

# **Waitakere City Council**

## **Liquor Licensing Policy**

**2003**



*Waitakere City Council*  
*Te Taiāo o Waitakere*

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## **BACKGROUND & STRATEGIC CONTEXT**

Waitakere City Council (the Council), in its capacity as District Licensing Agency (DLA), adopted a Sale of Liquor Policy in 1992. The Sale of Liquor Act 1989 (the Act) was amended in 1999 and since then, more decision-making has devolved to DLAs.

The purpose of the Act is 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 as far as can be achieved by legislative means.

In November 2002 the Council recognised the need to update the Sale of Liquor Policy (the Policy) to reflect the revised Act and to place the Policy in the context of a wider legislative framework – including the Resource Management Act 1991(RMA), the new Local Government Act 2002 and the new District Plan (operative 27 March 2003)

The availability and use of alcohol has strong links to many of the Council's key objective areas: community safety, economic development, health and wellbeing, and the rights, needs and best interests of children and youth. The Council has a range of relevant responsibilities and overall a major impact on the drinking environment, including its role as DLA, developing District Plan regulations, making and enforcing bylaws and public health inspections.

The Council has developed a Liquor Licensing Policy that:

- Places the Council's DLA function in the context of its responsibilities as outlined in the Resource Management Act and the Local Government Act 2002 and the district planning process
- Guides the Council's DLA function with regard to the Act.
- Provides clear guidance for the Council's Licensing Inspector and the Police.
- Provides clear guidance to applicants and other interested parties.
- Specifically uses the provisions within the Act to set licensed premise conditions that align with the Council's strategic objectives and the wider national legislative framework.
- Supports the Act's purpose to reduce alcohol related harm.

The Policy was developed with the assistance of a reference group comprised of the District Licensing Inspector, Police, the Safe Waitakere Alcohol Project, Council staff and the Last Drink Survey Coordinator. A workshop was held with interested parties in April 2003. Sixty people attended, representing a wide range of interests, including the Licensing Trusts, Council, Health, Industry and Community. A draft Policy was widely circulated to all interested parties during August and September 2003. The draft Policy was also publicised on the Council's Internet site and through the local news media. Eighteen submissions were received. The submissions were generally supportive of the approach taken in the Policy – particularly with regard to the Policy's emphasis on host responsibility.

## **Submissions**

### **Industry**

- Henderson RSA
- CLUBS New Zealand Inc
- Portage & Waitakere Licensing Trusts
- Tachelle Consulting Services
- Babich Wines Limited

### **Community**

- Whenuapai Ratepayers & Residents Association
- Huia- Cornwallis Ratepayers & Residents Association
- New Lynn Community Board
- Colin Tucker – Massey Resident
- Piha Ratepayers & Residents Association
- Asian Network Incorporated

### **Police**

- North Shore/Waitakere/Rodney District Police

### **Health/Alcohol Interest Groups**

- Alcohol Healthwatch
- Auckland Regional Public Health Service
- Centre for Social & Health Outcomes Research & Evaluation
- Alcohol Advisory Council of New Zealand
- Auckland Regional Alcohol & Drug Service

### **Council**

- Waitakere City Council – City Services

The Council adopted the Policy on 11 November 2003.

While the Policy provides an important guideline for the Council, for the Sale of Liquor Inspector, the Police, applicants and other interested parties, the Council also recognises the need to develop a Strategy, or set of Strategies to address wider issues regarding alcohol use in Waitakere City such as:

- Location of new licensed premises.
- Underage drinking.
- Drinking in public places and liquor bans.
- Alcohol advertising and sponsorship on Council property.
- Noise

A citywide strategy will be developed in 2004 to address these wider issues.

## POLICY OBJECTIVES

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

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

2. 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
3. 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 as far as can be achieved by legislative means.
4. To provide clear guidelines to the Waitakere City DLA with regard to its role under the Act.
5. To provide clear guidelines to District Licensing Inspectors and Police.
6. To provide clear guidelines to applicants, licensees and other interested parties.
7. To reduce hazardous and excessive consumption of alcohol.

