

Issue	What the public workshop told us	How is this issue addressed in the draft Policy?	Wider Issue	City Wide Strategy – the way forward
<p>Gambling</p> <p>Gambling is very much linked to alcohol.</p> <p>The Responsible Gambling Bill will become Law in a few months. The Bill in its current form requires Councils to develop Gaming Venue Policies.</p> <p>Currently, an applicant (e.g. TAB) can get a liquor licence, apply for a designated area that will not allow under-age drinkers and then put in gaming machines. This makes it hard to control for the proliferation of gaming machines in the City.</p>	<p>No pokies in bars – separate gambling and drinking</p> <p>Need for host responsibility regime</p>	<p>Only Taverns and Hotels will be allowed to apply for designated restricted or supervised areas for people aged under 18.</p> <p>This will limit the number of licensed premises with gaming machines</p>	<p>With the current Trust monopoly, very few establishments will be affected.</p> <p>Does not go far enough to address link between gambling and alcohol</p>	<p>Need to look at ways in which we can link Alcohol Strategy with Gaming Venue Policy and National Plan for Minimising Gambling Harm</p> <p>Youth and gambling - links with alcohol- access to gambling venues. Tough ID regime for gambling venues.</p>

Issue	What the public workshop told us	How is this issue addressed in the draft Policy?	Wider Issue	City Wide Strategy – the way forward
<p>Anomaly in 1990 Waitakere City bylaw no. 20, covering amusement galleries</p> <p>Under the current bylaw every premise operating more than two amusement devices is required to have a licence and be subject to the bylaw. The bylaw does not cover any premises licenced or chartered under the Sale of Liquor Act.</p> <p>This means, for example, that 14 year-olds who are not permitted to be in an amusement gallery during normal school hours, can enter an establishment that has a liquor licence and operates amusement devices and be in the company of intoxicated adults.</p>	<p>This issue had not been identified at the time of the public workshop but is consistent with concerns about under-age access to alcohol.</p>	<p>A recommendation to the Council to amend the bylaw so that the bylaw covering amusement galleries will apply to premises licenced under the Sale of Liquor Act.</p> <p>Such an amendment would ensure that all premises operating amusement devices and licenced for the sale of liquor would have to comply with the conditions imposed by the Liquor Licensing Policy as well as the bylaw.</p>		

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POLICY OBJECTIVES

1. To promote a responsible drinking environment for Waitakere City that:

<ul style="list-style-type: none"> promotes safer and more responsible attitudes towards alcohol use 	<i>For example less binge drinking and more moderate alcohol use</i>
<ul style="list-style-type: none"> minimises alcohol related harm 	<i>Including alcohol related injuries, violence, crime and poor health</i>
<ul style="list-style-type: none"> supports local business and employment 	<i>Local jobs, new businesses and training opportunities</i>
<ul style="list-style-type: none"> creates exciting entertainment districts and attracts people to the City 	<i>People come to the city for entertainment, less travel to other cities for entertainment</i>
<ul style="list-style-type: none"> supports the Council's 'compact city' and transport objectives 	<i>Location of new premises supports use of passenger transport, thriving town centres and local neighbourhood 'villages'</i>

- To align with the Council's strategic objectives and its commitments to Te Tiriti O Waitangi, Safe City, First Call for Children and Strong, Sustainable Economy
 - To support the purpose of the Act – to establish a reasonable system of control over the sale and supply of liquor to the public with the aim of contributing to the reduction of liquor abuse.
 - To provide clear guidelines to the Waitakere City DLA with regard to its role under the Act.
 - To provide clear guidelines to District Licensing Inspectors and Police.
 - To provide clear guidelines to applicants, licensees and other interested parties.
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BACKGROUND & ROLES

Liquor Licensing Trusts

Until 1972 Waitakere City was a "dry" area - there were no taverns or pubs or wholesalers. In 1972 residents voted on whether they wished Waitakere City to remain dry or to allow Licensing Trusts to administer the sale and supply of liquor. A Licensing Trust is a board of elected representatives (separate from the City Council) that administer premises selling liquor within the boundaries of its district. The electors voted for Trusts to be established.

The concept of licensing trusts was based upon community ownership. In effect the sale of liquor in a particular area was to be controlled by the people of the community through elected representatives. A key feature was that profits from the sale of liquor would first of all be put into providing excellent facilities, and secondly be returned to the community by way of funding for community projects.

There are two Licensing Trusts serving Waitakere City. The Portage Licensing Trust serves the New Lynn to Waikumete Cemetary, Glen Eden to Titirangi areas. The Waitakere Licensing Trust serves Glendene, Piha, Henderson, Te Atatu areas through to Kumeu (which is in the Rodney District Licensing Agency's jurisdiction).

