

# LICENCE TO SERVE

ISSUE 038

## News from the Liquor Licencing team



Health New Zealand  
Te Whatu Ora



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.

ALSO IN THIS ISSUE: Alcohol promotions & Facebook | Club reciprocal rights | Lithium batteries and safety | New MOH Compliance Officer | Simply Safe & Suitable Template Food Control Plan Updates | Secretary's Desk |

## Before you pour: know the rules.

### Who can clubs sell alcohol to? A refresher under the Sale and Supply of Alcohol Act 2012

With events, tournaments, and social functions in full swing, it's a good time for club committees, bar managers, and volunteers to refresh their understanding of who a club is legally allowed to sell alcohol to under the Sale and Supply of Alcohol Act 2012 (the Act).

Clubs operate under specific licence conditions that differ from those applying to bars, restaurants, and other on-licensed premises. Understanding these differences is essential to staying compliant and protecting your club's licence.

#### 1. Clubs can only sell to members and their guests

Under the Act, a club licence authorises the sale and supply of alcohol only to:

- Current financial members of the club
- Guests of members
- Members of other clubs with reciprocal visiting rights

Unlike public bars or restaurants, clubs **cannot sell alcohol to the general public.**

If a person is not a member (or a legitimate guest of a member), alcohol must not be sold or supplied to them.

#### 2. What is a "Guest"?

A guest must be:

- Invited by a current member, and
- Accompanied by that member while on the premises

Best practice for clubs includes:

- Having a sign-in register for guests
- Recording the name of the member hosting them
- Ensuring the member remains responsible for their guest's behaviour

Guests cannot simply "sign themselves in" without a hosting member.



Continued on the next page

## 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](mailto:liquoradmin@timdc.govt.nz):

Liquor Licensing - Timaru District Council

## Continued from cover

### 3. Reciprocal visiting rights

Clubs may also sell alcohol to members of other clubs **if there is a genuine reciprocal arrangement in place.**

This means:

- Both clubs formally recognise each other's members
- The arrangement is documented
- Visiting members can verify their membership

Without a legitimate reciprocal agreement, visiting club members must be treated as guests and accompanied by a host member.

### 4. Age restrictions still apply

Even within a club environment:

- No alcohol may be sold or supplied to anyone under 18
- ID must be checked if age is in doubt

Acceptable ID remains the same (NZ driver licence, passport, or Kiwi Access card).

Remember: Club status does not override age restrictions.

### 5. Private functions and clubrooms

Clubs often host private functions, prizegivings, or community events. It's important to remember:

- If alcohol is being sold under the club licence, it must still only be sold to members and their guests.
- If a function is open to the public, a special licence may be required.
- If in doubt, check with your local licensing inspector before advertising or hosting a public event.

### 6. Why compliance matters

Breaches of the Act can result in:

- Suspension of the club licence
- Fines
- Increased scrutiny at renewal time
- Reputational damage

Committee members and managers share responsibility for ensuring the club operates within the law.

### Key Takeaway

**A simple rule of thumb:**

**If they're not a member, not a genuine guest of a member, or not covered by a reciprocal agreement — you can't sell them alcohol.**

If your club needs clarity about its licence conditions or upcoming events, it's always better to seek advice early rather than risk non-compliance.

Staying informed helps protect both your club and your members.

## Irresponsible alcohol promotions on Facebook



Facebook is a public forum and alcohol advertising can pop up at any time on individual user's news feed.

It is not an offence to:

- Promote or advertise discounts on alcohol of less than 25%.
- Let people know how to go in the draw to win a prize.

It is an offence to:

- Promote or advertise discounts on alcohol of 25% or more.
- Promote or advertise free alcohol.
- Promote alcohol in a way that is aimed at or likely to have special appeal to minors.
- Offer goods, services or prizes on the condition that alcohol is purchased. For example, you can't say, "Purchase any Woodstock product and go in the draw to win a Woodstock fridge," but you can say, "Head in store to find out how you can get in the draw to win a Woodstock fridge."

## Understanding reciprocal rights between clubs

During recent annual club inspections, it became clear that there is still some confusion among committees and members about what reciprocal rights actually mean. This is an important area for clubs to understand, as it relates directly to how visitors can be admitted and served on licensed premises.

### What are reciprocal rights?

Reciprocal rights are, at their core, a "like-for-like" arrangement between clubs. For one club's members to automatically have visiting rights at another club, **both clubs must hold a Club Licence under the Sale and Supply of Alcohol Act.**

Only then can they be recognised as reciprocal clubs, allowing their members to enter and be served without needing to be signed in by a host member.

### Why the type of licence matters

A club must hold a **Club Liquor Licence** to be considered a true reciprocal partner.

