

LICENCE TO SERVE

ISSUE 015

News from the Liquor Licensing team



This newsletter is jointly produced by the Timaru District Council Alcohol Licensing Team, the Police Alcohol Harm Reduction Officer and the Community and Public Health Alcohol Licensing Officer.

We encourage all licensees to circulate this newsletter to all staff, especially Duty Managers.

NEWS FROM WAYNE'S DESK

Hi folks !!

Well, if you'd told me that the world was going to change so drastically, and that we would be facing the challenges we have faced at the time of writing the last Licence to Serve, I would have thought you were mad or had been sampling too much of your own wares.

But we have made it thus far, and most people I speak to about the future of New Zealand trade and in particular South Canterbury, are very positive. I guess that commerce here caters for the local market and is not greatly influenced by overseas tourists, which plays a big part in trading longevity.

I was redeployed to attend to COVID related work and part of my job was to walk from my office to the COVID testing clinic in Butler Street to pick up files, and at Level 4 lockdown it was often like being in the movie "I am Legend" (without the zombies though). It was eerie and some days I wouldn't see another person or vehicle.

I didn't realise that I missed the movement of people and vehicles so much, and a drive through the main street of Timaru was plain spooky. It occurred to me that businesses and their patrons play such a large part in our society and I am grateful on so many levels that businesses are free to trade again. I know that a lot of people had issues with not being able to shop and socialise, and that going for a coffee, meal or social drink will never be taken for granted again.

It has been stressed through media that people need to support local businesses and it appears that people are doing just that in our area.

I congratulate businesses in our Districts that complied with the various restrictions and ceased trading. Whether we agree with the restrictions and rules or not, the legislation was quickly put in place to ensure compliance during this period.

Once again, it is good to see businesses trading again, and I urge you all to use common-sense to ensure the enjoyment of your customers and staff.

Wayne Cummings
Liquor Licensing Health Promoter
Community and Public Health



INVEST
IN YOUR
COMMUNITY

Online forms

During the lockdown work has been carried out on producing online forms which can be completed and submitted all electronically.

The forms that have been done so far are:

- Special Licence Application Form
- Managers Certificate – Renewal
- Managers Certificate – New
- Temporary Authority Application Form
- Notice of Management Change Form

There are mandatory fields that will need to be completed in most of the forms to ensure that the forms are correct by the time they get to us.

The Notice of Management Change Form is unique in that once completed it will send a copy via email to the applicant, the Police and the Council without you having to do anything except hit one button.

POLICE UPDATE

Well this has been an interesting confusing and difficult time! Although for me things have been relatively normal with continuing to work and being able to drive and get out throughout the lockdown I have seen the effects on many others.

It has been very good to see that locally there have been very few breaches compared to other areas and most are playing by the rules to help the country and each other.

Now that restrictions are being removed bit by bit and things are returning to as 'normal' as possible I hope you all can get back to what you do best and recover any losses and struggles you have had.

While Police continue to monitor and if necessary enforce the never ending changing restrictions and rules of the various levels we also wholeheartedly want you to succeed and recover and deliver the quality service South Canterbury is used to!

If anyone has doubts or confusion over restrictions you are certainly not alone! I for one have found it very difficult keeping up with the 'shifting goalposts'. I encourage you all to keep up to date with the changes as best you can but we appreciate it is not easy and at every opportunity I can assure everyone Police first priority is to help and 'educate' both people and businesses to enable everyone to return to work successfully.

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I am happy to be contacted if anyone has concerns or queries about the levels, I may not be able to answer but will do my best!

It is important to note that the COVID restrictions don't actually impact your license directly so please remember whatever the latest guidelines/restrictions are for the current COVID level all the requirements of your license continue throughout.

That's all for me, keep yourselves, your staff and your customers safe and enjoy the return to normality.....or as close as we can to it!

Sgt Sam Winchester
NZ Police



Generic Email Address

We now have a generic email for any electronic forms that you may wish to lodge. The email address is liquoradmin@timdc.govt.nz and this is accessible by the Liquor Licensing Team. This should only be used for lodging forms (be it new/renewal applications or even your Notice of Management Change Forms). We will be updating our forms in the near future to include this email address so watch this space.

Newsletter Library

If anyone is looking for any previous newsletters you can find these on our website now.

