

# Raumati Summer 2024

## Alcohol licensing tips and reminders

Summer is here and festive celebrations are high on the menu for most. It's the busiest time of year for the licence trade, with extra visitors, work events and people catching up with whānau. And with the warmer days, there's nothing better than a cold beer or refreshing cocktail. Check out our tips and tricks to make it a successful summer and raise a glass to a busy season ahead.



### Top team tips Make it a great season

Summer's a busy period, so bring new or temporary staff up to speed with training and ensure they understand your licensing responsibilities.

What your team needs to know:

- Your licence conditions
- Areas of your premises covered by the licence
- Management of outside areas
- Your Host Responsibility Policy
- The Alcohol Management Plan (AMP)
- Use of an incident book
- Signs of intoxication and how to deal with it
- The duty manager's role and responsibilities
- How shift handovers are managed.

### Keep cover

Always have enough staff to cover shifts, enough managers on duty, and enough experienced staff working each shift.

### Christmas custom Special day, special rules

Christmas Day is one of three and a half days a year when licensed premises have different rules. The other 'sacrosanct' days are Good Friday, Easter Sunday, and before 1pm on Anzac Day. On these days:

**If you hold an off-licence, then no alcohol can be sold - no exceptions.**

If you hold an on-licence, you can only sell alcohol to:

- People currently living on the licensed premises
- People who are dining.

For people dining, alcohol can only be sold if it accompanies a meal. That means at a table with cutlery at specific mealtimes – breakfast, lunch or dinner.

Alcohol cannot be sold to anyone who just wants a drink.

### About times

Casual drinking is not allowed.



Timelines for diners drinking alcohol on sacrosanct days are specific:

- No more than an hour before they start eating a meal
- One hour after they have finished their food.

If an event or function is planned on a sacrosanct day, apply for a special licence. Head to our [website](#) to find out more.



## Managing your managers

If any management changes are in place for more than 48 hours, let the District Licensing Committee ([DLC](#)) and the police know about it. This includes the appointment, cancellation or termination of a manager, whether they are permanent, temporary or acting.

Make a record of the changes in a logbook that can be reviewed by inspectors during compliance checks.

## Acting or temporary - what's the difference?

**Acting manager:** Can be appointed for any period for up to three weeks if the manager is ill or absent, or to allow a manager to take annual leave (not exceeding six weeks in a 12-month period).

**Temporary manager:** Appointed when a manager is ill, absent for any reason, is dismissed or resigns. Anyone appointed temporary manager must apply for a manager's [certificate](#) within two working days. They can still work until the application is considered.



## Minor problems

With the end of the school year approaching, expect to see an increase in the number of under-agers trying to buy alcohol. Always ask for ID from anyone who looks under 25. IDs are a **New Zealand Drivers Licence**, a **valid passport**, a **Kiwi Access Card**, or a **HANZ 18+ card**.

The customer must produce a physical version of their ID, not a photo of it.

## Various variations

Changes to trading hours, the size of your licenced area, or creating an outdoor section must be made through a 'variation' to your licence.

This application, under the **Sale and Supply of Alcohol Act**, can be made at the same time as your licence renewal or separately as a new application. Get advice from our licensing

Remember, you always have the right to refuse a customer if there is any doubt.

### Remote control

Off-licences selling alcohol online or via phone orders must take steps to verify the buyer's age. This includes the declaration of legal age when the buyer starts an order and immediately before the sale is completed.

The delivery company must ensure proof-of-age checks and ID processes are in its delivery policy.

While online sales are exempt from trading hours' restrictions, there are rules around sacrosanct days.

Alcohol cannot be delivered on Good Friday, Easter Sunday, Christmas Day or before 1pm on Anzac Day.



inspectors before making any business changes as an application for a **Certificate of Compliance (Sale of Alcohol)** and other legal requirements maybe needed.

### Water good idea

While most people will be relishing cold beers and chilled wines during the warm summer months, pubs and restaurants must also have plenty of water available for customers.

A cocktail of hot temperatures and alcohol can cause dehydration and speed up intoxication.

Always have accessible water stations, see that they are regularly topped up, and have clean drinking glasses available.

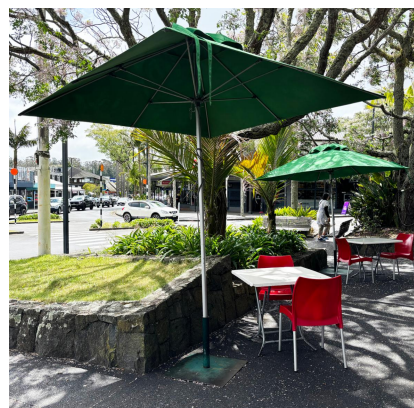


### Standard approach

Make sure your staff are on top of standard drink sizes. A standard beer, e.g. a Heineken, is 330ml, equivalent to 1.3 standard drinks. A standard serve of spirits is 30ml, and wine is 100ml.

### Right on form

Great news! Our application forms have been updated with a fresh, new look. Check them out [here](#).



### Featured business

Rocksalt Bar and Restaurant

Cnr Kerikeri Road and Cobham Road, Kerikeri

Open every day from 10am

[Website](#)  
[Facebook](#)

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?



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