District Licensing Agencies

Liquor licensing matters are processed by District Licensing Agencies (DLA)s, who administer the Sale of Liquor Act 1989. The Waitakere District Licensing Agency is based within Waitakere City Council.

The Waitakere District Licensing Agency's role covers administration, monitoring and enforcement. It includes:

- Assessing and determining unopposed applications for liquor licences
- Assessing and determining unopposed applications for managers' certificates
- Opposing applications where appropriate
- Inspecting and monitoring licensed premises
- Assessing and determining special licences and temporary authorities [footnote what these are]
- Record-keeping (including instances of non-compliance and complaints) and maintaining a register of applications

Liquor Licensing Authority

The Liquor Licensing Authority (LLA) is the central liquor licensing body. It comprises a District Court judge, as chairperson, together with two or three members appointed by the Governor-General on the recommendation of the Minister of Justice. The LLA is located in Wellington. Its functions include:

- Determining opposed applications for on, off and club licences and renewals and managers certificates

- Determining appeals against DLA decisions
- Determining applications for variation, suspension or cancellation for on, off and club licences and managers' certificates from the Police or DLA

The LLA's hearing procedure is less formal than a District Court but normal court procedures are observed. On the day of a hearing all parties wishing to be heard, including objectors must complete a registration form and give it to the Court Registrar before the hearing commences.

The Authority Chair (Judge) will explain the order of proceedings on the day of the hearing. In most cases the applicant will speak first, giving evidence and calling witnesses in support of the application. Objectors then have a chance to speak to their objections. The Police or District Licensing Inspector will follow, either presenting evidence or making submissions. The Authority will give all parties a chance to ask witnesses questions.

All witnesses are sworn in before giving evidence. This is done with or without the Bible, at the choice of each witness.

Police

The Police screen applications for Managers' Certificates and Liquor Licenses to verify the suitability of the applicant, or anyone associated with the applicant premises, to hold a license pursuant to the Act.

The Police carry out background checks on applicants and indicate to the DLA whether the Police have any objections to the issuing of the license or certificate.

The Police will report all applicant convictions (excluding speeding and parking infringements), whether or not the Police object to the application. If the District Licensing Inspector is considering other reasons for objecting, the fact that the applicant has convictions may lead to a decision by the Licensing Inspector to object to the application.

If a Company applies for a license, Police will verify the suitability of the Company, including each director and each shareholder.

The Police monitor compliance with the Act by visiting premises during hours of operation, and investigate and enforce offences under the Act.

The Police can apply to the LLA for variation, suspension or cancellation of any licenses, or certificates if the Police are concerned with the way premises are operated.

Police licensing staff work closely with licensees and the other agencies.

Medical Officer of Health and Fire Service

The DLA requests reports from the Medical Officer of Health and Fire Service for each license application.

Waitakere City Council

Liquor licence applicants are required to obtain both planning and building 'certificates' (as they are called under the Sale of Liquor Act) in respect of 'premises' for all on-licence, off-licence and club-licence applications. Waitakere City Council processes these certificates.

All liquor licence applicants are therefore required to apply to the Council for a 'certificate' under the Resource Management Act 1991. Waitakere City Council issues either a 'Certificate of Compliance' or a 'Resource Consent' where an application is made. This is generally required as a pre-requisite for obtaining a liquor licence, but often the Liquor Licence and the certificate are applied for at the same time.

Certificates of Compliance and Resource Consents are assessed against the Objectives, Policies and Rules of the Council's District Plan, not the assessment criteria contained within this Policy. This means that the premises will need to comply with the relevant rules in the District Plan Human Environment and Natural Area (two main types of zones), and any relevant City Wide Rules.

If the premises that will be used to supply liquor are an existing use (i.e. have been operating for some time) and the premises have the relevant planning and building approvals, a Certificate of Compliance will be issued.

If the premises are a new operation, a resource consent may be required for any infringements of the District Plan Rules for the building itself, or a resource consent will be required if the applicant wishes to operate outside of the hours specified in the District Plan. The hours of operation specified in the District Plan are more conservative than those contained within the Policy. Therefore any person who wishes to operate longer than the hours specified in the "Hours of Opening" Section of this Policy may require a resource consent to enable them to do so.

The District Plan Sale of Liquor Rule specifies the following hours of operation:

11.00am – 10.30pm Sunday to Thursday (inclusive); and
11.00am – 11.30pm Friday and Saturday.

