

Nelson Tasman Alcohol Update

KEEPING LICENSEES AND THEIR STAFF UP TO DATE WITH ALCOHOL LICENSING MATTERS



OCTOBER 2016

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1. Special licence deadlines for summer and large events

The summer season is almost upon us and you may already be taking bookings for events where a special licence will be needed. All special licence applications must be received at least 20 working days before the event.

The period between 20 December 2016 and 15 January 2017 are not considered as working days under the legislation. So if your event is between 20 December 2016 and 7 February 2017, your application must be received by **22 November 2016**.

For events between 15 January and 14 February 2017 you need to make sure you take into account the non working day period when applying, including Nelson Anniversary day on Monday 30 January 2017 and Waitangi Day on 6 February 2017. Please contact us if you have any doubts about when you should apply for a special licence and we will help with working last application dates out for you.

We also recommend that applications for special licences for large events (over 400 people) be submitted at least 3 months before the date of the event and that the licence should be secured **before** any event advertising takes place. Large events require an alcohol management plan and take longer to process. To avoid disappointment of the licence not being granted in time we advise that applications be made much earlier than the minimum 20 days.

Special licence application forms are available for download on the Council websites:

www.nelson.govt.nz

www.tasman.govt.nz

(search phrase = alcohol licensing)

2. Christmas trading hours reminder

Christmas Eve falls on Saturday this year.

ON Licences must **cease selling alcohol at midnight on Christmas Eve** (or as your licence hours state if they are earlier).

OFF Licences are not permitted to sell alcohol on Christmas Day. **ON Licences** are not permitted to sell alcohol on Christmas Day to any person other than those who are on the premises for the purpose of dining, or who for the time being are living on the premises, or unless a special licence has been granted.

If you are providing meals you can sell alcohol as an accompaniment to the meal up to one hour before and after the meal. **Casual drinking is not permitted.**

3. Free Hospitality Industry Breakfast – Tuesday 1 November

Nelson Hospitality NZ and the Nelson Tasman Regional Alcohol Accord invites you to our networking breakfast for 2016.

The objective of these meetings is the development and promotion of closer working relations between police, the agencies and licensees. It also facilitates an educational forum for the benefit of all parties. This is an excellent opportunity to share constructive dialogue.

Date: Tuesday the 1st of November

8.00am – 10.00am

Venue: Petite Fleur Appleby Highway (Seifried Estate)

After breakfast has been served we will hear from **Vicki Lee**, CEO of Hospitality of New Zealand followed by **Sara Tucker**, External Relations Director from Lion.

We will then hold a panel discussion with licensing inspectors, St John Nelson Bays Territory Manager and the NZ Police Alcohol Harm Reduction Officer.

This is a morning NOT to be missed.

Thank you to Health Promotion Agency as breakfast supplied free of charge!

Please RSVP to kelly.harris@hospitalitynz.org.nz using “Nelson Breakfast” as the subject

Please RSVP by Friday 21st October to secure a place!



4. ServeWise – free online learning tool for staff

ServeWise is for frontline sellers and servers of alcohol and was developed in response to industry and regulatory agency demand for improved standards of training.

This e-learning tool provides a basic understanding of the Sale and Supply of Alcohol Act, with a strong focus on intoxication, minors, server intervention and host responsibility. It employs a game format that utilises video and animation to assist learning.

The training is tailored to meet specific needs of both sellers of alcohol in off-licensed scenarios (i.e. bottle stores and supermarkets), and servers of alcohol in on-licensed settings (i.e. bars, restaurants, cafes, clubs and entertainment venues).

The modules take approximately 1 hour to complete and are free of charge. On completion of the training staff can print themselves a certificate to verify that they have successfully completed it which they can use to show their manager. It was great to see one of these certificates attached to an application for a manager's certificate recently.



To access the training go to www.servewise.alcohol.org.nz

We fully support this initiative and recommend all licensees incorporate this training into their current systems and ongoing staff training to help ensure compliance with the law.

5. Duty manager changes and appointments

We are still finding that a large number of duty managers, temporary managers and acting managers have not been correctly appointed, or the notification form is incomplete or impossible to read. This often results in licensed premises operating without an authorised duty manager and therefore selling alcohol illegally.

The Notice of Management Change Form is to be used for appointing: 1. A permanent duty manager, 2. A temporary manager, 3. An acting manager, or 4. Advising of a termination/cancellation of a manager appointment.

A new appointment is for permanent managers. This includes a new employee who holds a manager's certificate, or an existing employee who is a new certificate holder.

A temporary manager intends to become a duty manager but is in the process of applying for their manager's certificate. The appointee must apply for a manager's certificate within two working days of their appointment, if not then the licensee shall cease to employ the individual as a manager.

