



# CHRISTCHURCH

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## CHRISTCHURCH DISTRICT LICENSING AGENCY NEWSLETTER

March 2008

This newsletter is produced by the Christchurch District Licensing Agency.

### Licensees.

Please ensure this newsletter is circulated to all staff, especially Duty Managers.

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### 1. New Christchurch City Council Liquor Licensing Team Leader.

We welcome Paul Rogers to the team.

Paul brings many years of relevant experience to the team. For the past 14 years Paul was employed as a Claims Analyst and Investigator for a large Insurance Company, and has worked for a short time as a Client Services Manager for a Solicitor. Prior to that Paul spent 19 years in the Christchurch Police, mainly in the CIB, leaving the Police as a Senior Sergeant.

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### 2. Is Your Outdoor Area Licensed?

An on-licence authorises the holder of the licence to sell liquor to anyone present on the premises for consumption **on that premises**. The area in which liquor may be consumed for each premises is specified on a plan provided by the applicant at the time the licence is first issued and is held on the licensed premises file. The licensee should also retain a copy of this plan.

This means legislation does not allow for licensed premises in close proximity to each other to have communal drinking areas, or for patrons to migrate between different premises while consuming liquor. Liquor purchased for consumption on any specific premises must be consumed on that premises.

Unfortunately monitoring visits have identified premises where some outdoor areas are not identified as part of the licensed premises in accordance with the supplied plans, and other premises where liquor purchased on one licensed premises is being carried and consumed in other nearby or adjoining premises.

This is considered an unauthorised sale (section 165 of the Act) and if convicted of this offence the result could be a fine not exceeding \$20,000, or the suspension of the licence for a period not exceeding 7 days, or both.

Outdoor areas should be clearly defined so patrons and staff know where liquor can be consumed legally.

If you have any query regarding an outdoor area please contact our office.

### 3. General Managers Certificates, Transitional Provisions no longer available.

Existing holders of General Managers Certificates have been able to obtain the Licence Controllers Qualification (LCQ) via the transitional provisions, however from the 31<sup>st</sup> of March 2008 the transitional process is no longer available.

From that date all applicants must now obtain the LCQ by undertaking the training and being credited with unit standards 4646 and 16705.

The District Licensing Agency (DLA) **cannot** issue or renew a General Managers Certificate unless the applicant holds the LCQ **and** a copy of it has been provided to the DLA.

All applications for renewal of a manager's certificate must be lodged with the DLA before the expiry date, or they lapse. An expired manager's certificate cannot be renewed

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### 4. Controlled Purchase Operations

On Friday the 26<sup>th</sup> of October 2007 a controlled purchase operation was carried out. The Police, Community And Public Health, and the Christchurch District Licensing Agency carry out these checks to see if minors can purchase liquor contrary to the requirements of the Sale of Liquor Act. Premises holding On, Off, and Club style Licenses were visited. One of each type of premises sold to our underage volunteers.

All premises visited and who didn't sell have been advised and congratulated in writing. In all cases where a sale has occurred legal action has followed.

A disappointing result considering all the seller had to do was ask for I.D.

Further controlled purchase operations will be carried out and again On, Off, and Club licensed premises will be visited.

Please take this opportunity to remind all staff of your requirements regarding I.D. and have systems in place to ensure sales are not made to minors and other unauthorised persons.

**Please remember – if they look under 25 years of age and have no suitable ID – then no service – NO EXCEPTIONS.**

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### 5. Anzac Day

This year Anzac day the 25<sup>th</sup> of April falls on a Friday.

As a reminder:

**Off-licences** are not permitted to sell liquor between 12 midnight Thursday night and 1.00 pm on Anzac day.

**Hotel or Tavern.** No liquor is to be sold between 12 midnight Thursday night and 1.00 pm on Anzac Day to any person **other than** those who are:

- For the time being living on the premises, or
- Present on the premises for the purpose of dining.

**If you are considering applying for a special licence please do so now.**

If you are not clear on this requirement, particularly in regards to diners, please don't hesitate to contact Agency staff.

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### 6. Licensed Premises Checklist

Please find a copy of the Licensed Premises checklist on the back page. This checklist was developed to assist Duty Managers and Staff to comply with the Sale Of Liquor Act and meet the conditions of their Licence. You can also download a copy from our web site.