The District Plan Sale of Liquor Rule also specifies that amplified music can only occur during the following hours:

8.00am – 10.00pm Monday-Thursday, Sundays and public holidays; and
8.00am – 11.00pm Friday and Saturday.

All liquor licence applicants are required to apply for approval in relation to the Building Code. The Building Code prescribes the functional requirements for buildings and the performance criteria with which buildings must comply in their intended use (s 48, Building Act 1991). Applicants are required to submit appropriate plans of their premises to enable Council's Building Consent staff to undertake their assessment and if appropriate issue the building consent.

Community

The DLA endeavours to address community concerns and issues where the legislation allows, which is primarily through the public notification and objection process, which is described on page ** of the Policy.

The consultation process so far has also indicated that the community is also particularly concerned about the inability to object to the location of licensed premises, noise issues, intoxicated patrons in public spaces and alcohol use amongst young people.

The Act and the RMA do not allow the DLA to manage the location of licensed premises based on concerns about the social impacts of the product itself, do they enable the DLA to restrict the number of licensed premises.

The Act allows the DLA to have regard to the site of the premises in relation to neighbouring land use only by imposing conditions on days on which and hours during which liquor may be sold. This draft Policy limits days and hours of operation according to the type of premise and its location in terms of the new District Plan. The legal limitations on location and proliferation are acknowledged and highlighted as issues for addressing as part of a city-wide strategy on alcohol.

Noise management is included in the draft Policy assessment criteria for granting a license and is now one of the minimum host responsibility conditions imposed on licensees. We also propose to address noise issues as part of a wider strategy to control noise, while at the same time allowing the development of vibrant entertainment venues in the City.

Drinking in public places and alcohol use amongst young people are also identified as key issues for addressing as part of a wider strategy.

DEFINITIONS AND PROCESS

On-licence

An on-licence provides for liquor sales "on" a particular premise. The area is specifically defined and may include some outside areas. Cafes, fully licensed and BYO restaurants, and entertainment venues in Waitakere City are required to have an on-licence liquor licence. Hotels providing accommodation, food and alcohol for consumption on the premises are required to have an on-licence. Taverns, whose principal business is to provide alcohol and other refreshments to the public, are also required to hold an on-licence. In Waitakere City, Hotels and Taverns are controlled by the Licensing Trusts.

Off-licence

An off-licence provides for the sale of liquor that is to be consumed elsewhere (e.g. bottle stores). Some Hotels and Taverns hold both off and on licences. Only the Licensing Trusts, premises where alcohol is made (such as wineries and breweries), or a club other than a sports club (e.g. RSA) are able to apply for an off-licence in Waitakere City. Therefore, people cannot open up a wholesale outlet, or sell wine as part of a gift basket, or at a supermarket in Waitakere City.

Club Licence

A club-licence is similar to an on-licence but provides for a specific group of people, club members and guests. While any club can apply for a club licence, it is highly recommended that the club is an incorporated society (see the Council internet site for more information). The Ministry of Commerce's Business & Registry Branch handles the registration of incorporation of clubs.

Special Licence

A special licence authorises the holder to sell and supply liquor, on the premises or conveyance described in the licence, to any person attending any occasion or event or series of occasions or events described in the licence.

Local Authority 'Certificates'

All liquor licence applicants are required to apply for a 'certificate' under the RMA from the relevant local authority. The Council issues a 'Certificate of Compliance' or a 'Resource Consent' where an application is made in respect of a liquor licence (see Roles and Functions Section on page 10). Applicants are required to submit their Certificate of Compliance or a Resource Consent as part of their application for their liquor licence.