## **BACKGROUND & ROLES**

### **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 Judge lets the opposing party (generally Police or DLA) state why they are opposing an application, before hearing the applicant's arguments against the objection. The Authority will give all parties a chance to ask witnesses questions.

### **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
- Record-keeping (including instances of non-compliance and complaints) and maintaining a register of applications

### **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 District Licensing Agency requests reports from the Medical Officer of Health for on-Licenses and Club Licenses and from the Fire Service for the renewals of each license.

#### **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 their premises in accordance with or longer than the hours specified in the "Hours of Opening" section of this Policy will require a resource consent to enable them to do so, because the hours specified in this policy do not meet the performance standards of the District Plan.

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.

### **LIQUOR LICENSING TRUSTS**

In 1971 Waitakere residents voted for Licensing Trusts to control 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 election of the first Trust Boards was held in 1972.

The concept of licensing trusts is based upon community ownership. In effect the sale of liquor in a particular area is to be controlled by the people of the community through elected representatives. A key feature is 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 the West. The Portage Licensing Trust operates in the southern part of Waitakere City and extends into the Auckland City Council area. The Waitakere Licensing Trust operates in the northern part of Waitakere City and extends into the Rodney District Council area.

### **COMMUNITY**

The DLA endeavours to address community concerns and issues where the legislation allows, which is primarily through the public notification and objection process.

The consultation process also indicated that the community is 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 Sale of Liquor Act and Resource Management Act do not allow the DLA to manage the location of licensed premises based on concerns about the social impact and do not allow 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 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 Policy assessment criteria for granting a license and is now one of the minimum host responsibility conditions imposed on licensees.

## **DEFINITIONS AND PROCESS**

### **ON-LICENCE**

An on-licence provides for liquor sales and consumption “on” a particular premise. The area is specifically defined and may include some outside areas. Cafe’s, restaurants, and entertainment venues in Waitakere City are required to have an on-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 a retail premises (bottle store) or supermarkets cannot sell alcohol 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. Applicants are required to submit their Certificate of Compliance or a Resource Consent as part of their application for their liquor licence.

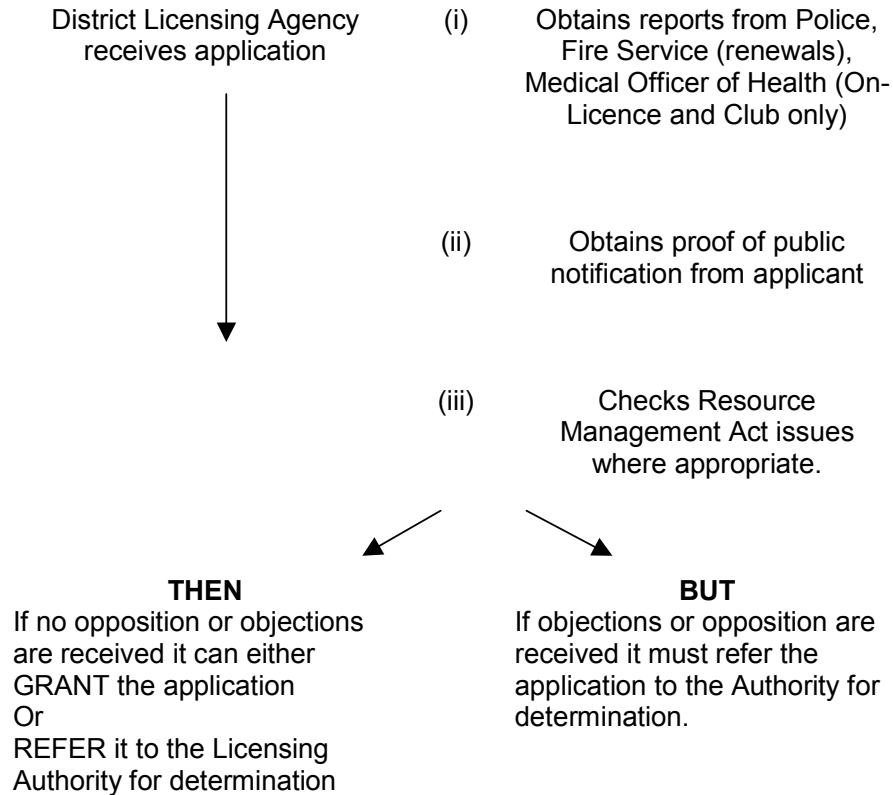
In addition, all liquor licence applicants are required to apply for approval in relation to the Building Code. The Building Code prescribes the functional requirements for buildings and the performance criteria with which buildings must comply in their intended use (s 48, Building Act 1991). Applicants 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

