

# LICENCE TO SERVE

ISSUE 025

News from the Liquor Licencing team



Te Whatu Ora  
Health New Zealand



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.

MERRY  
*Christmas*  
AND HAPPY NEW YEAR

# EVAC SCHEME OBLIGATIONS

Seasons Greeting and hope you are all getting ready for a busy holiday season ahead. Fire and Emergency New Zealand are using this space and timing as a reminder for your establishments as we head into a busy Christmas season and some reminders for you around your obligations regarding compliant Evacuation (EVAC) Schemes.

**EVAC schemes for licenced premises include the following duties:**

- Maintain clear egress routes, remember when having entertainment on site that any temporary structures do not hinder escape routes
- ALL exit doors are clear and easily visible and unlocked
- Fire action notices are present and easily visible
- Exit signage and assembly areas are clearly marked and identified
- Wardens are aware of their responsibilities and have identification readily available and know where these are (hat, high viz vest)
- Trial evacuations are up to date and lodged with Fire and Emergency New Zealand
- Be aware of maximum number of patrons for the premise and DO NOT exceed this
- Fire alarm systems including smoke and heat detection as well as any manual call points are checked and functioning. You can also get your alarm agent to assist with this.

Thanks for your ongoing support and meeting your EVAC scheme requirements

Should you have any questions or require any assistance our team are happy to assist you free of charge with any queries.

We can be contacted by email at:

Mid-SouthCanterburyDistrict-RRTeam@fireandemergency.nz

From your local Fire and Emergency team have a great Xmas/ New year Season and remember to "keep it safe".

Regards, Mid-South Canterbury Community Risk Team



## Be aware

Kia ora all,

With Christmas, daylight savings and end of year work functions on the rise over Summer, the risk of more drink drivers being on the road increases.

As a licensed manager, we ask that you become more aware and motivated to stop drink drivers when you see that this is about to happen and even better, before the idea gets in their head! I'm impressed with how the courtesy coaches have been operating in the district, showing that those premises understand their responsibility in keeping our roads safe. Police are more successful in catching these drivers the earlier we know about them.

Please don't hesitate in calling 111 or \*555 if you have a suspicion about a drink driver.

We'd much rather stop the suspected person and they blow under the limit, then be too late and there's another fatal crash on the roads. Having the presence of mind to get a registration, direction the vehicle is going and other car details is great but do it safely and it is important not to put yourself in danger.

I've heard some great stories coming out of licensed areas such as free bowls of chips at tables, free soft drinks and of course water available, keep up the good work.

Sgt Cam McBride

If you have any questions or concerns, please get in touch with me through email at [Cameron.mcbride@police.govt.nz](mailto:Cameron.mcbride@police.govt.nz)





## Special Licences

With the Christmas/New Year period fast approaching I am sure you are all starting to get enquiries for staff work functions.

Just a friendly reminder – if you know of organisations (either through your staff or family) that are looking at having an event that is either outside your licensed area, hours, or even having an event that you have been asked to cater for, you need to remind them that they need to start looking at getting a special Licence in place sooner rather than later to ensure they meet application closing dates.

All special licence applications must be received a minimum of 20 working days before the event (that does not include the day of the event or the day of lodging). Please note that there is the Christmas/New Year shutdown for the District Licensing Committee which is 20 December to 15 January every year so they do not count towards the 'working days'. Also we have Labour Weekend which takes one working day out of the equation.

**With every application for a special licence we need to have the following attachments (minimum):**

- Floor plan showing the area to be licensed (including any outside areas)
- Menu
- Event Flyer/Poster (if relevant)
- Alcohol Management Plan for large scale events (anything over 400 people)

We also have a booklet which may be of use for anyone who is looking at organising large events. If you are interested in getting a copy please email [liquoradmin@timdc.govt.nz](mailto:liquoradmin@timdc.govt.nz) and we can send you one.