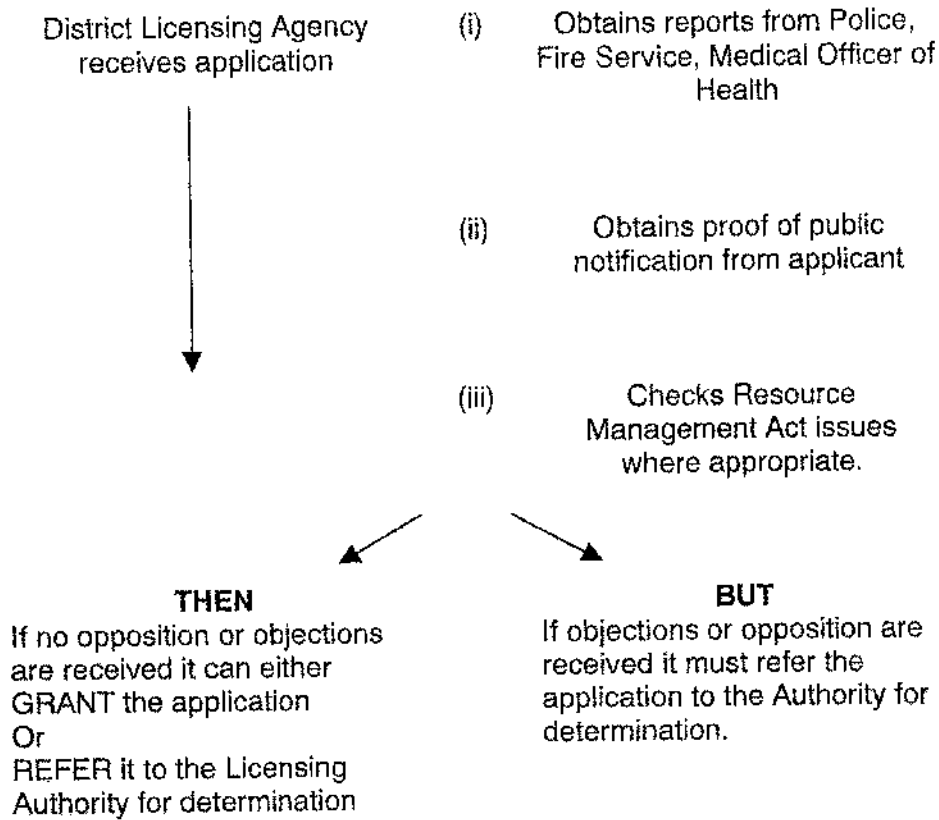
In addition, all liquor licence applicants are required to apply for approval in relation to the Building Code. The Building Code prescribes the functional requirements for buildings and the performance criteria with which buildings must comply in their intended use (s 48, Building Act 1991). Applicants are required to submit appropriate plans of their premises to enable Council's Building Consent staff to undertake the building approval.

Process

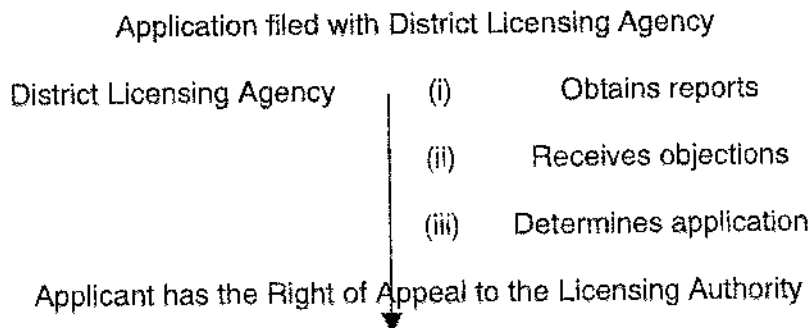
The Policy sets out the assessment criteria that the DLA will have regard to when it considers whether or not to grant new licences or approve renewals or variations to existing licences. The Policy also sets out a list of conditions imposed on the licensee once the licence is approved. The application process is set out in the following diagram.

SALE OF LIQUOR ACT 1989

PROCESS FOR NEW ON-LICENCE, OFF-LICENCE, CLUB LICENCE, MANAGER'S CERTIFICATE, AND RENEWALS AND VARIATIONS



SPECIAL LICENCES



HOW WAITAKERE CITY COUNCIL CONTROLS THE IMPACT OF LICENSED PREMISES ON THE COMMUNITY

The Act and the RMA **do not** allow the DLA to manage the location of licensed premises based on concerns about the **social impacts** of the product itself, nor do they enable the DLA to restrict the **number** of licensed premises. However the DLA can indirectly control the location of licensed premises and their potential impact on the community through its District Plan and Sale of Liquor Policy conditions relating to hours and days of opening.

District Plan

Before anyone can apply for a liquor license they must provide a certificate to the DLA from the Council stating that the proposed use of the premise meets the Council's District Plan requirements.

The Council's planning requirements are laid down by the District Plan, which is developed in accordance with the requirements of the RMA. The RMA allows the Council to control the location of licensed establishments through rules based on the *effects* of the proposed activity. The RMA also allows the Council to use the District Plan to manage the physical and aesthetic impacts of retailing liquor through rules based on noise, traffic, signage and related issues.

Within its legal abilities under the RMA, this Council uses its District Plan to manage the effects of people's activities on other people and the sustainable management of the built environment through rules based on *Human Environments*.