Application filed with District Licensing Agency

- District Licensing Agency
- (i) Obtains reports
  - (ii) Receives objections
  - (iii) Determines application

Applicant has the Right of Appeal to the Licensing Authority

## 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:

<b>Living Environment</b>	Covers urban and suburban residential areas of the City
<b>Community Environment</b>	Covers town centres, suburban shopping centre and blocks of shops
<b>Open Space Environment</b>	Covers parkland owned by the Council, Auckland Regional Council or other public agencies
<b>Working Environment</b>	Covers the industrial/employment areas of the City
<b>Waitakere Ranges and Bush Living Environment</b>	Covers areas within the Waitakere Ranges in private ownership and generally bush-covered large sites
<b>Countryside Environment</b>	Covers the rural area to the north of the City's developed urban area
<b>Foothills Environment</b>	Covers the area between the developed urban area westwards to the bush covered parts of the Waitakere Ranges
<b>Rural Villages Environment</b>	Covers the villages located in rural parts of the City – Herald Island, Whenuapai and Waitakere
<b>Coastal Villages Environment</b>	Covers the settlements along the Tasman Sea and Manukau Harbour Coast – Te Henga, Piha, Karekare, Huia, Cornwallis and Parau
<b>Special Areas</b>	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 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 will be addressed as part of a city-wide alcohol strategy.

## ON-LICENCE CONDITIONS AND ASSESSMENT CRITERIA

ASSESSMENT CRITERIA	CONDITIONS
<p>Suitability of Applicant - the DLA must be satisfied that the applicant will properly carry out the responsibilities that go with holding a licence.</p> <p>Days on which and hours during which the applicant proposes to sell liquor</p> <p>Compliance of the premises and activity with all other relevant legislation (e.g. Building Act, Resource Management Act), District Plan and bylaws</p> <p>Matters raised in objection to the application by community, Police, Medical Officer of Health</p> <p>Applicant's Host Responsibility Policy</p> <p>The sale and supply of other goods and services</p> <p>Regime for dealing with on and off-site problems</p> <p>Regime for dealing with under-age and intoxicated persons</p> <p>The persons or types of persons to whom it is intended that liquor be sold</p> <p>Police and Medical Officer of Health Reports.</p> <p>Any other matters in respect of the application promoting the responsible consumption of liquor</p>	<p><i>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:</i></p> <p>Days on which and hours during which liquor may be sold as specified in this section the Policy.</p> <p>The licensee must have in place the minimum host responsibility requirements specified in this section of the Policy.</p> <p>The licensee must ensure that staff and management are familiar with the minimum host responsibility requirements stated in this Policy.</p> <p>The licensee must place appropriate signage on the premises (see minimum host responsibility requirements). The signage must be clearly visible and at each point of sale.</p> <p>Only Hotels and Taverns and nightclubs will automatically be granted a designation, other premises may be granted designations but this will be decided on a case-by-case basis.</p> <p>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</p>

## **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 a range of substantial 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 should not become intoxicated on the premises and that if they behave in a disorderly manner they 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". The signage should be clearly visible and at the point of sale.
- **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 patrons that show the warning signs of intoxication, refusing entry to 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. A real commitment to providing a range of substantial food throughout the operating hours must be shown.
- **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.** The licensee must know the maximum occupancy of the premises and display the number of staff, enforcement officers and patrons to see.
- **Drink Spiking.** Measures that the licensee intends to put in place dealing with drink spiking especially in Taverns and Nightclubs, for example signage in toilets warning of drink spiking and leaving drinks unattended.
- **Other Recommended Actions are:**
  - Provide smoke-free environments for patrons and employees.
  - Display maximum occupancy for staff, enforcement officers and patrons to see.
  - Provide posters or information that depict "safe limits" of drinking, ie. standard drinks per hour.
  - Display pamphlets about treatment providers.