The link is:

<https://www.timaru.govt.nz/services/environment/liquor-control/liquor-licensing/tri-agency-newsletter>

FINDING A SOLUTION

Relaxation of the requirement to undertake trial evacuations

Hi everyone, during these trying times Fire and Emergency NZ have some good news for building owners and their occupants.



We have recognised the challenges faced when completing trial evacuations of a building as prescribed in the 'Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018' during the current COVID 19 pandemic and had our legal team working to find a solution to aid you all.

The solution comes in the form of an amendment to the regulations which relaxes the need to conduct trial evacuations or training programmes. This will help ease the tension between the requirement for building owners to conduct trial evacuations or evacuation training programmes and the restrictions imposed by the Epidemic Preparedness (COVID-19) 2020 Notice requiring physical distancing.

This amendment came into force on the 22nd May and will stay in place until the Epidemic Notice expires or is revoked. The 'timer' for calculating the 6-month period within which those requirements need to be satisfied has also been temporarily halted ('the clock stopped'), effective right back to 25th March 2020 when the Epidemic Notice came into force. The clock will remain stopped until the Epidemic Notice expires or is revoked.

Please note that this does not dissolve the building owner or the occupant of the responsibility to ensure there are still procedures in place for the safe evacuation of everyone that is inside the building. Likewise, the compliance around ensuring all building safety systems are checked and working.

Best wishes to you all for the coming months. If we can be of any assistance, please call me. Of course if you need urgent assistance dial 111.

Craig Chambers

Fire Risk Management Officer

027 405 6996



Automatic suspension of your licence for not paying Annual Fees

This is just a friendly reminder that invoices for the annual fees are sent out approximately six weeks prior to their due date.

If you fail to pay you will be served with a suspension letter and you will not be able to sell alcohol until the fees are paid in full. The responsibility for paying your fees on time lies with you the licensee, whether you receive an invoice from us or not. Exactly the same as the requirement to lodge a renewal application for your manager's certificate or licence before they expire.

I have recently had to do a few phone calls to warn people they are a few days off suspension and it is a job I don't enjoy having to do. Please get in contact with the Licensing Team on 03 687 7200 if you wish to talk about what we can possibly do for you regarding payment options.

Thanks,

Sharon Hoogenraad
Chief Licensing Inspector / Enforcement Officer

LCQ Training Dates

In the Timaru / Waimate / Mackenzie district there are two providers that offer NZQA Unit Standards 4646 and 16705 training.

During the lockdown ServiceIQ announced that they would be providing the LCQ Certificate electronically now which will hopefully reduce the wait time people have been experiencing.

The ARA course dates for 2020 are below (however may be subject to change):

8th June with exam on 22nd June

27th July with exam on 8th August

19th October with exam on 2nd November

(The course runs 8.30am to 4.30pm on the first day and the exam starts at 1.00pm)

As well as the ARA courses there are also the online version which is done through another organisation called GetLCQ (located in Dunedin) and their website is www.getlcq.co.nz if your staff would prefer to do it online.

From the Secretary's Desk

The last few weeks have been trying times indeed.

Much work has gone into trying to navigate the issues that the pandemic has thrown at us, and we are now looking forward to getting back into the swing of things as I am sure you all are.

While, some of you may have noticed lengthy delays in the processing of applications due to the inability to hold DLC meetings during the lockdown period, we are now pleased to advise that the DLC is back up and running and we should be able to clear the backlog in the next few weeks.

Please feel free to contact the Liquor Licensing Team, if you have any questions pertaining to your application or situation, so that we can assist you with your enquiry. The COVID 19 website continues to be updated regularly and may also provide some useful information for you.

Keep Safe. Kia Kaha.

Ngā mihi, Debbie Fortuin
Secretary



In previous newsletters we have discussed ServeWise and this is excellent for those staff that you have working behind the bar who may not wish to go to the next level of obtaining their LCQ.

This is a free training system and you can access this by going to www.alcohol.org.nz and search for 'Servewise'.



Future Topic Suggestions

Do you find the newsletter useful?

We are looking for suggestions from you as licensees as to what sort of articles or items you would like to see in future newsletters. If you have any suggestions please feel free to email me on sharon.hoogenraad@timdc.govt.nz