

# LICENCE TO SERVE

ISSUE 020

## News from the Liquor Licencing 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.

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## ARA

### CHANGING OF THE GUARD

Greetings people of Timaru, I have recently taken over the post at ARA as a Hospitality Tutor, replacing Rob Coulter, who has been serving the area for over 25+ years. It is a great pleasure to be back home and help upskill the community.

A little bit about myself: I moved back to Timaru in late 2020 after being away for almost 10 years to look after my mother, who came back from overseas. I am now working in Real Estate, Part-time Tutoring and occasionally collaborate with restaurants and bars in Timaru and Christchurch. You may find me running quiz night every now and then or playing sports like badminton or archery. I like to keep myself busy and relax after a long day with some night jazz.

It has always been interesting being a tutor. Having experience tutoring for Avonmore Institute and ARA Christchurch, I find the area of my expertise always revolves around people, mature or young, who are there to improve their knowledge and skills, whether it is for themselves, businesses or the community. I greatly respect those willing to take on new challenges and learn new things.

My job is to help them realise their potential and achieve their goal. If it can benefit the broader community while doing it, that is all for the best.

In this role, I have never seen myself as superior but as a mere fellow who has the industry experience to share, passing on knowledge and help them develop skills in those areas.

I look forward to being a support for anybody out there looking to improve their essential skills in hospitality such as customer service, product knowledge, communication, awareness etc. With more than 10 years of experience to back it up, I would love to contribute and see the hospitality scene in Timaru flourish in the future.

With the shortage of skilled employees in almost all industries, it would be safe to say that soft skills are more needed than ever, and hospitality is the best place to start in honing those. But, rather than just working at a job, if you can gain a qualification while at it, then why not?

If you would like to enrol in Licence Controller Qualification (LCQ) or any hospitality-related course, please make an enquiry to [info@ara.ac.nz](mailto:info@ara.ac.nz)

Boss Parkhill



## Application for Licence or Renewal of Liquor Licence

Did you know there is a legislative requirement for a building owner to ensure there are evacuation procedures for the building and both the owner and tenant must ensure those procedures can efficiently evacuate all persons in a fire event?

The next time you are applying for a liquor licence or the renewal of your existing one, please ensure you understand what statement you are making when you tick one of the three possible options on the 'Statement to Accompany Application for Licence or Renewal of Liquor Licence'. This is a legal document and by ticking the wrong statement could result in a challenge to your application being approved.

**The Applicant states that:** (tick one):

- ☒ The owner of the building in which the premises are situated provides and maintains an evacuation scheme as required by Section 76 of the Fire and Emergency New Zealand Act 2017 (copy over page); or
- ☐ because of the building's current use, its owner is not required to provide and maintain such a scheme; or
- ☐ because of the nature of the building, its owner is exempt from the requirement to provide and maintain such a scheme.

**Please note that this is a legal document. Any questions please contact Fire and Emergency New Zealand at [www.fireandemergency.nz](http://www.fireandemergency.nz) or phone 03 684 1200.**

The above statement means the building has an operative evacuation scheme. This doesn't mean the building has a few exit signs and a book with some check lists in it that the alarm agent fills out and that is the scheme. It is a very, very small part of a proper evacuation scheme.

**PLEASE remember there is a legal requirement for all commercial buildings to have effective and operable evacuation procedures and a large amount of those buildings must have an evacuation scheme.**

If you would like to discuss any of the above or any other matter relating to fire safety in buildings or your home please don't hesitate to contact your local Fire Risk Management Officer Craig Chambers on 03 684 1211 or 027 405 6996.



## LCQ Training Dates 2021

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

The final ARA course for 2021 is (however may be subject to change):

18th October with exam on 1st 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](http://www.getlcq.co.nz) if your staff would prefer to do it online.

## ServeWise

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](http://www.alcohol.org.nz) and search for 'Servewise'.



## SAVE THE DATE LICENSEE BREAKFAST

Please note in your diary the date for the upcoming Licensee Breakfast kindly organised by the Medical Officer of Health representative Olivia Ensor.

Due to COVID work commitments we were unable to get the flyer out to you in this newsletter but we can confirm the date will be 2 November 2021 starting at 8.00am and a flyer will come out as quickly as we can with more details.

## 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/tri-agency>



## LCQ Changes

With recent changes to the wording in the Sale and Supply of Alcohol Regulations 2013 (namely S.23(1)(c) and 23(2)(c)) the requirement to hold the 'LCQ Certificate' has been removed.