The *Human Environments* reflect areas within the City, which have notably different characteristics and which are covered by the District Plan Human Environments Rules. They are:

Living Environment	Covers urban and suburban residential areas of the City
Community Environment	Covers town centres, suburban shopping centre and blocks of shops
Open Space Environment	Covers parkland owned by the Council, Auckland Regional Council or other public agencies
Working Environment	Covers the industrial/employment areas of the City
Waitakere Ranges and Bush Living Environment	Covers areas within the Waitakere Ranges in private ownership and generally bush-covered large sites
Countryside Environment	Covers the rural area to the north of the City's developed urban area
Foothills Environment	Covers the area between the developed urban area westwards to the bush covered parts of the Waitakere Ranges
Rural Villages Environment	Covers the villages located in rural parts of the City – Herald Island, Whenuapai and Waitakere
Coastal Villages Environment	Covers the settlements along the Tasman Sea and Manukau Harbour Coast – Te

	Henga, Piha, Karekare, Huia, Cornwallis and Parau
Special Areas	Locations within the City that have special characteristics which separate them out from the above <i>Human Environments</i> – Monterey Park (for visitors), Westpark Marina, Corban's Estate, (Bible) College, Quarry, Balefill, Harbourview, Waitakere Hospital, Te Atatu Boat Club, Peripheral Growth Area, Lincoln Centre and Lincoln Park

Activities relating to the sale of liquor are permitted provided they meet all the relevant rules of the District Plan, including parking, noise, traffic, wastewater etc. The activity must be compatible with the local amenity values and neighbourhood character established for the Human Environment within which it is located. For example, standards for noise are set out in all the rules relating to Human Environments. In all cases the standards are set to reflect the characteristic levels of noise in the area, and all fall within the safety levels for humans.

Sale of Liquor Policy Conditions

The Act allows the DLA to have regard to the site of the premises in relation to neighbouring land use when imposing conditions on both the days on which and hours during which liquor may be sold.

This draft Policy imposes limits on days and hours of operation according to the type of licensed premise and with regard to the District Plan's Human Environments in which it is located. Linking the conditions under the Policy to the District Plan in this way seeks to mitigate any adverse impacts of a licensed premise on the neighbouring community. Local residents should therefore be able to enjoy the amenities of a licensed premise that is suited to their chosen living environment.

As noted earlier, the legal limitations on location and proliferation are acknowledged and highlighted as issues for addressing as part of a city-wide strategy on alcohol.

In addition to the conditions imposed on licensed premises with regard to days and hours, the DLA requires licensees to adopt minimum Host Responsibility requirements. The DLA believes that Host Responsibility extends to people who live near a licensed premise. It is therefore part of the licensee's responsibility to mitigate any adverse effects on neighbours that might be caused by noise.

Although the proposed Host Responsibility conditions regarding noise management goes some way towards mitigating adverse effects of noise on local residents it does not address areas where the licensee has no control, such as car parks which are not owned by the licensee and residential streets. Furthermore, the heavy bass component of loud music is increasingly becoming an issue at licensed premises and private parties. These wider issues are acknowledged and highlighted as issues for addressing as part of a city-wide alcohol strategy.

ON-LICENCE CONDITIONS AND ASSESSMENT CRITERIA

ASSESSMENT CRITERIA

Suitability of Applicant - the DLA must be satisfied that the applicant will properly carry out the responsibilities that go with holding a licence.

Days on which and hours during which the applicant proposes to sell liquor

Compliance of the premises and activity with all other relevant legislation (e.g. Building Act, Resource Management Act), District Plan and bylaws

Matters raised in objection to the application by community, Police, Medical Officer of Health or Fire Service.

Applicant's Host Responsibility programme

The sale and supply of other goods and services

Regime for dealing with on and off-site problems

Regime for dealing with under-age and intoxicated persons

The persons or types of persons to whom it is intended that liquor be sold

Police, Fire Service and Medical Officer of Health Reports.

Any other matters in respect of the application promoting the responsible consumption of liquor

CONDITIONS

In accordance with, and in addition to the conditions of every on-licence imposed by s14 of the Act, the DLA imposes the following conditions:

Days on which and hours during which liquor may be sold as specified in this section the Policy.

The licensee must have in place the minimum host responsibility requirements specified in this section of the Policy.

The licensee must ensure that staff and and/or volunteers and management are familiar with this Policy's minimum host responsibility requirements

The licensee must place appropriate signage on the premises (see minimum host responsibility requirements)

Only Hotels and Taverns will be granted designated restricted or supervised areas.

The licensee must comply with District Plan noise rules for the Human Environment within which the premise operates or the licensee must comply with the Resource Consent or Certificate of Compliance issued for the activity

ON-LICENCE HOST RESPONSIBILITY

Minimum Requirements

On-licences (other than restaurants and cafes), must make available non-alcoholic refreshments and substantial foods such as filled rolls, sandwiches, pizzas, hot chips, sausage rolls, pies, hot chips etc.

