

Christchurch Tri-Agency Newsletter

Easter and ANZAC Day edition - March 2021



Trading hours over Easter and on ANZAC Day

Anzac Day morning, Good Friday and Easter Sunday form part of the three and a half sacrosanct days where alcohol sales are prohibited or restricted.

ALL premises holding an on-licence can only sell alcohol to persons present on the premises to dine.

All off-licensed premises are prohibited from selling alcohol. No exceptions.

Parliament's view was that it would be reasonable to allow a person to enjoy a beer or a wine with their meal on these days, hence the dining provision. If you are functioning as a restaurant (providing meals) you may sell alcohol to a person as an accompaniment to that meal. Casual drinking is not permitted, this includes restaurants.

What is dining? Every year we have debates over what constitutes dining. In our view the matter is quite simple: Your customer is present for no other purpose than to consume a meal. Not to play the pokies, have a game of pool, or watch sport on TV.

A meal in our opinion is a sit down meal with a knife and fork. It's not a bowl of fries, a free selection of finger food, or order a pizza with your beer.

Again we will be out and about ensuring the requirements of the Act are met, so if you have any queries as to whether you should or can remain open, call the Alcohol Licensing Team, we are always happy to explain things.

**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.

Dates for Easter and ANZAC Day special licence applications

This year these days fall on:

- Good Friday – 2 April 2021
- Easter Sunday – 4 April 2021
- ANZAC Day – Saturday 25 April 2021

While the Monday 27th is a public holiday, it is not a sacrosanct day for alcohol license trading purposes

Remember to have your special licence applications for your Easter or ANZAC Day events lodged with us as soon as possible. Special licence applications will not be accepted for continuation of normal trading.

All applications must be made at least 20 working days before the event is held, otherwise they may not be accepted by the District Licensing Committee for consideration.

[Click here](#) for more information about trading days and timelines.

Deadlines this year are:

- Easter 2021 - applications must be received by Thursday 4 March 2021
- ANZAC Day 2021 - applications must be received by Monday 25 March 2021

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 will need to have a good reason as the Act refers to the reason for lateness as “could not reasonably have been foreseen”.



Planning an event serving alcohol this Easter and ANZAC day?
Apply for your special licence

Easter trading hours compliance



Police will be actively monitoring licensed premises over Easter.

This year licensees can expect to see Police checking compliance over Easter with the Sale and Supply of Alcohol Act 2012 as it relates to alcohol sales.

The law is quite clear that casual drinking is not permitted under any circumstances however sales of alcohol can legitimately be made to people on the premises who are there to eat a meal and in some other limited circumstances. (Section 47 of the Sale and Supply of Alcohol Act 2012 refers.)

Police are aware that in recent years there has been considerable pressure applied by a few casual drinkers to be served and Police expect licensees will have good systems in place to prevent this.

Kiwi Access Card (Hospitality New Zealand)

The all new Kiwi Access Card was launched nationwide on 14 January 2019. Current 18+ Cards remain valid but new cards are not being issued after 2019. This means there are 4 forms of valid proof of age ID for sale of alcohol. Launched by Hospitality New Zealand, the new Kiwi Access Card has been created to better facilitate access to goods and services for everyone, across all sections of society in New Zealand. It can be used as a proof of age and identity throughout New Zealand, and is available to both nationals and foreign visitors.

New security features include micro text, braille, guilloche, UV ink, embossing, selected points of transparency and holographic overlay. A fresh Hospitality New Zealand logo rounds out the slick graphics and elemental design.

Please make sure all your staff are aware of the Kiwi Access card as a form of valid ID.

Click here for further details:
<https://kiwiaccess.co.nz/>

These cards are ALL accepted - check card for expiry date!



kiwiaccess.co.nz - info@kiwiaccess.co.nz - 04 381 9937

The Kiwi Access Card is the new 18+ Card.



www.kiwiaccess.co.nz

Current and previous versions of the 18+ Card will continue to be accepted for 10 years from the date of issue.

Club staff responsibility reminders about sale of alcohol

We have developed a licensed club staff training reminder tool for all staff that are involved in the sale of alcohol. This includes who a licensed club can sell alcohol to, the assessment of intoxication and evidence of age documents.

It's hoped that all staff will complete the refresher with their bar manager at the beginning of their sports season. It will also be useful for new staff before they sell any alcohol.

This training tool is now available on our [website](#).

DM appointment reminder

Are all your Duty Managers correctly appointed? If not your alcohol sales could be unauthorised and you are liable for an infringement fine. A Notice of Duty Manager Appointment or Change form should be used whenever a Duty Manager finishes or a new Duty Manager starts working at any licensed premises.

The licensee is responsible for formerly appointing all their Duty Managers, not the staff member who is being appointed. The completed form should be sent to both the Council Alcohol Licensing Team and also the Police.

We're here to help

We want you to get Duty Manager Appointments right first time. If you send through an incomplete or incorrectly filled out form, or only send it to one agency and not the other, you risk the appointment not being registered, and the form being returned to you for correcting.

Not sure if your records are up to date? Double check your own premises records which you should be maintaining, check out the guidance on our [website](#) or give the Alcohol Licensing Team a phone call on 941 8999.

Our September and February 2018 [newsletters](#) also have some tips about Duty Manager Appointments.

When do I need a special licence?