## ON-LICENCE DAYS AND HOURS OF OPENING

DAYS	DISTRICT PLAN IDENTIFICATION	HOTEL AND TAVERN OPENING HOURS
<b>Mon – Thu</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	<p>Not Acceptable</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p>
<b>Fri – Sat</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	<p>Not Acceptable</p> <p>10.00 am till 3.00 am the following day</p> <p>10.00 am till 3.00 am the following day</p> <p>10.00 am till 3.00 am the following day</p> <p>10.00 am till 3.00 am the following day</p> <p>10.00 am till 3.00 am the following day</p> <p>10.00 am till 3.00 am the following day</p> <p>10.00 am till 3.00 am the following day</p>
<b>Sun</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	<p>Not Acceptable</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p> <p>10.00 am till 1.00 am the following day</p>
<b>Good Friday; Easter Sunday; Christmas Day</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	<p>No alcohol to be sold</p> <p>No alcohol to be sold</p> <p>No alcohol to be sold</p> <p>No alcohol to be sold</p> <p>No alcohol to be sold</p> <p>No alcohol to be sold</p> <p>No alcohol to be sold</p> <p>No alcohol to be sold</p>
<b>ANZAC Day</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	<p>Not acceptable</p> <p>1.00 pm till 1.00 am the following day</p> <p>1.00 pm till 1.00 am the following day</p> <p>1.00 pm till 1.00 am the following day</p> <p>1.00 pm till 1.00 am the following day</p> <p>1.00 pm till 1.00 am the following day</p> <p>1.00 pm till 1.00 am the following day</p> <p>1.00 pm till 1.00 am the following day</p>

<b>DAYS</b>	<b>DISTRICT PLAN IDENTIFICATION</b>	<b>CAFÉ &amp; RESTAURANT OPENING HOURS</b>
<b>Mon - Thu</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>8.00 am till 11 pm</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p>
<b>Fri - Sat</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>8.00 am till 12 midnight</p> <p>8.00 am till 1.00 am the following day</p> <p>8.00 am till 1.00 am the following day</p> <p>8.00 am till 1.00 am the following day</p> <p>8.00 am till 1.00 am the following day</p> <p>8.00 am till 1.00 am the following day</p> <p>8.00 am till 1.00 am the following day</p>
<b>Sun</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>8.00 am till 11.00 pm</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p>
<b>Good Friday; Easter Sunday; Christmas Day</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>8.00 am till 11.00 pm</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p>
<b>ANZAC Day</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>8.00 am till 11.00 pm</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p> <p>8.00 am till 12 midnight</p>

<b>DAYS</b>	<b>DISTRICT PLAN IDENTIFICATION</b>	<b>ENTERTAINMENT VENUES OPENING HOURS</b>
<b>Mon - Thu</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>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>
<b>Fri - Sat</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>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>
<b>Sun</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>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>
<b>Good Friday; Easter Sunday; Christmas Day</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>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>
<b>ANZAC Day</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>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>

<b>DAYS</b>	<b>DISTRICT PLAN IDENTIFICATION</b>	<b>WINERIES OPENING HOURS</b>
<b>Mon - Thu</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<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>
<b>Fri - Sat</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<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>
<b>Sun</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<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>
<b>Good Friday; Easter Sunday; Christmas Day</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<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>
<b>ANZAC Day</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<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	CONDITIONS
Suitability of Applicant - the DLA must be satisfied that the applicant will properly carry out the responsibilities that go with holding a licence.	<i>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:</i>
Days on which and hours during which the applicant proposes to sell liquor	Days on which and hours during which liquor may be sold as specified in this section of the Policy.
Compliance of the premises and activity with all other relevant legislation (e.g. Building Act, Resource Management Act), and bylaws	The licensee must have in place the minimum host responsibility requirements specified in this section of the Policy.
Matters raised in objection to the application by community, Police and Fire Service (renewal only)	The licensee must ensure that staff and management are familiar with this Policy's minimum host responsibility requirements
Applicant's Host Responsibility programme	The licensee must place appropriate signage on the premises (see minimum host responsibility requirements). Signage must be visible and at each point of sale.
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 Services (only renewal) reports	
Any other matters in respect of the application promoting the responsible consumption of liquor	