Signs must be placed at the point of sale of alcohol

1. Indicating the availability of non and low-alcohol refreshments and food.
2. Providing information about transport options – bus, taxi, dial a driver services
3. Encouraging designated drivers
4. Warning that intoxicated persons will not be served – licensee could be fined up to \$10,000
5. Warning that patrons behaving in a disorderly manner will be asked to leave
6. Warning that patrons aged 25 and under may be asked for ID. If under 18, penalty is a minimum fine of \$200.
7. Warning that it is illegal to buy alcohol for anyone under 18 unless purchaser is parent or legal guardian – fine of up to \$2000
8. Indicating which part of premises, if any, are restricted or supervised areas for persons under 18
9. Noise Management. The DLA believes that Host Responsibility does not exclude people who live near a licensed premise. It is therefore part of the licensee's responsibility to mitigate any adverse effects on the community that might be caused by noise. Steps that a licensee can take to mitigate the effects of noise include:
 - Sound-proofing the premises
 - Installing an air-conditioning system so that outside doors can remain closed
 - Closing doors and windows after 10pm to reduce noise
 - Ensuring that patrons are considerate of neighbours when leaving the premises (e.g. Staff in car park to control noisy behaviour).
 - Responding promptly to complaints

Recommended Host Responsibility Actions

Policy Development It is recommended that all premises develop an active host responsibility policy that goes beyond the minimum requirements above and covers the following areas.

- **An Age Identification Policy** It is strongly recommended that premises have a policy of checking ID's of persons appearing to be under the age of 25 years, with signage to that effect for example "We ID under 25"
- **Server and Security Staff Training.** How training for staff will be managed to ensure staff receive training in issues such as preventing intoxication, identifying and dealing responsibly with intoxicated patrons, requesting identification, identification of false ID and dealing with minors. Keep a register of staff training with regard to OSH and Host Responsibility requirements.
- **Record Keeping.** Keeping an incident logbook to record events that may be brought to the attention of the Police of the District Licensing Inspector, noting event, time, persons involved and outcome.
- **Active Promotion of Safe Transport Options** such as provision of a free phone
- **Food and Non-Alcoholic Drinks Promotion-** covering measures beyond minimum such as having a water jug and glasses at the end of the bar so patrons can help themselves.
- **Other Measures to Prevent Intoxication** For example: avoidance of promotions/discounts,- stopping the serving of alcoholic drinks an hour before closing, early identification of signs of intoxication.
- **Control of Patron Numbers**

ON-LICENCE DAYS AND HOURS OF OPENING

Days	District Plan Identification	Hotel and Tavern Opening Hours
Mon – Thu	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills • Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not Acceptable</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p>
Fri – Sat	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills • Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not Acceptable</p> <p>10.00 am till 3.00 am the following day 10.00 am till 3.00 am the following day 10.00 am till 3.00 am the following day 10.00 am till 3.00 am the following day</p> <p>10.00 am till 3.00 am the following day 10.00 am till 3.00 am the following day</p>
Sun	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills • Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not Acceptable</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p>
Good Friday; Easter Sunday; Christmas Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills • Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>No alcohol to be sold No alcohol to be sold No alcohol to be sold No alcohol to be sold No alcohol to be sold</p> <p>No alcohol to be sold No alcohol to be sold</p>
ANZAC Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills • Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not acceptable</p> <p>1.00 pm till 1.00 am the following day 1.00 pm till 1.00 am the following day 1.00 pm till 1.00 am the following day 1.00 pm till 1.00 am the following day</p> <p>1.00 pm till 1.00 am the following day 1.00 pm till 1.00 am the following day</p>

Days	District Plan Identification	Café & Restaurant Opening Hours
Mon - Thu	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>8.00 am till 11 pm 8.00 am till 12 midnight 8.00 am till 12 midnight 8.00 am till 12 midnight 8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight 8.00 am till 12 midnight</p>
Fri - Sat	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>8.00 am till 12 midnight 8.00 am till 1.00 am the following day 8.00 am till 1.00 am the following day 8.00 am till 1.00 am the following day 8.00 am till 1.00 am the following day</p> <p>8.00 am till 1.00 am the following day 8.00 am till 1.00 am the following day</p>
Sun	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>8.00 am till 11.00 pm 8.00 am till 12 midnight 8.00 am till 12 midnight 8.00 am till 12 midnight 8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight 8.00 am till 12 midnight</p>
Good Friday; Easter Sunday; Christmas Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>8.00 am till 11.00 pm 8.00 am till 12 midnight 8.00 am till 12 midnight 8.00 am till 12 midnight 8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight 8.00 am till 12 midnight</p>
ANZAC Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>8.00 am till 11.00 pm 8.00 am till 12 midnight 8.00 am till 12 midnight 8.00 am till 12 midnight 8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight 8.00 am till 12 midnight</p>

