

LICENCE TO SERVE

ISSUE 040

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, Te Whatu Ora Alcohol Licensing Officer and the Fire Risk Management Officer, Fire & Emergency New Zealand.

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

GOTCHU! Champion 2026

The GOTCHU campaign is all about looking out for one another. It brings together the messages of wellbeing, positive team culture, alcohol harm prevention, and personal responsibility under one simple idea "We've got each other's backs."

GOTCHU encourages us to check in on our mates, support those who need a hand, promote healthy choices, and

create safe, welcoming environments both on and off the field. It recognises that rugby clubs are more than just places to play sport – they are the heart of our communities.

This year, we invited clubs across South Canterbury and Mid Canterbury to nominate individuals who truly embody the GOTCHU values.

The response was incredible, with nominations highlighting people who quietly make a difference every day through their kindness, leadership, support, and commitment to others.

I would like to acknowledge that selecting a winner was no easy task. We received outstanding nominations, and every

person put forward should feel incredibly proud of the impact they have on their club and community.

To ensure a fair and independent process, all nominations were reviewed by representatives from the New Zealand Police, who selected this year's GOTCHU Champion.

A big thank you to the sponsors of this award – South Canterbury Road Safety and South Canterbury Rugby.



So, without further ado, it is my pleasure to announce the recipient of the 2026 South Canterbury GOTCHU Champion – Erica Peeti.

Erica's Nomination

Erica Peeti is a dedicated and valued member of the Harlequins club, known for always being willing to lend a hand wherever it is needed.

Her involvement spans across both rugby and netball, where she consistently gives her time and energy to support players, volunteers, and the wider club community. Whether it's helping behind the scenes, supporting teams on game day, or stepping in when extra support is needed, Erica can always be relied on to contribute.

Erica plays a key role in bringing people together across the club, helping to create

a strong sense of connection between different teams and codes. Her positive attitude and genuine willingness to help make her a respected and approachable presence, with many club members benefiting from her support.

Through her actions, Erica embodies the Gotchu message - looking out for others, stepping up when needed, and helping to build a supportive and inclusive club environment where everyone feels valued.

Erica Peeti is a deserving Gotchu Champion because she consistently shows up for others and strengthens the Harlequins' community through her ongoing support across both rugby and netball.



Erica Peeti (second from left) receiving her Champion award.

Fake IDs: Increasingly sophisticated, increasingly risky

The quality of fraudulent identification is improving rapidly. Modern fake IDs can closely resemble genuine documents, making them more difficult to detect at first glance. Advances in printing technology and the ease of obtaining counterfeit documents online mean that licensees and staff can no longer rely solely on a quick visual check.

The Aoraki Prevention Manager and I recently visited a number of local schools to highlight a growing concern around the use of fake identification by underage persons seeking to purchase alcohol or gain entry to licensed premises.

While some young people may view the use of fake identification as harmless, the consequences for licensed premises can be significant. The sale or supply of alcohol to a minor can result in enforcement action, infringement notices, suspension of a licence, or prosecution. It is therefore essential that all staff remain vigilant and follow established age verification procedures every time identification is presented.

What licensees should be doing

Licensees are reminded of their responsibilities under the Sale and Supply of Alcohol Act and the importance of maintaining robust age verification practices. Staff should:

- Take the time to properly examine any identification presented.
- Check that the photograph matches the person presenting the document.
- Compare physical features, date of birth, and any security features.
- Be alert to signs of tampering, alterations, or poor-quality printing.
- Question inconsistencies or suspicious behaviour.
- Refuse service or entry where there is doubt about the authenticity of an ID.
- Seek assistance from a manager when concerns arise.

Training is critical

Regular staff training remains one of the most effective tools in preventing sales to minors.

New and experienced staff alike should be familiar with acceptable forms of identification and understand the procedures to follow when presented with a suspicious document.

A culture of compliance within licensed premises helps protect the business, its staff, and the wider community.

A shared responsibility

The discussions held with schools reinforce that preventing alcohol-related harm is a shared responsibility.

Education within schools is important, but licensed premises remain the final point of control. A moment spent carefully checking identification can prevent a breach of the law and contribute to safer outcomes for young people.

As fake IDs continue to become more sophisticated, vigilance is more important than ever. Licensees are encouraged to review their current policies, refresh staff training, and ensure that age verification procedures are being applied consistently on every occasion.

When in doubt, don't serve. A cautious approach can protect your licence, your business, and your reputation.



LCQ Training Dates

ARA Courses - dates are as follows:

Session

Fourth intake
Mon 19 October

Assessment

Mon 2 November

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

GetLCQ

www.getlcq.co.nz (0800 800 415)

Industry Training Solutions

www.its.ac.nz (0800 GO4 ITS)

ServeWise

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'.



