

# Christchurch Tri-Agency Newsletter

Easter and ANZAC Day edition - March 2020



## 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.

Parliaments 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 – 10 April 2020
- Easter Sunday – 12 April 2020
- ANZAC Day – Saturday 25 April 2020

*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.

## Deadlines this year are:

- Easter 2020 - applications must be received by Thursday 12 March 2020
- ANZAC Day 2020 - applications must be received by Wednesday 25 March 2020

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.

# 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.



## Sports Club end of season prize givings – reminders about applying for a Special Licence.

Plan ahead for your end of season sports seasons. For clubs that don't hold Club Licences you'll probably need to apply for a Special Licence for any end of season prize giving.

For licensed clubs prize giving events often include the general public so a Special Licence is required if you wish to sell them alcohol. Unsure? Give the Alcohol Licensing Team a phone call to double check.

# Kiwi Access Card (Hospitality New Zealand)

The all new Kiwi Access Card was launched nationwide on 14 January, and now replaces the current 18+ Card. 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.

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 9957

The Kiwi Access Card is the new 18+ Card.



[www.kiwiaccess.co.nz](http://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. Not sure what the difference is between an Acting or Temporary Duty Manager appointment is? It's important you get this right. Check out the user guide information 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.



## 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.

## 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.



# Have you started using your HPA Licenced Premises Toolkit yet?

Over the last year the reporting agencies have handed out hundreds of toolkits to licensed premises all over Christchurch. These are now available for all 3 types of licence - on, off, and clubs.

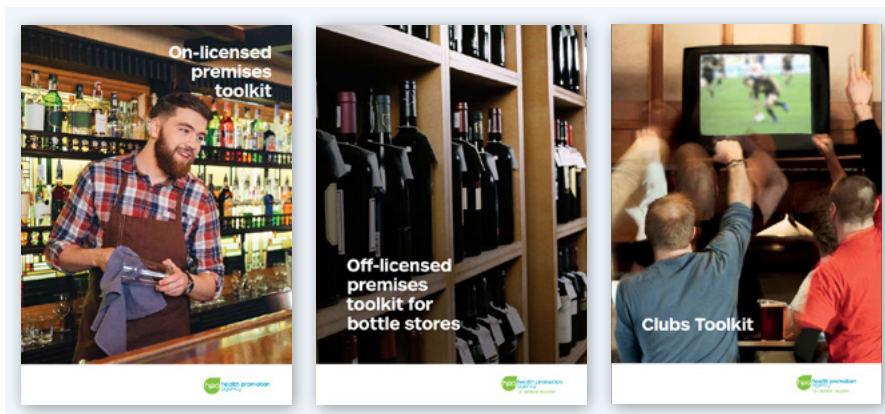
The toolkit was created from feedback by those in the industry, licensees and reporting agencies and is a 'one stop shop' for everything to do with alcohol licensing.

The toolkit includes an over view of your role and responsibilities under an alcohol licence. It's also a great place to collate and store all your licencing documents in one place and makes recording managers, incidents, staff training easier as well as making the renewal process much easier as you have everything at your fingertips.

The agencies will ask to see this folder during monitoring visits, so encourage all staff to keep it up to date. Numerous

premises have commented how it has helped them when improving systems such as creating a host responsibility policy or noise management plan so make sure all staff know where the folder is located and how to use it.

If you have not yet received your toolkit- please contact the Council for your copy.



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## Smoking Areas - Smokefree Environments Act 1990 and your licensed premises:

You are not required by law to provide a smoking area i.e. you can be Smokefree. But if you do choose to allow smoking it must be in an **Open Area**.

**Section 12** of the Act outlines the duty of a licensee regarding smoking on licensed premises:

- (1) *The licensee of any licensed premises must take all reasonably practicable steps to ensure that no person smokes at any time in a part of the premises that is not an open area.*
- (2) *Subsection (1) does not prevent the licensee of any licensed premises from prohibiting smoking in a part of the premises that is an open area.*
- (3) *No person may smoke at any time in a part of any licensed premises that is not an open area.*

Currently, the Ministry of Health, determines whether a space is an Open Area on the basis of the presence of roof and wall surfaces and how enclosed they make a space.

Below is some of the guidance the Ministry of Health provides to help determine whether a space is considered an Open Area or substantially/fully enclosed:

- If the space has no roof or similar overhead surface (e.g. sailcloth, umbrellas etc.) it is considered an Open Area
- If the space a roof and one wall then it most likely will be considered an Open Area
- If the space has a roof and three walls it may not/probably will not be considered an Open Area.

Further information on determining whether an area is Open or Internal is available from the Ministry of Health <https://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/smokefree-environments-legislation/internal-and-open-areas-under-smoke-free-environments-act-1990>

If you have any concerns please contact the Smoke-free Enforcement Officer at Community and Public Health on 364 1777



**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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### **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](mailto:managerchange@ccc.govt.nz)

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

### **Community and Public Health (CDHB)**

Email: [CPHAlcohol@cdhb.health.nz](mailto:CPHAlcohol@cdhb.health.nz)

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