As long as your staff have successfully completed the unit standards 4646 and 16705 they are deemed to have the prescribed qualification.

What this means for your staff is that anyone applying for a new Managers Certificate we can now accept:

- An LCQ (under the former Act – SOLA 1989) with the LCQ bridging certificate,
- Or an LCQ under the current Act,
- Or something from a training provider that says that the applicant has successfully completed the required unit standards (and version), being 4646 (version 8 or later) and 16705 (version 5 or later).

As trainers certificates vary from trainer to trainer please be sure both unit number and version is evidenced in the trainers "pass certificates".

Also the appropriate trainer MUST be NZQA accredited to deliver these units – if there is any doubt as to a trainers validity contact NZQA direct.

The two links below will take you to a webpage with another link to "View Education Organisations with Consent to Assess".

There you will find a national list of training organisations for these two standards.

<https://www.nzqa.govt.nz/framework/search/results.do> for US 4646

<https://www.nzqa.govt.nz/framework/search/results.do> for US 16705

## CONTROLLED PURCHASE OPERATIONS

Hello, I thought I would talk about controlled purchase operations (CPO) in this newsletter.

These are conducted by Police, Council and Health to test that the Sale and Supply of Alcohol Act is being adhered to by premises and managers. Due to COVID these operations had been on a hiatus but are now back.

There are different types of operations, whether its serving underage's, ensuring food is available, or clubs serving non-club members. These involve sending in volunteers who are under age or non-club members to see if the Act is being complied with. These volunteers are acting under instruction from police and are exempt from prosecution.

There are a range of penalties for failure during a CPO ranging from a negotiated suspension through to ARLA (Alcohol regulatory & licensing authority) hearing depending on previous holdings for prior failures. Any failures are sent to ARLA for the final decision on penalty.

A recent CPO held in the South Canterbury area utilised two 17-year-old volunteers, which unfortunately resulted in one failure. The volunteers were served at an off license and they were not asked to show any identification. They do not carry any identification with them and this would have prevented a sale if they had been asked.

The server was working his second shift and made the sale while the Duty Manager was serving others. This resulted in the Duty Manager having her license suspended for 28 days and the off license being closed for 2 days. This was a negotiated suspension with the manager and license holder.

This failure need not have happened had the server asked for ID. The general policy of asking anyone who looks under 25 years for ID is a best practice.

**There are 3 types of ID that can be used:**

- NZ driver licence
- Passport
- Hospitality NZ Kiwi Access Card (18+ card)

Further such operations will be undertaken in the district to assess compliance.

Sgt Dallas Robertson  
NZ Police





## Renewal Reminders

There have been some recent incidents where premise's licences and manager's certificates have passed their expiry date and the applicant has then requested to renew their licences.

Unfortunately the expiry date is exactly that – an expiry date.

There is no leeway available and even though we send out reminders (via snail mail) approx. 2 months prior to the expiry date the onus is on the applicant to ensure they have their paperwork lodged at least 20 working days prior to the expiry day.

## Dates for Xmas/New Year Special Licence Applications

Just a friendly reminder to have your special licence applications for the Xmas/New Year period lodged with us as soon as possible.

The deadline for lodgement will be 22 November 2021. This is still giving us the bare minimum of time to process the applications for the DLC close down for the statutory period of 20 December to 15 January every year.

Special Licence applications will not be accepted for continuation of normal trading over restricted days.



## From the Secretary's Desk

Kia ora koutou

At the writing of this newsletter, we find ourselves in lockdown again. While these times are uncertain, we will continue to provide a service to our community and businesses as much as is practicable. Please continue to reach out to our team to see if we can assist in anyway.

It is also that time of the year when we begin to set our sights on the next few months and what is likely to be coming up. If you are thinking of holding any special events in the lead up to Christmas, we ask that you get your applications in early. We are aware, that with the pandemic, things can be a bit unpredictable, and certainly we do experience delays with Medical Officer of Health and Police reporting due to their roles related to the pandemic. Hence, the sooner you can get your applications lodged with us the more likely you are to get your application processed and approved on time.

We continue to receive some special license applications that are incomplete, either not providing enough relevant information or not providing the correct documentation. If in doubt, please contact Naomi, who is more than happy to meet with you and assist you with filling out your application form.

Thank you one and all for your understanding on these matters.

Until next time.....

Ngā mihi,

Debbie Fortuin, Secretary

## 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](mailto:sharon.hoogenraad@timdc.govt.nz)