**7. Have you visited our liquor licensing web site?**

**[www.ccc.govt.nz/liquor](http://www.ccc.govt.nz/liquor)**

From this web site you can access the following:

- Licensed Controller Qualification information.
- Liquor Licence application forms (including notice of management change forms for the appointment of Temporary and Acting Managers).
- Liquor licensing information pamphlets.
- Host responsibility policy guidelines.
- Christchurch District Licensing Agency newsletter.
- Licensed Premises Checklist
- New Restaurant café/Bar Checklist
- Christchurch City Council Alcohol policy.
- Christchurch City Council Liquor Control Bylaw 2004 (liquor ban areas including maps).
- Christchurch City Council Gambling Venue and Totalisator Agency Board (TAB) Venue Policy.
- High Court Hearing Decision 2 July 2002 Suspension of Licences.
- Frequently asked questions and answers.

**8. Accredited Course Providers Are:**

	<b>Telephone</b>
Avonmore Tertiary Academy	977-2700
Christchurch Polytechnic Institute of Technology	940-8000
Liquor Licensing & Training Christchurch Limited	383-4735
New Zealand School Of Food & Wine	3797-501

**9. Contact Telephone Numbers**

**Christchurch District Licensing Agency**

Paul Rogers (Team leader)	941-8909		
Martin Ferguson (Inspector)	941-8956	Paul Spang (Inspector)	941-8826
Natashia Lafituanai	941-8827	Helen Ward	941-8821

Fax number 941-8792

Email: [liquor.licensing@ccc.govt.nz](mailto:liquor.licensing@ccc.govt.nz)

Web Site: [www.ccc.govt.nz/liquor](http://www.ccc.govt.nz/liquor)

**Community and Public Health (New phone number)**

(Medical Officer of Health) .....364-1777

**New Zealand Police Liquor Licensing** .....378-0446

Regards

**Christchurch District Licensing Agency**

**PLEASE CIRCULATE THIS TO ALL YOUR STAFF- ESPECIALLY  
DUTY MANAGERS**

**and/or place on your notice board**



## LICENSED PREMISE CHECKLIST

**Are you complying with the sale of liquor act and meeting the conditions of your licence?**

**Would you pass a monitoring visit inspection?**

Can you identify the patrons in your bar most likely to require intervention to prevent intoxication? Remember the 80/20 rule.	
Are there intoxicated persons on the premise? What actions have you taken?	
Are there minors on the premises that shouldn't be? Have they purchased?	
Is the base licence displayed near the main entrance? Have you read it?	
Is the duty manager's name displayed, and can it be easily read?	
Is the duty manager on the premises? (excludes small clubs)	
Is the (named) duty manager authorised? ie, the holder of a manager's certificate, or correctly appointed as an acting or temporary manager.	
Is food promoted by appropriate notices throughout the premises?	
Is food available at <u>all</u> times liquor is available? We expect at least four food varieties, <i>excluding</i> potato chips, peanuts etc. (excludes off licences).	
Do you have a reasonable range of non-alcoholic and low-alcoholic beverages available? Is free water available?	
Is information about alternative forms of transport from the premises displayed?	
Is prohibited person signage that relates to minors and intoxicated persons clearly displayed? Free signage is available from Community and Public Health and the Christchurch District Licensing agency.	
How many persons are on the premise? What is the maximum occupancy? Do duty managers and door staff know?	

**Are you aware of the fines for these offences?**

Allows any intoxicated person to be or remain on licensed premise – **A fine of up to \$4,000**

Sale or supply of liquor to minors, sale or supply of liquor to an intoxicated person, and allowing a person to become intoxicated – **A fine not exceeding \$10,000 for each offence.**

Unauthorised sale or supply – **A fine not exceeding \$20,000.**

**Note:**

- Bar staff, Duty Managers and the licensee can be held liable.
- Penalties can include suspension or cancellation of the licence and Managers Certificate.

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Email: [liquor.licensing@ccc.govt.nz](mailto:liquor.licensing@ccc.govt.nz) Web Site: [www.ccc.govt.nz/liquor](http://www.ccc.govt.nz/liquor)

**Community and Public Health**

(Medical Officer of Health) .....364-1777

**New Zealand Police Liquor Licensing** .....378-0446

**New Zealand Fire Service** .....371-3600

**Training Institutions**

Avonmore Tertiary Academy ..... 977-2700

Christchurch Polytechnic Institute of Technology..... 940-8000

Liquor Licensing & Training Christchurch Limited.....3834-735

New Zealand School Of Food & Wine ..... 3797-501