

# He Kārere Waipiro



## Alcohol licensing tips for summer 2021 - 2022

### To help keep our communities safe

Sun, fun, sun... and repeat. That's what Northland summers are all about. But when you combine heat, holidays and heavy drinking the result can be a nasty cocktail. No one wants to be the fun police, so following these responsible drinking practices will help you and your customers celebrate safely.

### Keep your cool — temperature control tips

# S

#### Special licence

An event that includes alcohol may need a [Special Licence](#). This can apply whether the event is ticketed, has a cover charge or is asking for donations. Check out more information and handy links on the next page to see if this licence applies to you.



# U

#### No ID, no service, no exceptions

Serving alcohol to under age customers could bring you the wrong kind of heat this summer. Controlled Purchase Operations (CPO) are carried out on the regular. Failing one can mean higher licensing fees, fines, loss of licence or loss of a manager's certificate. Avoid the stress. If in doubt, ask for ID.



# M

#### Manager change notification

If you have a new, temporary, terminated or acting manager you need to let us know using the Notice of Management Change form. We need 48 hours' notice before your acting or temporary manager steps up.

Find forms at: [www.fndc.govt.nz/our-services/licence-application-forms](http://www.fndc.govt.nz/our-services/licence-application-forms)



# M

#### Make water available

Making free water available is one of the best ways to prevent over the top intoxication. Keep water jugs full, regularly refreshed, in clear view (even during busy times), and with a stock of clean drinking glasses nearby.



# E

#### Encourage safe transport options

Information about transport options is a requirement of licenced premises. Are shuttle buses available? Is providing a courtesy couch possible? What about free non-alcoholic drinks for sober drivers? Consider adding incentives that could work for your customers and keep them safe.



# R

#### Reasonable range of food

When alcohol is sold, supplied or consumed the licence holder must provide a reasonable range of food. A minimum of three options are required. Visit [www.alcohol.org.nz/hospitality-and-industry](http://www.alcohol.org.nz/hospitality-and-industry) for more helpful information.



Please keep up to date with the COVID-19 alert level restrictions and any guidelines that may impact your business.

Go to [covid19.govt.nz](http://covid19.govt.nz)

