use of cheques at the end of the year and many of you use these to pay Alcohol Licensing Invoices.

We're on to this and will have further information for you soon. We'll be sending out separate information to all licence and certificate holders in the coming months with the full details of how you'll be able to pay your Alcohol Licensing invoices through your internet banking so payments and receipting can be correctly linked to your invoice. Payment instructions on all application forms and invoices will also be updated at the same time. Nothing else will change. Filing of your application forms and paperwork will still need to be received with your proof of payment. No proof of payment will mean an incomplete application that may not be accepted.

Fresh Air Project update

Fresh Air on the menu for more hospitality venues.

The Fresh Air Project supports hospitality venues to have their outdoor dining spaces 100% smokefree and vape-free. Since the first pilot took place in Christchurch in the summer of 2016 many more pilots have taken place across NZ including Otago and Southland, Nelson and Tasman, Whangarei, Wairarapa and more recently the Mackenzie district.

From the original 20 pilot venues in Christchurch, Canterbury now has 76 Fresh Air venues throughout Mid Canterbury, North Canterbury, Christchurch and Selwyn. Otago and Southland have 47 Fresh Air venues throughout Dunedin, Invercargill and Queenstown Lakes. Together with our smaller regions this means hundreds more venues becoming Fresh Air venues providing cleaner greener outdoor dining spaces.

Amanda Dodd from the Cancer Society, Canterbury West Coast Division says, "It's exciting that the Fresh Air Project has taken root in other regions. More and more venues are choosing to go smokefree and vape-free and the majority of customers are enjoying the improved dining experience. We would love to hear from venue owners who would like to find out more. We can help them get started"

Venues receive free wall signs, stickers and promotion via the Fresh Air website and facebook page.

Visit the Fresh Air Project website to find out more: <https://freshairproject.org.nz>



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.



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.

Food Safety and Health Licensing Team Reminder: Food premises registrations

Have you checked if your Registration to sell food is current?

The sale of food is registered separately from the sale of alcohol and it's important that you also keep this separate registration up to date with the Food Safety and Health Licensing Team. You should have a Notice of Registration that has an expiry date on it and just like your alcohol licence this needs to be renewed before it expires.

If you are not sure if your registration is current you can look up the open to the public register at <http://mpiportal.force.com/publicregister>

Not registered? Or not sure on what you need to do?

Check out: <https://www.mpi.govt.nz/food-safety/food-act-2014/overview/> or you can email the Food Safety and Health Licensing Team at Healthlicensing@cc.govt.nz

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.

What's our number?

Curious about how licence numbers are tracking in Christchurch?

You may see from time to time various statistics quoted about "hospitality numbers" in Christchurch. Depending on where these numbers are sourced or how they are asked for impacts on the figures quoted. Often "hospitality" numbers requests to Council includes unlicensed eating places that have food registrations only.

So to avoid confusion here are the official figures as of 1 September 2019 for Alcohol Licences in Christchurch:

1010

Total current premises licences held:

ON – 659

OFF – 235

CLUB – 116

We process around 500 new/renewal applications each year.

3981

Total current Managers Certificates held.
We process around 1890 new/renewal applications each year.

1133

Total Special Licences granted for events (small, medium, and large) in the last 12 months



**No ID
No Service
No Exceptions**

Hospitality

Food Safety & Health Licensing

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
(CDHB) Alcohol Licensing Officers.**

Christchurch City Council Alcohol Licensing Team

Phone: (03) 941 8999. Fax: 941 5033. Email: alcohollicensing@ccc.govt.nz

Allison Houston (Team Leader, Chief Licensing Inspector): Phone (03) 941 8821

Martin Ferguson (Senior Inspector): Phone (03) 941 8956

Paul Spang (Inspector): Phone (03) 941 8826

Anneke Lavery (Inspector): Phone (03) 941 6553

Hamish Little (Inspector): Phone (03) 941 5474

Nikki Anderson (Inspector): Phone (03) 941 8828

Natashia Liaina (Technical Officer): Phone (03) 941 8827

Gina Moore (Technical Officer): Phone (03) 941 8068

Shiraan Hadfield (Technical Officer): Phone (03) 941 5470

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)

Email: CPHAlcohol@cdhb.health.nz

Helen Barbour: Phone (03) 378 6745

Paula Williams: Phone (03) 378 6771

George Poole: Phone (03) 378 2825

NZ Police, Alcohol Harm Reduction Unit

Phone: 372 5784. Email: alcoholcanterbury@police.govt.nz