An acting manager may be appointed when a manager is ill, absent or on annual leave for a maximum of 3 weeks, aggregate 6 weeks in a 12 month period. It is not necessary for an acting manager to apply for a manager's certificate. If an acting duty manager is appointed for less than a 48 hour period, the above notification is not required, but the acting duty manager's name must be displayed while on duty. An acting manager should not be used long term instead of a manager's certificate holder.

The Notice of Management Change Form (this is a section 231 notification), is available for download from the Council websites

www.nelson.govt.nz

www.tasman.govt.nz

(search phrase = alcohol licensing)

A licensee must now, under section 232, also keep a record of appointments (in a form that is readable or retrievable) and meets the information requirements under the Regulations made under this Act. There is information about this on the Council websites at the above links.

6. Preventing drink driving

Recent media reports have highlighted there has been an increase in those caught drink driving on our roads.

Licensees can help to reduce the harm caused by drink driving by ensuring their host responsibility practices include offering help and information about safe transport options. This is a requirement of the Act and a condition on all on licences and club licences. We are aware there are limited taxi services in some areas, but some suggestions for licensees and managers are:

- Asking customers how they are getting home
- Rewarding and encouraging sober drivers with a free non-alcoholic drink or coffee
- Providing use of a free telephone and helping customers arrange a lift home
- Displaying phone numbers for taxis, sober drivers or other safe transport options in your area
- Providing a courtesy vehicle, maybe together with other local businesses.

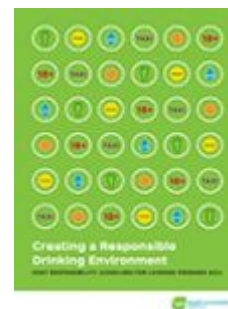
Other responsible host practices that help reduce drink driving include displaying alcohol %'s of your products to help customers make informed choices, promoting low alcohol products and providing an appealing range of non-alcoholic drinks.



7. Useful resources from the Health Promotion Agency

HPA produces useful resources to assist the operators of licensed premises to provide safe environments and comply with the Sale and Supply of Alcohol Act 2012. Of particular relevance are the following:

- **Creating a Responsible Drinking Environment: Host Responsibility Guidelines for Licensed Premises** - Provides a range of host responsibility strategies and tools to assist staff in licensed premises meet their obligations.
- **The Manager's Guide** - A brief guide to the Sale and Supply of Alcohol Act 2012 and other legislation relevant to managers of licensed premises.
- **The Barcode** - Frontline Bar Staff and the law. Provides practical tips for the operation of a bar.



These are all free resources that can be used in training new staff and as reminders to existing employees. There are also resources on the national guidelines for alcohol promotions and safe design guidelines for licensed premises amongst others.

Electronic versions can be downloaded or hard copies can be ordered from the HPA website. Alternatively the licensing inspector or public health licensing officer can supply copies.

www.alcohol.org.nz/resources-research/alcohol-resources

8. Controlled purchase operations

Controlled purchase operations were carried out across Nelson and Tasman in July 2016. 38 on licensed, off licensed and club licensed premises were visited with no alcohol sales to minors occurring. This is a fantastic result and what we want to see every time. Operations will continue throughout the summer so remember: **No id, no service, no exceptions.**

9. Agency contact details

Nelson City Council Alcohol Licensing Team

www.nelson.govt.nz/alcohollicensing

Lucy or Rebecca	Admin Team	regulatory@ncc.govt.nz	546 0200
Sarah Yarrow	Licensing Inspector	sarah.yarrow@ncc.govt.nz	546 0260

Tasman District Council Alcohol Licensing Team

www.tasman.govt.nz/services/licensing-and-environmental-health/alcohol-licensing

Larissa Illing	Licensing Administrator	larissa.illing@tdc.govt.nz	543 8496
Tracy Waddington	Licensing Inspector	tracy.waddington@tdc.govt.nz	543 8513

NMDHB Public Health Service

Carol McIntosh	Public Health Promoter	carol.mcintosh@nmdhb.govt.nz	543 7928
Anne Price	Public Health Promoter	anne.price@nmdhb.govt.nz	543 7875
Andrew Lindsay	Medical Officer of Health	andrew.lindsay@nmdhb.govt.nz	543 7926

NZ Police Alcohol Harm Reduction Officer

Sgt Kyle Bruning	Alcohol Harm Reduction	kyle.bruning@police.govt.nz	546 3840
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PLEASE CIRCULATE THIS TO ALL YOUR STAFF - ESPECIALLY DUTY MANAGERS - AND/OR PLACE ON YOUR NOTICE BOARD