

LICENCE TO SERVE

ISSUE 033

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.



The District Licensing Committee would like to wish you a very

*Merry Christmas
&
Happy New Year.*

District Licensing Committee Christmas shutdown

20 December 2024–15 January 2025.

Applications received during this period will not be processed until after 15 January 2025. If your application is due within these dates you need to ensure you get your application in early so it can be processed prior to shut down.

We are available during this period, however, to answer any enquiries only.

Water Water Water

The end of the year is finally almost here and with it the days are getting longer, the warmer weather is setting in, and all going well another awesome kiwi summer is on the way.

With all the extra warmth and sunshine there comes an increased risk of dehydration, especially as people will also be outdoors, playing sports and being active. This could also mean an increased flow of patrons for your licenced premise. With that in mind, I thought now would be the perfect time to suggest licensees assess the provision of water in their premises.

The availability of free water is an excellent way for licensees to control the environment by helping to prevent patrons from becoming intoxicated and ensuring everyone has a safe and happy experience at your premises.

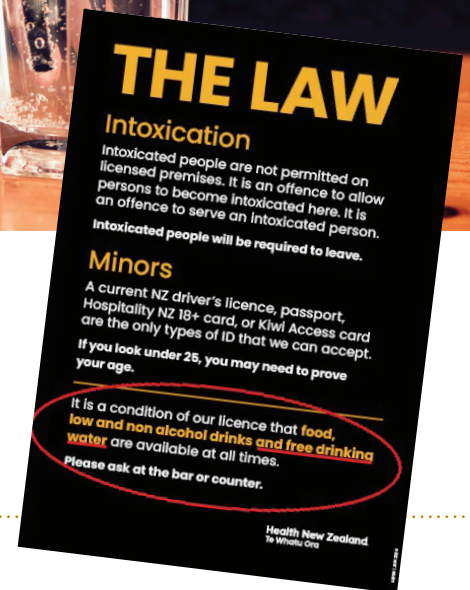
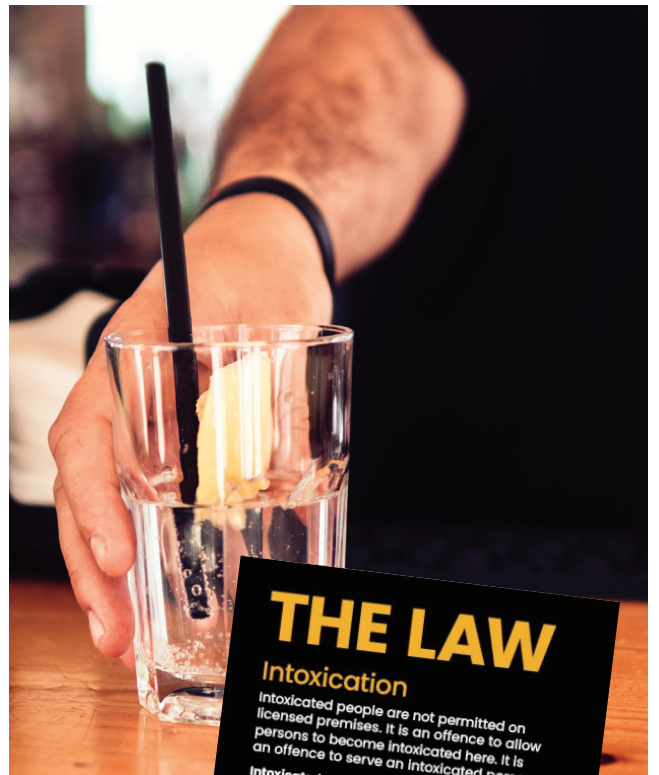
Remind staff to keep providing water to anyone consuming alcohol and if you do have a water station, that it is refreshed regularly, ensure there are plenty of clean drinking glasses available and checking that the location isn't obstructed in anyway during busy times.

By ensuring everyone is well hydrated we can limit potential alcohol-related harm, demonstrate control of the environment and good host responsibility, and prevent intoxication. From all of us at the public health unit, have a merry Christmas and a happy New year.

Cheers,

Cameron Duff | Compliance officer

03 687 2600 | 027 537 2321



Staffing over the summer period

With summer coming please be mindful that you have enough staff to cover the busy period.

