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## Takurua Winter 2024

### Alcohol licensing tips and reminders

Winter brings chillier weather and shorter days but also... rugby season! Whether you're showing college clashes or the All Blacks matches on your premises, remember to check your restricted or supervised areas for minors so you don't get red-carded. Rugby clubs must also keep a lid on sideline drinking unless the fields are licensed. Read on for more tips to keep you kicking goals this winter.



#### Website refresh

Our website has been updated! It's now a smoother experience for users and better looking too. All the forms and information you need when applying for your licence, or renewing one, are available at the touch of a button. Check it out [here](#).



#### Incident recording

Any incident, serious or minor, that happens on your premises must be recorded. The incident log should include the date, time, and a description of the incident (e.g. underage patron, too intoxicated etc). The more serious the event, the more details that are needed.



#### Notification of management changes

Police and the local licensing committee must be notified within two working days of any changes in management, whether temporary or acting. This is a legal requirement under [Section 231](#) of the Sale and Supply of Alcohol Act 2012. Failure to do so is an offence.



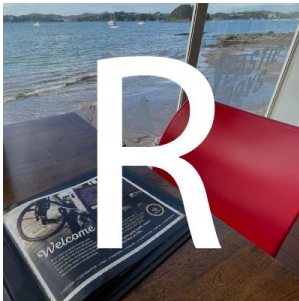
## Temporary Manager

A Temporary Manager can be appointed if the regular Manager is dismissed, resigns, is ill or absent for any reason. The temporary appointee must apply for a Manager's Certificate within two working days and can continue to work while the application is being considered.



## Ensuring fees are paid on time

Several businesses have recently missed paying their annual fees. These are always due on the anniversary of your licence first being granted. Non-payment may lead to the suspension of your alcohol licence, so make each anniversary an unmissable occasion.



## Rugby season

The rugby season has kicked off, so fans around the district will be cheering on their favourite teams. Rugby clubs should remember that unless their fields are licensed, there is no sideline drinking. Make sure drinking stays within the licensed area so everyone enjoys the game.



## Minors' importance

There are only two designations under Section 119 of the **Sale and Supply of Alcohol Act 2012.**

**Supervised:** Minors (under 18) must be accompanied by a parent or legal guardian.

**Restricted:** Minors (under 18) are not permitted.

Check your licence conditions and apply to change your designation if needed.



## Spotting intoxication

Intoxicated people are noticeably affected by alcohol, drugs, other substances, or a mix of these to the point that it affects their appearance, behaviour, co-ordination or speech.

The **Intoxication Assessment Tool** can help staff and you always have the right to decline a sale.



## Staying responsible

Check up on your Host Responsibility Policy to make sure it is fit for purpose.

It needs to keep the community and your customers safe.

Staff should have regular refresher training sessions on host responsibility to keep it front of mind.



## Top up your training

All staff should know their role and legal obligations in minimising alcohol-related harm under the Sale and Supply of Alcohol Act 2012.

**Internal training:**  
Host responsibility, intoxication assessment training.

**External training:**  
LCQ Training, Serve Wise

Record what kind of training is taking place and be specific.

Just describing it as "sale and supply" training is too broad.

## Who is watching over you?

Regulatory agencies make sure licensed premises operate within the law.

A licence can be suspended, varied or cancelled if there is evidence there has been a breach of the act.

### The agencies include:

Alcohol Regulatory and Licensing Authority (ARLA)  
District Licensing Committee (DLC)  
Licensing Inspector Police  
Medical Officer of Health (MOoH).



## Cheers!

Stay in touch to let us know if you change your email address or phone number.

It's the best way to ensure you receive up-to-date information and licence reminders so you can avoid fines.

### Got a question? Ask your inspectors 😊

Send your questions to [DLG@fndc.govt.nz](mailto:DLG@fndc.govt.nz)

#### Include the following information:

Subject: (e.g.) Q&A Newsletter

Location: (e.g.) Kaitiāia

Question: (e.g.) Where should my ON Licence be situated?



*Any suggestions for our next newsletter?*

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