Days	District Plan Identification	Entertainment Venues Opening Hours
Mon - Thu	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not acceptable</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p>
Fri - Sat	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not acceptable</p> <p>10.00 am till 3.00 am the following day 10.00 am till 3.00 am the following day 10.00 am till 3.00 am the following day 10.00 am till 3.00 am the following day</p> <p>10.00 am till 3.00 am the following day 10.00 am till 3.00 am the following day</p>
Sun	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not acceptable</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p>
Good Friday; Easter Sunday; Christmas Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not acceptable</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p>
ANZAC Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p style="text-align: center;">Not acceptable</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day</p>

Days	District Plan Identification	Wineries Opening Hours
Mon - Thu	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm</p> <p>9.00 am till 11.00 pm 9.00 am till 11.00 pm</p>
Fri - Sat	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>9.00 am till 11.00 pm 9.00 am till 12 midnight 9.00 am till 12 midnight 9.00 am till 12 midnight 9.00 am till 12 midnight</p> <p>9.00 am till 12 midnight 9.00 am till 12 midnight</p>
Sun	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm</p> <p>9.00 am till 11.00 pm 9.00 am till 11.00 pm</p>
Good Friday; Easter Sunday; Christmas Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm</p> <p>9.00 am till 11.00 pm 9.00 am till 11.00 pm</p>
ANZAC Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	<p>9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm</p> <p>9.00 am till 11.00 pm 9.00 am till 11.00 pm</p>

OFF-LICENCE CONDITIONS AND ASSESSMENT CRITERIA

ASSESSMENT CRITERIA

Suitability of Applicant - the DLA must be satisfied that the applicant will properly carry out the responsibilities that go with holding a licence.

Days on which and hours during which the applicant proposes to sell liquor

Compliance of the premises and activity with all other relevant legislation (e.g. Building Act, Resource Management Act), and bylaws

Matters raised in objection to the application by community, Police, Medical Officer of Health or Fire Service.

Applicant's Host Responsibility programme

The sale and supply of other goods and services

Regime for dealing with on and off-site problems

Regime for dealing with under-age and intoxicated persons

The persons or types of persons to whom it is intended that liquor be sold

Police, Fire Service and Medical Officer of Health Reports.

Any other matters in respect of the application promoting the responsible consumption of liquor

CONDITIONS

In accordance with, and in addition to the conditions of every off-licence imposed by s37 of the Act, the DLA imposes the following conditions:

Days on which and hours during which liquor may be sold as specified in this section of the Policy.

The licensee must have in place the minimum host responsibility requirements specified in this section of the Policy.

The licensee must ensure that staff and and/or volunteers and management are familiar with this Policy's minimum host responsibility requirements

The licensee must place appropriate signage on the premises (see minimum host responsibility requirements).

OFF-LICENCE HOST RESPONSIBILITY

Minimum Requirements

Signs required at point of sale:

- Warning that patrons aged 25 and under may be asked for ID. If under 18, penalty is a minimum fine of \$200.
- Warning that it is illegal to buy alcohol for anyone under 18 unless purchaser is parent or legal guardian – fine of up to \$2000

Recommended Host Responsibility Actions

Off- licences can contribute to the goal of minimising alcohol abuse by the following actions:

Having an Age Identification Policy. It is strongly recommended that the premise have a policy of checking ID's of persons appearing to be under the age of 25 years, and has signage to that effect, for example: "We ID under 25"

Discouraging On-Supply to Minors. For example signs: "Are you purchasing alcohol for the minors outside the premises?"

Providing Food and Non Alcoholic Drinks Off-licenses can contribute to the goal of minimising alcohol abuse by stocking substantial frozen or chilled food, such as pizza. This particularly targets younger patrons and encourages them to consume food with their alcohol. The DLA encourages off-licensees to make such food available and to place signs advertising its availability.

