

LICENCE TO SERVE

ISSUE 004

News from the Liquor Licencing team



PROMOTION OF ALCOHOL

The year is evaporating quickly which means you will be preparing for the busy season. Because of this, we would like to remind you about some of the rules around alcohol promotions. The rules are stricter for promotions outside your premises than those run inside your premises.

Acceptable promotions outside the premises

- Incentives to purchase a particular brand or brands of alcohol. As long as it does not encourage excessive consumption.
- Discounts up to 25%.
- Promotion of a single price that does not lead people to believe it is discounted more than 25%.
- Promotion of competitions that do not require alcohol to be purchased.
- Promotion of loyalty programmes/ rewards/discounts. Rewards or discounts should not just be alcohol.
- Food and alcohol match.

Acceptable inside the premises

- Any of the six promotions on the left.
- Discounts up to and over 25%.
- Complimentary sampling of alcohol on an On License.
- Happy hour, providing it does not encourage the excessive consumption of alcohol.
- Prize for the purchase of a certain type and amount of alcohol, providing it does not encourage the excessive consumption of alcohol.

For further details and the don'ts (unacceptable list), you can contact Shayne Broughton, or consult the 'Bar Code' or 'Creating a Responsible Drinking Environment' booklets produced by HPA (you can get copies of these from either Shayne or Sharon Hoogenraad at the Council.)



Example of irresponsible promotion of alcohol outside premise (not from 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.

THIS ISSUE

Club licences

Occupancy numbers

Licence Controller Qual.



POLICE UPDATE

As most of you will be aware, our Alcohol Harm Reduction Officer (AHRO) changed in July and we now have Sergeant Greg Sutherland carrying out the role.

Sergeant Sutherland will be working his way around the premises introducing himself to you.

Below is an article Greg has written regarding club licences following recent issues in a neighbouring district.



A FOCUS ON CLUB LICENCES

There's been a real stirring among all sports clubs in relation to the selling of alcohol to unauthorised customers, and the consequences for them if they are caught by Police or the Licensing Inspectors.

Some from the 'old school' are doing what they always did under the old Sale of Liquor Act 1989, at a time when they were hardly ever visited or checked. The times have changed and around the whole country, clubs are being caught on the wrong side of the law, selling to anyone, and on many occasions acting as a tavern.

Let's have a closer look at the Sale and Supply of Alcohol Act 2012 to make sure everyone is on the same page:

- Your club can only sell or supply alcohol to an authorised customer who is: a member of your club, or this member's guest, or an authorised visitor, (who is from another club with which your club shares reciprocal visiting rights.)
- The duty manager or bar staff have to focus on the point of sale or supply of alcohol, and they have to know who they are selling to, and how they 'belong' or who they are with. The time for official club membership cards, (with expiry dates,) is now upon us, to prove the patron is a member of your club or another club, with reciprocal visiting rights. (These clubs have to be named in the club's charter or constitution). We can't just take the person's word.

- The signing in of a visitor's book, which can be a good tool, does not necessarily protect the club, as the bar staff need to be sure, at the time of sale, at the bar.
- Anyone is allowed to enter your club but only authorised customers can purchase alcohol, and they must be over 18 years of age to do so. (Only 3 forms of age identification are acceptable – being NZ drivers licence, passports, and 18+ cards – not foreign driver's licenses)
- If your club wants to sell alcohol to the public, for a function or event, then they need to apply for a special licence to be on-side with the Act.

It's important to know, that a person who commits an offence of selling to an unauthorised person can be fined up to \$5,000, so let's tighten up on our processes and training, so that clubs can continue to provide an important point of social contact, and healthy sporting rivalry.



OCCUPANCY NUMBERS FOR LICENSED PREMISES

Recent building audits by the NZ Police, NZ Fire Service and Timaru District Council Building Unit have found many licensees are unaware of their legal occupant loads.



All buildings that have a Building Warrant of Fitness (BWOFF) are required to display the occupancy number for each building on the BWOFF. The BWOFF is required to be displayed in a place where the inspecting officer (a Licensing Inspector, Police Officer, Fire Risk Management Officer or Building Official) or any member of the public can clearly see the occupancy load and that the buildings BWOFF is current, so it must not be behind the bar or hidden away in an office.

Inspections are being carried out to establish the legal occupancy load for all licensed buildings that are subject to BWOFF requirements. Inspections take into account the number of people that can be assembled in the customer area, the number of toilets available to the public and the width of fire exits. The lowest number becomes the occupancy load. Once the legal occupant load has been established, your Independent Qualified Person (IQP) will be required to include this on the BWOFF.

You will be contacted by the Building Unit shortly to arrange a site visit so please ensure that your BWOFF and associated IQP reports are available.

EMAIL ADDRESS UPDATE

We are in the process of updating our system with the possibility that in the future this newsletter can be sent electronically (we will keep you informed when this is going to be available). If you could provide Gemma with the best email address for the premise including the name of the premise you are providing the address for.

Gemma's email address is gemma.holden@timdc.govt.nz

CPO RESULTS

No Controlled Purchase Operations (CPOs) have been undertaken this quarter in our three districts however one of our neighbours (Waitaki District) recently undertook a CPO which was reported in the Otago Daily Times due to the poor results. Quarter of the outlets tested failed (of the 20 premises visited 5 sold).

Please take this as a reminder to ensure your staff are vigilant and doing what they should be doing regarding checking ID if unsure of age. As the signage says "No ID, No Service, No Exception".



LICENCE CONTROLLER QUALIFICATION (LCQ)

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

Everyone has a different way of learning, for some it is face to face training in a classroom environment whereas some people prefer on-line. We have both available in our districts and I have included the details below for your information.

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.

Online training provider



- Price includes the entire course plus assessment, Licence Controller Qualification Certificate and hook on with NZQA all for only \$150.
- Approved by Service IQ the standard setting body for the Licence Controller Qualification.

Local training provider



Course details

The Licence Controller Qualification (LCQ) is comprised of NZQA standards:

- 4646 Demonstrate knowledge of the sale and supply of Alcohol Act 2012 and its implications for licensed premises
- 16705 Demonstrate knowledge of host responsibility requirements as a duty manager on licensed premises.

Cost

The cost of this course is \$253. This charge covers:

- Ara tuition and administration fees
- NZQA fees
- ServiceIQ fee to issue an LCQ Certificate.

Satisfactory completion of the training does not guarantee that a Manager's Certificate will be granted by the District Licensing Committee (DLC). Applications, along with the necessary fees, are processed and approved by the DLC. The DLC have a strict range of additional criteria that applicants must meet, including industry employment and character checks.

2017 course dates - Timaru

Seminar: Monday 9am - 4.30pm

Assessment: Monday 1 - 4.30pm

Start	Finish
13 February	27 February
20 March	3 April
1 May	15 May
12 June	26 June
7 August	21 August
11 September	18 September
16 October	30 October

Sneak peek at what is in the next newsletter

When do the DLC (District Licensing Committee) hear cases versus ARLA (Alcohol Regulatory & Licensing Authority)?

Future topic suggestions

Do you find the newsletter useful? We are looking for suggestions from you as licensee's 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

From the Secretary's desk

DLC Christmas closures

A reminder that the District Licensing Committee 'working days' cease on 20 December 2017 and will recommence 15 January 2018. What this means is that any applications received during this period will not be processed until after 15 January 2018. If your application is due within these dates you need to ensure you get your applications in early.