Mind the map

We have recently noticed that some premises and venue maps submitted with renewal and special licence applications are outdated, faded, or difficult to read. In some cases, this makes it unclear where the licensed areas are located. This has resulted in processing delays while further clarification is requested.

IMPORTANT

When submitting an application, please take the opportunity to check that your maps are clear, legible, and up to date. Maps can be hand drawn as long as everything is well marked and accurate.

The sections below outline the map information required for each application type.

For Off Licenses please ensure the map sent in with your application includes the following:

Floor plan showing:

- Each area to be designated as an:
 - Undesignated area (any person of any age may be present on the premises); or
 - Supervised area (persons under 18 may be present, but only if accompanied by a parent or legal guardian. Those under 18 cannot be sold alcohol); or
 - Restricted area (no person under 18 may be present on the premises)
- Principal entrance.
- Location of CCTV cameras.
- Location of any security lighting.

For On Licenses, please ensure the map sent in with your application includes the following:

Floor plan showing:

- Each area to be designated as an:
 - Undesignated area (any person of any age may be present on the premises); or
 - Supervised area (persons under 18 may be present, but only if accompanied by a parent or legal guardian. Those under 18 cannot be sold alcohol); or
 - Restricted area (no person under 18 may be present on the premises)
- Outside area (i.e. smoking area / beer garden etc).
- Principal entrance.
- Seating and tables.
- Location of facilities.
- Location of CCTV cameras.
- Location of security lighting.

For Special Licenses please ensure the map sent in with your application includes the following:

The entire area to be licensed

- Entrance(s)
- Location and number of toilets available
- Where alcohol will be supplied / sold from
- Where security will be stationed (if any)
- Place of safety (if any)
- Outside smoking area
- Location of free water
- Location of where food will be available
- Location of Host Responsibility and prohibited persons signage

Premises licence floor plan – To show the area to be covered by the licence, entrances, location and number of toilets, where alcohol will be sold / supplied from, where security will be stationed (if any), place for safety (if any), outside smoking area (if this is a Timaru District Council owned facility you are not able to include a smoking area as per the Smokefree Policy), location of free water, location where food will be available, location of host responsibility signage and prohibited person signage and designated areas (this is not required if the premises already hold a liquor licence).



Want to get it right?

If you have any questions about a map before submitting your application, you can send these through to our liquor admin team on liquoradmin@timdc.govt.nz for advice and guidance.

Food News: Safety starts in the kitchen

Staff training resources

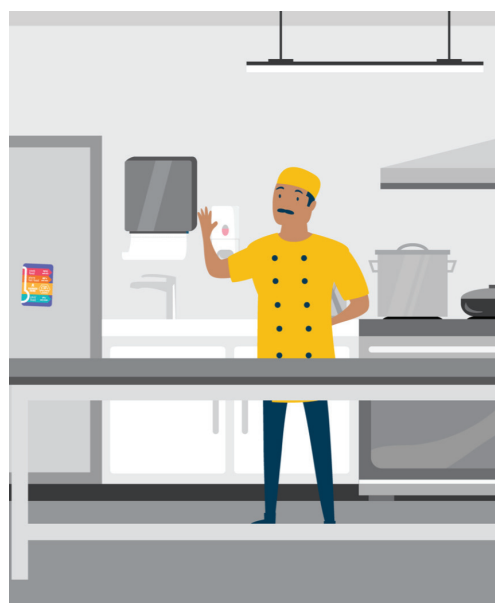
NZFS Food Safety Training Modules

It's important that food safety is always front of mind. If staff do not understand safe food handling practices, it can have serious consequences for both your customers and your business.

New Zealand Food Safety are developing online training modules to make it easier for businesses to train their staff.

Two modules are currently available, with additional modules coming soon.

To access the modules scan the QR code, or visit www.mpi.govt.nz/food-business/food-safety-toolkit



Allergens

Protecting customers from allergic reactions starts with staff awareness. Every team member should know which allergens are in your food or know where to find this information. Regular allergen training is essential for all staff, not just those in the kitchen.

Please take advantage of the following resources to develop allergen-aware staff who can confidently support customers:



allergenbureau.net

**national
allergy
council**



foodallergytraining.org.au



**All about
Allergens**

Training for Food Service

Online forms

All our forms are now available online as fillable forms.

The link below will take you directly to our liquor licensing page where you can easily access the required form. If you have any problems accessing or filling out the forms, please contact the Liquor Licensing Team on liquoradmin@timdc.govt.nz:

Liquor Licensing forms – Timaru District Council

On-licensed premises toolkit

A practical compliance resource for licensed premises

What is it?

The toolkit brings together in one place all the alcohol documentation required by a licensee to meet their legal obligations and requirements under the Sale and Supply of Alcohol Act 2012 (SSAA).

