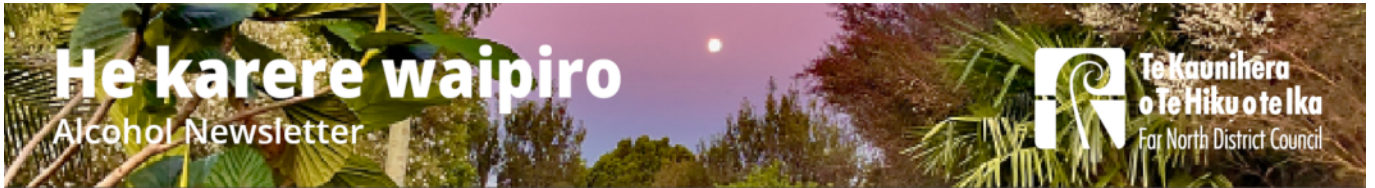


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Ngahuru Autumn 2024

Alcohol licensing tips and reminders

Hooray for autumn and the sweet relief of cooler temperatures. Another bonus of autumn is two significant holidays! Easter break begins on Friday 29 March, followed by Anzac Day on Thursday 25 April. If you're planning any special events to mark these holidays, remember to check if you need a Special Licence. Read on for more tips and reminders to help you prepare for autumn.



ANZAC and Easter trading

'On licence' premises can only sell or supply alcohol on Good Friday, Easter Sunday or Anzac Day before 1pm to: **people residing, lodging or dining there**. 'Dining' allows patrons to drink with a meal and is defined as 'ordering, eating or finishing a reasonably sized meal at a normal eating time'.



Useful information

Want to apply for a Special Licence these holidays? Or do you just want to find out what's involved? For information about all our licences and deadlines for applications - plus access to all our past copies of **this very cool newsletter** 😊 go to our **alcohol licensing website**.



Training

Regular training sessions with your staff will ensure they understand the **Sale & Supply of Alcohol Act** well. Free tools, like **ServeWise**, are packed with great resources for new starters and act as a refresher for existing staff. Check the resources at the **Health Promotion Agency** too.



Understanding licence classes for restaurants

The three classes for restaurants that hold an on-licence are:

- * **Class 3** - no separate bar, can only serve alcohol to tables.
- * **Class 2** - has a separate bar, but can't operate as a tavern.
- * **Class 1** - has a significant separate bar, casual drinkers, can operate a bar as a tavern at least once a week.



Manager's Certificate interviews

A crucial step when applying for a **Manager's Certificate** is to attend an interview with an inspector in person or online. Your suitability to be a manager will be assessed, so it's essential to be prepared. **The Manager's Guide** is a recommended study tool. If you can't make an interview, you must give at least 24 hours notice and a valid reason.



Notifying us of manager appointments

Make sure your Managers Register is up to date at all times. Any appointment of a Permanent, Temporary or Acting Duty Manager must be notified to our Alcohol Licensing Team and the NZ Police within 48 hours. Our [website](#) has all the information, or you can contact us for guidance.



Know your licensed footprint at all times

An alcohol licence is granted for a defined area.

This area is outlined on the premises floor plan submitted with the licence application and approved by the District Licensing Committee.

Remember that alcohol may only be supplied and consumed within the defined area.

Your approved floor plan may be requested during a compliance visit.

Free water will help prevent intoxication

Now is a great time to assess the availability of water at your premises.

The risk of dehydration remains, even during the cooler months.

Remember to check that the location of free water isn't obstructed during busy times.

Remind your staff to keep providing water to anyone consuming alcohol and if you do have a water station, make sure it is refreshed regularly and that there are plenty of

Keep a copy of it in your **premises tool kit** or better still, have it on display.

If you wish to extend your licensed area you need to apply for a **variation of your alcohol licence** conditions as well as a **Certificate of Compliance – Alcohol**.

Email us for an example of the type of plan required at DLG@fndc.govt.nz

clean drinking glasses.

Objecting to an alcohol application

Members of the public can object to an application for an alcohol licence.

Objections must be in writing and sent to the council's Alcohol Licensing Team within 25 working days after the first date of the first notice. Public notices are published on the council [website](#).



District Licensing Committee (DLC) Practice Notes

On 1 May 2023 the Far North DLC published nine practice notes. These explain the DLC's approach to the Sale & Supply of Alcohol Act 2012. Find them via this [link](#).



ANZAC and Easter holiday trading information

The **Sale & Supply of Alcohol Act** places restrictions on who can sell alcohol on certain days.

'Off Licence' holders cannot sell or deliver alcohol on Good Friday, Easter Sunday or on Anzac Day before 1pm.

The only alcohol you can sell or deliver on Easter Sunday is **grape, fruit or vegetable wine** that is made:
on the premises;
or from produce harvested from the land on which the premises is situated.

In 2017, the council adopted the **Easter Sunday Shop Trading Policy**. This allowed shop and business owners to trade on Easter Sunday.

Please be aware that this policy only allows premises to sell alcohol that complies with these conditions.

Check if you can open by visiting



Temporary Manager vs Acting Manager

Fill out a **Notice of Management Change** to let us know if you have changed a Duty Manager or hired a Temporary Manager **within two working days.**

You also need to tell the DLC and NZ Police.
We need to know who the Temporary or Acting Manager is replacing.

Other things to notify us about

- If you become a Temporary Manager, you must apply for a Manager's Certificate within two working days.
- If a Temporary or Acting Manager is appointed, you need to note the change in your Managers Register.
- A Duty Manager who is on annual leave, sick leave, or who is absent from work can be replaced by a Temporary Manager.
- A Duty Manager who is on sick leave or absent from work can be replaced for three weeks at a time by an Acting Manager.
- An Acting Manager can replace a Duty Manager on annual leave for six weeks in any 12-month period.

Got a question? Ask your inspectors 😊

Send your questions to 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?

Email us at ask.us@fndc.govt.nz or visit our website at:
www.fndc.govt.nz/Our-Services/Licences_and_permits



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