Staff Training in Prevention of Sales to Minors For example:

- problems associated with sales to minors
- assertive requesting for ID
- identifying and dealing with false IDs
- identifying and managing persons who may be purchasing for minors

OFF-LICENCE DAYS AND HOURS OF OPENING

Days	District Plan Identification	Opening Hours
Mon - Thu	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm
Fri - Sat	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	9.00 am till 12 midnight 9.00 am till 12 midnight 9.00 am till 12 midnight 9.00 am till 12 midnight 9.00 am till 12 midnight 9.00 am till 12 midnight 9.00 am till 12 midnight
Sun	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm 9.00 am till 11.00 pm
Good Friday; Easter Sunday; Christmas Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	No alcohol to be sold No alcohol to be sold No alcohol to be sold No alcohol to be sold No alcohol to be sold No alcohol to be sold No alcohol to be sold
ANZAC Day	<ul style="list-style-type: none"> • Living • Community • Working • Rural & Coastal Villages • Countryside, Foothills Waitakere Ranges & Bush Living • Special Area • Open Space 	1.00 pm till 11.00 pm 1.00 pm till 11.00 pm 1.00 pm till 11.00 pm 1.00 pm till 11.00 pm 1.00 pm till 11.00 pm 1.00 pm till 11.00 pm 1.00 pm till 11.00 pm

CLUB LICENCE CONDITIONS AND ASSESSMENT CRITERIA

ASSESSMENT CRITERIA

Suitability of Applicant - the DLA must be satisfied that the applicant will properly carry out the responsibilities that go with holding a licence.

Days on which and hours during which the applicant proposes to sell liquor

Days on which and the hours during which the premises are used for the club's activities

Compliance of the premises and activity with all other relevant legislation (e.g. Building Act, Resource Management Act), and bylaws

Matters raised in objection to the application by community, Police, Medical Officer of Health or Fire Service.

Applicant's Host Responsibility programme

The sale and supply of other goods and services

Regime for dealing with on and off-site problems

Regime for dealing with under-age and intoxicated persons

The persons or types of persons to whom it is intended that liquor be sold

Police, Fire Service and Medical Officer of Health Reports.

Any other matters in respect of the application promoting the responsible consumption of liquor

CONDITIONS

In accordance with, and in addition to the conditions of every club licence imposed by s60 of the Act, the DLA imposes the following conditions:

The licensee must have in place the minimum host responsibility requirements specified in this section of the Policy.

The licensee must ensure that staff and and/or volunteers and management are familiar with this Policy's minimum host responsibility requirements

The licensee must place appropriate signage on the premises (see host responsibility requirements).

Only club members and their guests are to be served alcohol.

The licensee must have in place a regime for ensuring that prohibited persons are not served alcohol (e.g. Visitors' book, proof of membership, standard of dress, standard of behaviour).

If a club is similar to a normal commercial operation (such as an RSA) then a manager needs to be on duty when liquor is being sold. If it is a sports club that does not employ staff, then the manager should be on duty at those times when the club is generally at its busiest (for example post tournament or post the main sporting activity). At other times a manager is expected to "available" when liquor is being sold.

Serving alcohol is restricted to members and invited guests

CLUB LICENCE HOST RESPONSIBILITY

Minimum Requirements

Clubs must make available non-alcoholic refreshments and substantial foods such as filled rolls, sandwiches, pizzas, hot chips, sausage rolls, pies, hot chips etc

Minors must be able to obtain food and non-alcoholic beverages from an appropriate area.

Signs must be placed at the point of sale of alcohol

1. Indicating the availability of non and low-alcohol refreshments and food.
2. Providing information about transport options – bus, taxi, dial a driver services
3. Encouraging designated drivers
4. Warning that intoxicated persons will not be served – licensee could be fined up to \$10,000
5. Warning that patrons behaving in a disorderly manner will be asked to leave
6. Warning that patrons aged 25 and under may be asked for ID. If under 18, penalty is a minimum fine of \$200.
7. Warning that it is illegal to buy alcohol for anyone under 18 unless purchaser is parent or legal guardian – fine of up to \$2000
8. Indicating regime for ensuring prohibited persons are not served alcohol (e.g. Visitors' book, proof of membership, standard of dress, standard of behaviour).
9. Noise Management. The DLA believes that Host Responsibility does not exclude people who live near a licensed premise. It is therefore part of the licensee's responsibility to mitigate any adverse effects on the community that might be caused by noise. Steps that a licensee can take to mitigate the effects of noise include:
 - Sound-proofing the premises
 - Installing an air-conditioning system so that outside doors can remain closed
 - Closing doors and windows after 10pm to reduce noise
 - Ensuring that patrons are considerate of neighbours when leaving the premises (e.g. Staff in car park to control noisy behaviour).
 - Responding promptly to complaints

Recommended Host Responsibility Actions

- Actively encourage transport options by providing a free phone service
- Discourage sale to minors by signs e.g. "Are you purchasing alcohol to minors outside the premises?" and/or providing staff in the car park to monitor sales to minors.
- Stop serving drinks an hour before closing and make sure food and coffee are available.