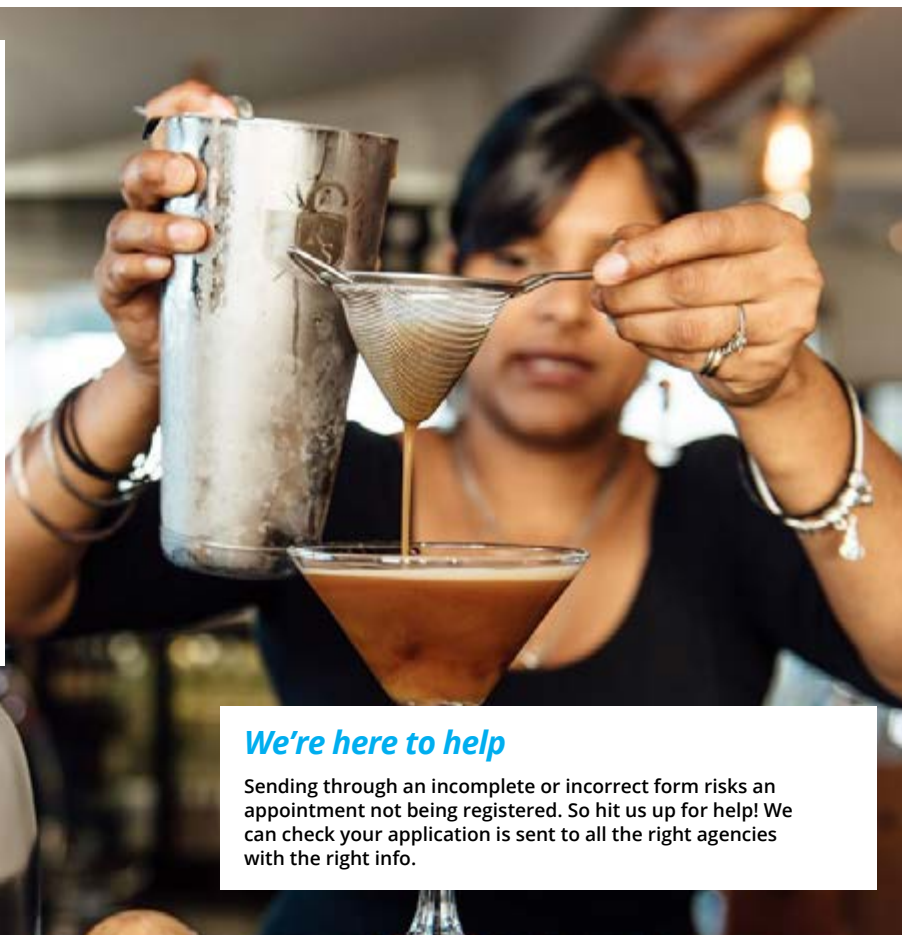
## Formal appointment of Duty Managers

Are all your Duty Managers correctly appointed? If not, your alcohol sales could be unauthorised and you could be liable for an infringement.

The licensee is responsible for formerly appointing all their Duty Managers - not the staff member who is being appointed.

The Notice of Management Change [form](#) must be sent to both the Council Alcohol Licensing Team and the Police.

Find this form on our website at: [www.fndc.govt.nz](http://www.fndc.govt.nz)



### We're here to help

Sending through an incomplete or incorrect form risks an appointment not being registered. So hit us up for help! We can check your application is sent to all the right agencies with the right info.

## Event Special Licence

Planning an event that includes alcohol? The QR code below links to a guide to work out if a Special Licence is needed. Remember unlike tavern licences, no additional *drink up time* is permitted with a Special Licence, so this time needs to be incorporated into the hours requested in your application. A Special Licence is only valid for the event specified.

Applications must be lodged at least 20 working days before the event OR 40 working days for a large event. Go to [www.fndc.govt.nz](http://www.fndc.govt.nz) and search for 'special alcohol licence' to find the application form.



Diagram courtesy of: Whangārei District Council

Check out our Event Organisers Workshop webinar on [YouTube](#).

## Building evacuation and building occupancy info

You must display evacuation information around your premises and ensure it meets section 76 of the Fire and Emergency NZ Act 2017 or section 21B of the Fire Service Act 1975.

You must know your building occupancy load, so you can avoid exceeding it. Everyone at your premises must be able to safely evacuate within a reasonable time.

Any questions? Contact: [Jason.Goffin@fireandemergency.nz](mailto:Jason.Goffin@fireandemergency.nz)



## Alfresco alcohol

Your alcohol licence must cover the alfresco dining area located in a public space. If you want to vary your alcohol licence to include this space find the *variation* application [form](#) on our website. Go to [fndc.govt.nz](http://fndc.govt.nz) and search for 'variation'.

## Any suggestions for our Autumn newsletter?

Email us: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz)

You can also contact:

**Our Alcohol Licensing Team**  
[DLG@fndc.govt.nz](mailto:DLG@fndc.govt.nz)

**Northland District Health Board**  
Wendy Antrobus:  
[liquor@northlanddhsb.org.nz](mailto:liquor@northlanddhsb.org.nz)

**NZ Police, Alcohol Harm Reduction Unit**  
Rasau Kalivati:  
[AHROFarnorth@police.govt.nz](mailto:AHROFarnorth@police.govt.nz)

**Fire and Emergency NZ**  
Jason Goffin, Advisor Risk Reduction/  
Specialist Fire Investigator:  
[Jason.Goffin@fireandemergency.nz](mailto:Jason.Goffin@fireandemergency.nz)

Visit: [www.fndc.govt.nz/Our-Services/Licences\\_and\\_permits](http://www.fndc.govt.nz/Our-Services/Licences_and_permits)