This licence restricts the supply of alcohol to:

- its own financial members
- their authorised guests
- members of clubs with genuine reciprocal visiting rights

If a visiting club is *affiliated* with yours in some way but **does not hold a Club Licence**, their members **do not** automatically have reciprocal visiting rights.

### When visitors must be signed in

If a club is affiliated, connected, or known to your club but **does not have the required Club Licence**, then their members must follow the same process as any other visitor:

- They must be signed in by a current financial member of your club, and
- They must remain the responsibility of that host member during their visit.

This ensures compliance with the licensing rules and helps protect your club's licence.

### Why this matters

Properly understanding reciprocal rights supports:

- legal compliance
- responsible alcohol management
- consistent visitor procedures
- reduced risk for committees and duty managers

Ensuring your team understands the difference between affiliation and reciprocal rights helps your club operate confidently and within the law.



# Lithium batteries: Powering your life – and potential fires

These days, lithium-ion (Li-ion) batteries are everywhere, in phones, laptops, power tools, vacuum cleaners and electric cars. They are light, compact, and long-lasting, but can be a fire hazard if they are damaged, mishandled, or improperly disposed of.

We recognise the potential and growing fire risks associated with Li-ion batteries and are taking a comprehensive approach to managing these, combining response, prevention, and education to help ensure the safety of our firefighters, volunteers, the public, and the environment.

## What should I do if my device or battery is damaged?

Batteries that show signs of damage including swelling, leaking, cracks, dents, punctures, or crushing should be disposed of carefully as described below. Never throw them in your regular waste or recycling collection bins.

Batteries that have had been considerably exposed to, or submerged in water can also be dangerous, and should be treated as damaged. Where possible, remove them from the device or appliance, dry and wipe down terminals to prevent corrosion and short circuiting. Place leaking or damaged (but not overheated or off-gassing) batteries in a clear plastic bag and take them to an approved battery or e-waste recycler for disposal.

Batteries may contain toxic chemicals and other environmental pollutants that can contaminate water supplies and ecosystems if incorrectly disposed of.

## Recycling for undamaged batteries

Lithium-ion batteries should not be placed into household waste or recycling bins, as they can cause fires during waste collection, transportation, and processing.

Undamaged batteries (not swollen, punctured, or leaking, etc.) can be safely disposed of at a battery recycling drop off point. It is recommended that battery terminals are taped over before placing them into battery recycling collection bins.

More information on where and how to dispose of used batteries can be found on your local Council website.

## Stop battery fires before they start

There are things that you can do to prevent a lithium-ion battery incident.

- 🔥 Only purchase and use devices and equipment from reputable manufacturers and suppliers.
- 🔥 Only use chargers supplied with the equipment or device, or certified charging equipment compatible with the battery specifications.
- 🔥 Using chargers with incorrect power delivery (voltage and/or current) can cause damage to the battery — including overheating — which can lead to fire.
- 🔥 Avoid leaving batteries or devices unattended while being charged or charging overnight.
- 🔥 Once a device or battery has been fully charged, disconnect it from the charger.
- 🔥 Don't charge batteries or devices on combustible surfaces such as beds, sofas, or carpet.
- 🔥 Keep charging devices away from flammable material, such as blankets, clothing, and paper.
- 🔥 Never use and charge devices such as phones, tablets and e-cigarettes or vaping devices in bed.
- 🔥 Larger batteries and equipment such as power tools and electric scooters should be charged outdoors or in the garage, away from living spaces.
- 🔥 Never store or leave batteries and devices in areas where they can be exposed to heat or moisture.
- 🔥 Do not leave devices such as phones, computers or charging devices in direct sunlight or in areas they can quickly heat up.
- 🔥 Don't use batteries or devices that show signs of swelling, leaking, overheating, or signs of damage (cracked, dented, punctured, or crushed).
- 🔥 Fire and Emergency New Zealand (FENZ) recommends a smoke alarm or heat alarm is installed in areas where devices are often charged.
- 🔥 FENZ recommends having a licensed electrician install interconnected, mains-powered smoke alarms where possible.



### WARNING

USING A DAMAGED BATTERY IN YOUR POWER TOOLS CAN CAUSE VIOLENT FIRE IN SECONDS.



For any extra tips and tricks around Lithium-ion safety, please visit our website; [FireandEmergency.nz](https://www.fireandemergency.nz)



**Hello..**

## An Introduction from the new MOH Compliance Officer

I have worked with the National Public Health Service (NPHS) for 17 years as a health advisor in the community and more recently I have worked with South Canterbury rugby clubs and the South Canterbury Rugby football Union (SCRFU) on reducing alcohol harm in the community.