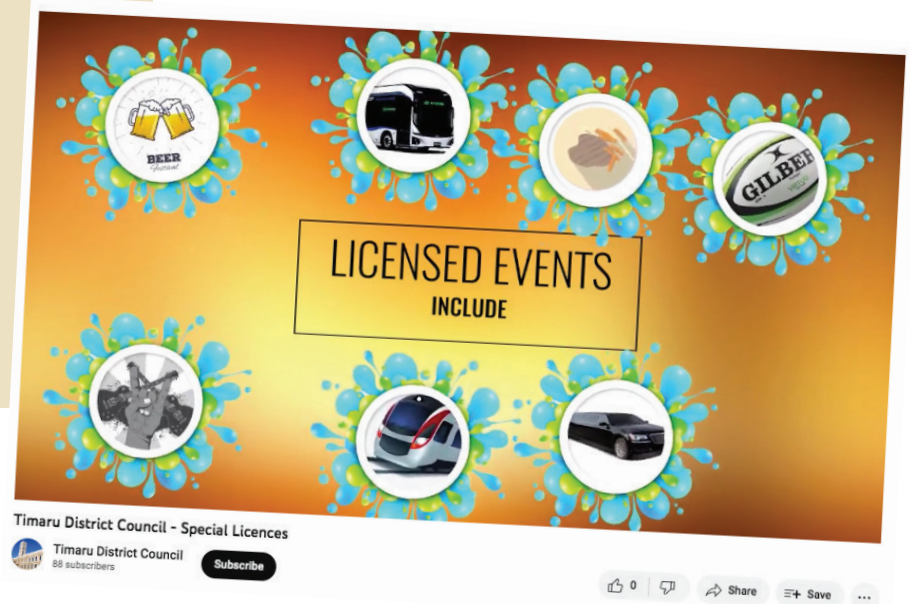
It is also worth noting that if you are going to be putting staff forward as 'Managers' for the special event that do not currently hold a Managers Certificate they will need to complete Servewise training and you will need to supply a copy of the Certificate. You can access this free online training via the following link:

[servewise.alcohol.org.nz/login/index.php](http://servewise.alcohol.org.nz/login/index.php)

If anyone needs help completing the application by all means please contact the Liquor Unit at the Council on 03 687 7200 to make an appointment and we are more than happy to sit down with you to go through the application step by step.

**You can go onto our website and view a short video about the Special Licence process if you are interested. The link is:**

[www.timaru.govt.nz/services/environment/liquor-control/liquor-licensing/special-licences](http://www.timaru.govt.nz/services/environment/liquor-control/liquor-licensing/special-licences)



## LCQ Training Dates

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

We will publish the course dates in the new year.

**As well as the ARA courses there are also the following options online:**

### GetLCQ

[www.getlcq.co.nz](http://www.getlcq.co.nz) (0800 800 415)

### Industry Training Solutions

[www.its.ac.nz](http://www.its.ac.nz) (0800 GO4 ITS)

## 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'.



## Water availability to reduce alcohol related harm

It's that exciting time of year when the days get longer, and the weather gets warmer. Unfortunately, with the hot sun and alcohol consumption there is an increased risk of rapid dehydration, so now is a great time to assess the provision of water available in your premises.

Having water readily available is one of the best tools to prevent patrons from becoming intoxicated.

There are many different ways to safely provide water as well as checking that the location isn't obstructed during busy times.

Remember to 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 available.



## From the Secretary's Desk

Kia ora koutou

Another year has flown by and the silly season is upon us. I hope business has picked up for everyone and you are as busy as we are.

It's been a jam packed year to say the least, and demand on staff has seen a sharp increase since COVID restrictions have been relaxed. Consequently, demand for special licenses has been on the increase. Unfortunately, most special license applications are not filled out properly. This results in staff having to 'chase' information, which is not a good use of our time. We encourage applicants to ensure they carefully consider the information being asked, and if in doubt, contact one of the liquor licensing team, and they will be able to provide you with guidance as to what is required.

The team are also available to assist you to fill out the application forms face to face if you are struggling with understanding the requirements. If forms are not filled out correctly, and the 20 statutory day's timeframe has been exceeded as a result of a poor submission, it will result in the application being declined.

We encourage you to get your applications in early, and to fill out the applications in detail, to ensure the best outcome for you and your event. We understand that the information that is required

for special licenses can be daunting so please do reach out if you need assistance.

As per usual, the DLC has a compulsory shut down between 20 December 2022 and 15 January 2023. What this means is that any applications received during this period will not be processed until after 15 January 2020. If your application is due within these dates you need to ensure you get your applications in early. We are available during this period, however, to answer any enquiries.

We encourage you all to have an enjoyable season celebration, and to do it in a way that it does not cause alcohol harm. Our team will be out and about monitoring events and licensed premises over the coming weeks to ensure everyone is being responsible.

I'd like to take the opportunity to wish you all a safe and happy festive season.

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)