A Special Licence may be required if alcohol is part of your event, e.g. if alcohol is being sold, or if your event is ticketed, whether cover charge, donations, payment for a meal, etc. and alcohol is consumed at the event. Remember unlike tavern licences there is no additional “drink up time” permitted outside the trading hours granted for a special licence and must be incorporated within the hours you request in your application. Remember your Special Licence is only valid for the particular event, or series of linked events, or social gathering, specified in the licence.

Check out the [flowchart](#) on the webpage which guides you through the preliminary questions to ask when planning your event. We also have an [information sheet](#) that provides useful information for planning your event.



**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.

New Health Promotion Agency resources for staff

New tools from HPA can be found and downloaded or ordered [here](#).

The latest resources include:

- Host Responsibility guide
- The Manager’s Guide



Host Responsibility Guide

This is a booklet for bars, taverns, restaurants, cafes and clubs. It provides guidance on strategies and tools to assist staff in licensed premises meet host responsibility requirements under the Sale and Supply of Alcohol Act 2012. A sample host responsibility policy is included.

The Manager’s Guide

A guidance book for managers of premises with alcohol licences. It provides information on the requirements for licensed premises under the Sale and Supply of Alcohol Act 2012 and other relevant legislation.



New CCC step-by-step guide for applying for a new alcohol Licence

This is a new end-to-end information guide to walk you through the key steps for when you apply for a new alcohol licence right from who you should be talking to when you are doing your initial planning and making preliminary inquiries. We also have updated information on our website about making preliminary enquiries and applying for a Premises Certificate of Compliance Alcohol.

[Alcohol License Pre-application](#)

[Premises Certificate of Compliance \(Alcohol\)](#)

Premises Certificate of Compliance (Alcohol) changes from 1 March 2021

We're making changes to the process of applying for a Premises Certificate of Compliance (Alcohol) – ACOC and it's important you know what they are. The changes include:

- **Filing and paying online** - From 1 March 2021 you'll be able to file your [Premises Certificate of Compliance \(Alcohol\)](#) online. This will make it quicker and easier for you to apply for your certificate. You will be then emailed an invoice so you can pay the fee by internet banking.
- **Change in filing timelines** - If you're thinking about applying for your Premises Certificate of Compliance (Alcohol) please make yourself familiar with our new filing timelines. Processing times for certificates can take up to four-five weeks. You need to have your Premises Certificate of Compliance (Alcohol) before filing your new licence application (or request for variation) with



the District Licensing Authority. Having this certificate approved first will give you earlier certainty about what is required for your alcohol licence application. This will also help to ensure that you get the planning and building information you need for your proposed business as they plan for their business and premises building fit out needs. The certificate is a required document for all new licence applications. We will have a three month transition period for these timelines for filing as we're aware some of you may be already well into your business planning for opening a new premises and we want to make sure you can still obtain your new alcohol licence in time.

- **Issuing** - If your application is approved you will then receive your Premises Certificate of Compliance (Alcohol) electronically.
- **Increase in application fee** - The fee for this application is set by council and reviewed annually and could change from July 1 2021.
- **Change in the look and information on the certificate** - You may notice some changes in how this looks, as we've refined our certification process.
- **A more integrated process for receiving building and planning advice on proposed businesses**

The changes will come into effect from 1 March 2021. You can read more about what these changes mean for you [here](#).

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're going "online" for some applications

From 1 March, you will be able to submit some types of Alcohol Licensing applications (your application form and required documents) online through our webpage.

This is now available for most application types (includes renewals, Temporary Authorities, Managers, and Special licenses, and Premises Certificate of Compliance Alcohol). This option for filing is not available for new on/off/club licenses and variations to premises licenses, as these will still require a lodgment meeting with an inspector for filing your application.

Look for the green box on our webpage for each application to download the application form and then "Apply" when you have all your documents ready for filing.

Apply to renew your licence

Download and complete a **Renewal of Licence application form [PDF, 1MB]** before you apply

View the working days specified in the Sale and Supply of Alcohol Act that could affect application processing times.

Please ensure you have read and understood the privacy statement, signed and dated your application.

Apply

Bye Bye Cheques, hello internet banking

Christchurch City Council is stopping cheques as a payment option from 30 April 2021, due to the three major New Zealand banks phasing them out in May, June and July of this year.

Other payment options include internet banking or Eftpos/credit card/cash when paying in person at any Council service centre.

The Council is encouraging payment of alcohol licensing invoices by internet banking. If you're submitting your alcohol licensing application online, once we've received your documents you'll be emailed an invoice for payment. (Renewal and Annual Fees will still be posted out 2 months in advance with reminders and can be paid by internet banking. *Reminder for renewals: We will still also need your renewal paperwork filed on time by your expiry date.*)

All alcohol invoices now have internet banking payment details on the invoice, including the reference details you need to include so we can receipt your payment. We will need you to provide proof of payment by emailing to alcohollicensing@ccc.govt.nz so we can then proceed with processing your applications as quickly as possible. Multiple invoices to pay? *Reminder – separate invoices do require separate internet banking payments to ensure correct receipting against application/licence records.*





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

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www.ccc.govt.nz/alcohol

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Notices of Duty Manager Appointment/Change

Compete and submit the form online:

www.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

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NZ Police, Alcohol Harm Reduction Unit

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