## **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
<b>Mon - Thu</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	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
<b>Fri - Sat</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	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
<b>Sun</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	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
<b>Good Friday; Easter Sunday; Christmas Day</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	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
<b>ANZAC Day</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	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

- Across the Bar sales will have the same hours as the On or Club Licence they are used in with the exception of Good Friday, Easter Sunday, Christmas Day and before 1 pm on ANZAC day.

## CLUB LICENCE CONDITIONS AND ASSESSMENT CRITERIA

ASSESSMENT CRITERIA	CONDITIONS
Suitability of Applicant - the DLA must be satisfied that the applicant will properly carry out the responsibilities that go with holding a licence.	<i>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:</i>
Days on which and hours during which the applicant proposes to sell liquor	The licensee must have in place the minimum host responsibility requirements specified in this section of the Policy.
Days on which and the hours during which the premises are used for the club's activities	The licensee must ensure that staff and management are familiar with this Policy's minimum host responsibility requirements
Compliance of the premises and activity with all other relevant legislation (e.g. Building Act, Resource Management Act), and bylaws	The licensee must place appropriate signage on the premises (see host responsibility requirements). Signage must be clearly visible and at each point of sale.
Matters raised in objection to the application by community, Police, Medical Officer of Health or Fire Service.	Only club members and their guests are to be served alcohol.
Applicant's Host Responsibility programme	The licensee, committee, club and secretary must have in place a regime for ensuring that only club members, the guests of club members and accompanied by the member, a member of another club who has arrangements for reciprocal visiting rights are sold alcohol. Prohibited persons are not served alcohol. Examples of such a regime are a visitor's book and proof of membership.
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	A club does not need a manager to be on the premises while it is open to sell alcohol. However the manager must be <u>available at all times</u> . Every holder of a club licence shall appoint at least one manager. It is recommended that all clubs do have a manager on duty at all times when alcohol is sold.
Police, Fire Service (renewal only) and Medical Officer of Health Reports	
Any other matters in respect of the application promoting the responsible consumption of liquor	

## **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 a range of substantial 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.

## CLUB LICENCE DAYS AND HOURS OF OPENING

DAYS	DISTRICT PLAN IDENTIFICATION	OPENING HOURS
<b>Mon - Thu</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm  10.00 am till 11.00 pm 10.00 am till 11.00 pm
<b>Fri - Sat</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	10.00 am till 12 midnight 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  10.00 am till 1.00 am the following day 10.00 am till 1.00 am the following day
<b>Sun</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm  10.00 am till 11.00 pm 10.00 am till 11.00 pm
<b>Good Friday; Easter Sunday; Christmas Day</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm 10.00 am till 11.00 pm  10.00 am till 11.00 pm 10.00 am till 11.00 pm
<b>ANZAC Day</b>	<ul style="list-style-type: none"> <li>Living</li> <li>Community</li> <li>Working</li> <li>Rural &amp; Coastal Villages</li> <li>Countryside, Foothills</li> <li>Waitakere Ranges &amp; Bush Living</li> <li>Special Area</li> <li>Open Space</li> </ul>	10.00 am till 11.00 pm  5.00 am till 12.00 midnight for RSA's only