The purpose

- Improve compliance with the Sale and Supply of Alcohol Act 2012.
- Streamline monitoring and compliance visits.
- Support collaboration between licensees and regulatory agencies.
- Clearly demonstrate that systems and procedures are in place.

What documentation does the toolkit provide?

- Incident log information
- Staff training register
- Duty manager's start-of-shift checklist
- Alcohol Management Plan
- Sample Host Responsibility Policy
- Certified managers register
- Temporary and acting managers register
- Banned or trespassed persons register
- Trespass notice
- Staff emergency contact information

Induction and training

The toolkit should form part of the induction process for every new staff member. However, the toolkit does not replace the need for more in-depth Host Responsibility training.

Role of the Medical Officer of Health

Delegates of the Medical Officer of Health enquire into all new licence applications and renewals. The Medical Officer of Health is particularly interested in processes or conditions that may minimise harm to the community from the sale and supply of alcohol.

Police, Licensing Inspectors and delegates of the Medical Officer of Health regularly undertake licensed premises compliance checks to ensure both legal obligations and the conditions of alcohol licences are being met.

IMPORTANT: The premises toolkit should be kept up to date and readily available when regulatory agencies visit.

Need a premises toolkit?

If you need a premises toolkit, contact the Medical Officer of Health delegate using the details below, or order toolkit packs from resources.alcohol.org.nz

Greg Newton, Compliance Officer
National Public Health Service
027 537 2321 | greg.newton@tewhatauora.govt.nz



Annual Fee Reminder

Just a friendly reminder not to leave your annual fee payments until it is too late.

Unfortunately we have recently had to send out 'Notice of Suspension' emails to licensees due to unpaid annual fees which is automatically suspended if not paid within 30 days of the due date.

Invoices are sent out a few months before the anniversary of the licence to ensure that there is plenty of time to plan for the payment.

On the right is a guide as to when invoices/renewals are sent out.



October- November

Invoices and renewals sent out August/September

December-January

Invoices and renewals sent out October/November

February-March

Invoices and renewals sent December/January

April-May

Invoices and renewals sent February/March

June-July

Invoices and renewals sent April/May

August-September

Invoices and renewals sent June/July

Christmas & New Year Special Licence Applications – don't miss the deadline!

With the Christmas and New Year period fast approaching, now is the time to start planning for any events or functions that may require a Special Licence.

If you are planning an event that involves the sale or supply of alcohol outside the conditions or scope of your existing licence, you may need to apply for a Special Licence. This can include Christmas functions, New Year celebrations, community events, private functions or other occasions where your current licence does not cover the proposed activity.

The deadline is fast approaching.

Remember that Special Licence applications must be lodged at least 20 working days before the event.

With the District Licensing Committee (DLC) closing over the Christmas and New Year period, there is an important deadline to keep in mind. The DLC will close from 20 December through to 15 January each year. The last DLC sitting for 2026 is 17 December.

For events taking place from 17 December through to the end of January, the deadline for lodging applications will be 18 November.

That date is not far away, so if you have an event planned, now is the time to get your application underway. Don't leave it until the last minute.

Applications can take time to prepare, particularly where you need to provide event details, site plans, host responsibility measures, security arrangements or other supporting information.

Planning ahead gives you time to make sure your application is complete and allows any issues to be addressed before the busy holiday period.

If you are unsure whether your event requires a Special Licence, or whether your existing licence covers what you are planning, check early rather than risk leaving it too late.

Key Dates

18 November 2026

Last day to lodge applications for events around the Christmas/New Year period and through January.

17 December 2026

Last DLC sitting for the year.

20 December 2026 – 15 January 2027

Annual DLC Christmas/New Year close-down.

20 working days

Minimum timeframe for lodging a Special Licence application before an event.

If you have a Christmas or New Year event in the pipeline, don't wait... get your application in early and avoid unnecessary stress during the busiest time of the year.

A Note from Your DLC Secretary

Team news: new roles, new faces

There have been a few changes to staffing within our unit as we head towards the end of the year.

We are pleased to share that our Admin Officer (Rachel Moodie) has been successful in obtaining the Inspector role left vacant with the resignation of Petro. This is a fantastic achievement and reflects the skills and experience she has developed during her time with the team. We wish her every success in her new role.

We have also welcomed a new Admin Officer to the team, who has recently started and will be learning the ropes over the coming months. We look forward to supporting her as she settles into the role and becomes familiar with our processes and the work we do.

As we approach the end of the year it has certainly been a busy period for the team. Staff have continued to work hard to keep up with applications, training and the day-to-day demands of the unit, while also supporting the transition through these staffing changes.

Thank you to everyone for your continued support throughout the year. It has been a busy one.

Ngā mihi

Paul Cooper, DLC Secretary



Newsletter Library

If anyone is looking for any previous newsletters you can find these on our website now. The link is www.timaru.govt.nz/tri-agency