I helped facilitate the "Be a Hero: Try Zero" campaign promoting non-alcoholic drink options in rugby clubrooms that encourages players and supporters to try zero alcohol, and to show support for players and supporters who choose not to drink. This was a collaboration with Police, South Canterbury Road Safety, FENZ, Health NZ and the SCRFU.

With my background in alcohol health promotion, I am looking forward to weaving some of that knowledge into my new role as an alcohol/smokefree compliance officer here in South Canterbury.

I have a passion for sport particularly softball and basketball both as a player and coach. I look forward to the challenge of my new role.

If you have any questions, please contact me at the public health unit.



### Greg Newton

Compliance officer – Smokefree/Alcohol licencing – South Canterbury.

03 687 2600 | greg.newton@tewhatauora.govt.nz

## Updates to the Simply Safe & Suitable Template Food Control Plan

### New version 5 available

Following a consultation, NZ Food Safety have updated the Simply Safe & Suitable Template Food Control Plan (FCP)

All food businesses registered under the FCP need to be working under the new plan by 30 April 2026.

What you must do by 30 April 2026:

The updated plan is numbered "v39-00005". Version numbers are printed on the front page of the plan.

If you are currently using "v39-00004", you have 3 options;

1. Swap out the old individual cards relevant to your business with the new ones (links to the new cards are listed further down this page).
1. Replace your entire existing plan with the new plan (v39-00005).
1. Write the changes on the cards relevant to your business in your plan. (Note that we don't recommend this if you are a biltong business).

You can download two versions of the plan from these links:

[Black and white, large font](#)

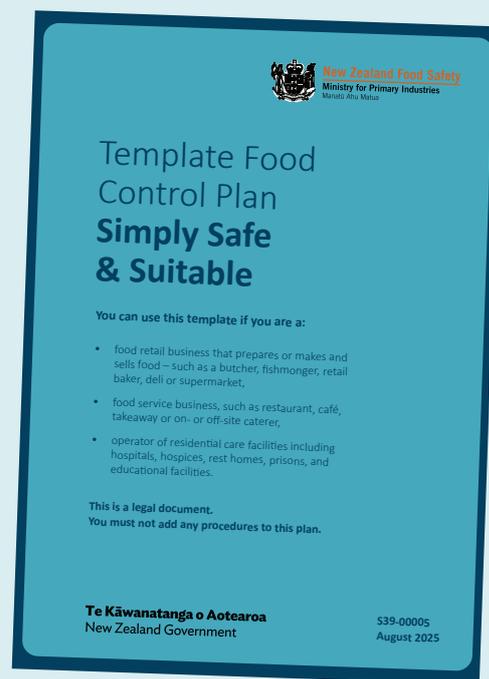
[Colour](#)

If you are using any of the older versions you need to download the full new plan ("v39-00005").

Find a list of updated individual cards [here](#).

#### After you have updated your plan

You will need to read the changes and tell your staff what they need to do. At your next verification, show your verifier that you have the updated cards/plan.



Printed copies are available to purchase (\$15) at the Timaru District Council main office – 2 King George Place, Timaru.

**Please get in touch if you have any questions:**

[foodadmin@timdc.govt.nz](mailto:foodadmin@timdc.govt.nz)

**03 687 7200**



## 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

## LCQ Training Dates

ARA Courses - dates are as follows:

Session	Assessment
Second intake Mon 18 May	Tue 2 June
Third intake Mon 27 July	Mon 10 August
Fourth intake Mon 19 October	Mon 2 November

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

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'.



From the Secretary's Desk

## Applications done right — and events done well

### Kia ora koutou

I want to thank all those applicants who took the time to complete the customer satisfaction survey questions, following their application process with the team.

It was encouraging to see a large amount of the feedback was really positive about the customer experience, whilst we all acknowledge the process is quite prescriptive and largely driven by the legislation.

The comments section of the survey was almost all positive, but I did note a question in the mix that I may take the opportunity to answer here.

A question was asked about using information on previous applications for a Special Licence to inform a current application:

When lodging applications to please ensure that the attachments (i.e. Alcohol Management Plans) and forms are completed in their entirety and all relevant documentation is supplied. Every application is treated as if it is a new event. Please do not expect

staff to find documents that were submitted in a previous application (i.e. maps, menu's) months prior.

In other news the team have been out and about monitoring large events with a Special Licence over the summer. I'm pleased to report that they have not found any matters of concern and have noted events have largely been very well run with no intoxication issues or other matters that might draw the attention of inspectors. Well done to all concerned and keep up the good work.

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](http://www.timaru.govt.nz/tri-agency)