

Christchurch Tri-Agency Newsletter

Special edition 2018



The Alcohol Licensing Team have moved offices

The Council's Alcohol Licensing Team moved offices in February. You can now find us back in the Civic building at 53 Hereford Street.

We also have a new postal address: PO Box 73013, Christchurch. All other contact details remain the same.

If you're meeting a member of our team at Civic for a managers certificate interview or for a pre-application or lodgement meeting for a new licence application, these will usually be held in our licensing meeting room located on the ground floor. Just ask for us at reception when you arrive so we know you are here.



**Planning an event
serving alcohol this
Easter and ANZAC day?**

Apply for your special licence

Public Notification of Alcohol Licence applications

We're changing the way alcohol license applications are publicly notified.

Instead of notifying applications in The Press or The Star newspapers, we now require all Licence Application Public Notices to be published on a dedicated webpage we are setting up located on ccc.govt.nz/alcohol. Notifications will be published here for 15 working days. A history of recent recent web page published notifications will also be viewable. This webpage will be live from 16 April 2018.

This is in keeping with the requirements of the Sale and Supply of Alcohol Act 2012 and the way information will be presented on the website is consistent and complies with the Act.

This will make public notification easier for applicants.

It will be easier to manage your application processing timelines and will cost you less to meet your public notification obligations under the Act.

You are still responsible for publicly notifying your application. However, instead of having to organise and pay for advertising with the local newspaper, this will be completed by the Alcohol Licensing Team when you make your application to us. There will only be a small administration charge that you need to pay first for our assistance in loading the content onto the licensing notification webpage. Your notice will be published within a week of the public notice fee being paid.

- The fee is current \$86.50 and is set by Council and may be subject to review annually. This fee will be included on all invoices issued by us from 16 April 2018.



Transition period from 16 April: Information for applicants

Those of you who have already paid for public notification in the newspaper: continue to publically notify in the newspaper. We will not require you to republish on the webpage. Please advise us of the newspaper public notification dates.

All other applicants need to publically notify on the new webpage from 16 April 2018. *How do I do this?*

- **You have filed your application with us and have not yet publically notified:** Please contact us for an invoice and to arrange notification. We have advised both The Press and The Star of our new process for Christchurch Alcohol Licence public notices.
- **You have a renewal invoice but no public notice fee is included and you have not yet filed your application with us:** Some of you may already have been sent a renewal invoice for your application that does not have the public notice fee included. This is because we send renewal invoices out to you 2 months in advance. You will need to notify on the new webpage. To do this contact the Alcohol Licensing Team for a public notice invoice, so you can pay the fee at the same time you pay for your renewal application.

Finding alcohol licensing public notice webpage

Alcohol Licence public notices will be located here and will advise the start and end date for each notice: <https://ccc.govt.nz/consents-and-licences/business-licences-and-consents/alcohol/alcohol-licence-public-notification/>

We will send you a copy of published web notice to you for your records at the same time we send you the front entrance notice for display on your premises. By advertising on the same webpage each time, people will know where to go to look for licence application information.

Application documents will still be available for people to view in person at the offices of the Alcohol Licensing Team (for the Secretariat of the District Licensing Committee), located at the main Civic offices at 53 Hereford Street, Christchurch.

If you have any questions, you can get in touch with our Alcohol Licensing Team directly on (03) 941 8827, 941 8068 or 941 5470.

You can also email alcohollicensing@ccc.govt.nz



*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.*

Christchurch City Council Alcohol Licensing Team

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