You may also find you employ temporary staff during this time as waiting staff. Some of the key points that may be useful to ensure you staff are aware of are:

- Your licence conditions
- What areas of the premise are covered by the licence
- How are your outside areas managed
- Your Host Responsibility Policy
- The signs of Intoxication (SCAB) and how to respond

LCQ Training Dates

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

The ARA courses for 2025 are yet to be released but as soon as we hear something we will put the date in the next available newsletter. You can also call ARA directly on 0800 242 476 to discuss future course options.

Also to note is that ARA do offer the ability to carry out night sessions if demand is sufficient so speak to them if this may be something you wish to pursue.

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'.



Police alcohol harm reduction

Season's greetings from Police Alcohol Harm Reduction.

It's that time of the year again, where social events / work functions become a regular part of December. While this is an exciting and fun time of the year, it is also a time to look after your work colleagues.

You will see an increase in Police presence over the next couple of months. As part of our Christmas Operation, prevention teams are required to complete additional licence premises checks. The purpose of this is high visibility Policing in attempts to prevent excessive alcohol consumption and poor decision making, leading to harm being caused in our community.

This also flows into additional Police staff being deployed on our roads, making considerable efforts to reduce drink drivers and the damage that they cause. While it is not possible to stop every drink driver, Police rely on you to make every effort to prevent patrons from getting into their vehicles in the first place.

I imagine a lot of people will look forward to having a 'blowout' after a stressful year. This one in particular, with the fiscal restraints that have been felt across the country. As you host or attend social events, please remember your host responsibilities and maintain vigilance.

We all need to work together to ensure that alcohol doesn't ruin someone's year.

Have a great season everyone and take care of each other.

Sergeant Samantha Stewart, Aoraki Police



Why is Fire and Emergency New Zealand interested in my Liquor licence application?

You might be wondering why you have received a phone call from one of your local Risk Reduction advisors when you applied for a Liquor licence.

As part of Fire and Emergency's community risk management team, part of a risk reduction advisor's role is to implement our legislation and ensure that commercial premises like yours, are compliant with our regulations. We provide a service to the Liquor licencing authority to check a buildings compliance for them.

The most common regulation we apply is the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018. Within these regulations we define buildings that require an approved evacuation scheme and we refer to these as "relevant buildings". What is important to understand is that every commercial premise in New Zealand must have a procedure that informs the occupants what they should do in the event of a fire our alarm of fire. Our website holds all the information a building owner would require to be able to develop their own procedure. Once this procedure is

created, you can then apply for an approved evacuation scheme through our website.

Sound difficult?? Never fear, our team is located throughout the Mid-South Canterbury district and more than happy to advise you on the steps involved in the process, and answer the more complex questions you might have..

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



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.

Below 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

Environmental compliance unit

How did we do?

Here in the Environmental Compliance Unit we wear a number of different hats, providing a variety of services to the Timaru, Mackenzie and Waimate districts.

Because we look for continuous improvement, it's pretty important to us that we capture your feedback and look for ways to improve our customer service whenever we can.

The regulatory and compliance functions can be tricky areas to work in because as a regulator you can't really get drawn into giving advice like a consultant would, otherwise the waters can quickly get muddied. Having said that, we do need to provide education and information at every opportunity. With this in mind any feedback on how we might deliver a better service is pretty valuable to us.



When you lodge applications with us you will receive a survey asking you to rate our service and we would love to hear from you if you could take five minutes out of your day to complete this.

From the Secretary's Desk

Christmas will soon be upon us, and true to form the team is as busy as ever. This is good news as it means business in the liquor space is busy too.

It would be fair to say that busy seems to be the common theme of our team, in that during the last four months we have processed 98 special licenses, 129 liquor licences and 135 Managers certificates for the districts of Timaru, Mackenzie and Waimate. In addition to this the team have also been busy doing monitoring visits of 23 premises/events including evening and weekend monitoring throughout the districts. During their monitoring visits they have not encountered any non-compliances, meaning that those businesses/events visited were doing a fine job with regards to their responsibilities under the Act. Well done to you all and keep up the good work.

It is that time of year when we put out the reminder that the District Licensing Committee has a compulsory shut down period from 20 December 2024 through to 15 January 2025. What this

means is that any applications received during this period will not be processed until after 15 January 2025. If your application is due within these dates you need to ensure you get your application in early so it can be processed prior to shut down. We are available during this period, however, to answer any enquiries only.

It goes without saying that given it is the festive season, we will be out and about monitoring and keeping an eye on your host responsibility requirements. We encourage you all to have an enjoyable season celebration, and to do it in a way that it does not cause alcohol harm.

Ngā mihi,

Debbie Fortuin, Secretary