## SPECIAL LICENCE CONDITIONS AND ASSESSMENT CRITERIA

ASSESSMENT CRITERIA	CONDITIONS
<p>The nature of the occasion or event or series of occasions or events.</p> <p>The suitability of the applicant.</p> <p>The days and hours during which the applicant proposes to sell or supply liquor.</p> <p>The areas of the premises, if any, that the applicant proposes should be designated as restricted areas or supervised areas.</p> <p>The steps proposed to be taken by the applicant to ensure that the requirements of the Sale of Liquor Act in relation to the sale of liquor to prohibited persons.</p> <p>The applicant's proposals to the sale and supply of non-alcoholic refreshments, beverages and food.</p> <p>The provision of assistance with or information about alternative forms of transport from the event or occasion.</p> <p>Any other matters raised in an objection by the Police or Sale of Liquor Inspector.</p> <p>Any matter aimed at promoting the responsible consumption of alcohol.</p> <p>The applicants host responsibility programme.</p> <p>The general safety of all patrons attending the function or event, the safety of all employed at such an event and the safety of the public in general directly or indirectly affected by the event.</p> <p>If no liquor was available would the event still continue? If the answer is no then there probably should be no licence issued.</p>	<p><i>In accordance with, and in addition to the conditions of every special licence imposed by s80 of the Act, the DLA may impose the following conditions:</i></p> <p>The days and hours during which the applicant proposes to sell or supply liquor shall be directly linked to the event. For example with a rugby match, the sale of liquor may take place from the beginning of the game till the final whistle and not an hour before and an hour after the game.</p> <p>The licensee must place appropriate signage on the premises.</p> <p>The exclusion of the public to the event or occasion, by only permitting ticket holders, invited guests, club members etc. at the discretion of the Police or Inspector.</p> <p>The provision of Security at all entrances and/or exits to prevent unauthorised persons gaining access to the event or occasion and security to be provided in all areas where liquor is to be sold or supplied.</p> <p>The duty manager's name/s to be displayed at all times during the event or occasion.</p> <p>A certified duty manager to be on duty at certain events or occasions at the discretion of the Police and/or Inspector.</p> <p>The Inspector and/or Police may limit the number of containers of liquor sold per time per person.</p> <p>The Inspector and/or Police may limit the types of alcohol that is sold or supplied eg. No spirits or wine.</p> <p>Noise levels at the function must be moderate to comply with the Resource Management Act 1991.</p>

## **SPECIAL LICENCE HOST RESPONSIBILITY**

### **MINIMUM REQUIREMENTS**

Holders of Special Licences must make available low and non-alcoholic refreshments and a range of substantial food.

Signs must be placed at or near the point of sale or supply.

1. Providing information about alternative transport options – taxi or dial a driver and encouraging designated drivers.
2. Warning that liquor shall not be sold or supplied to persons under the age of 18 years old.
3. Warning that no alcohol shall be supplied to persons without identification.
4. The only acceptable documents for the proof of age are a passport, a New Zealand drivers licence or a HANZ 18+ card.
5. Liquor shall not be supplied to intoxicated persons.
6. The name of the Duty Manager/s.
7. Notices of any designations either restricted or supervised.

Security shall be provided at all entrances to prevent unauthorised persons gaining access.

Noise levels generated at the function must be moderate to comply with the Resource Management Act 1991.

### **RECOMMENDED ACTIONS**

- Actively encourage alternative transport options by providing a free phone service.
- Discourage the sale or supply of alcohol to minors by displaying signage and providing security to monitor patron activity.
- The supply or availability of a substantial range of food throughout the duration of the event.
- Any other means of promoting the responsible use of alcohol.
- A certified Duty Manager to be at the event and supervise the sale and supply of alcohol.

## SPECIAL LICENCE DAYS AND HOURS OF OPENING

DAYS	DISTRICT PLAN IDENTIFICATION	OPENING HOURS
<b>Mon - Thu</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills</li> <li>• Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p style="text-align: center;">9.00 am till 12 midnight</p> <p>9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day</p> <p>9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day</p>
<b>Fri - Sat</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills</li> <li>• Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p style="text-align: center;">9.00 am till 12 midnight</p> <p>9.00 am till 3.00 am the following day            9.00 am till 3.00 am the following day            9.00 am till 3.00 am the following day            9.00 am till 3.00 am the following day</p> <p>9.00 am till 3.00 am the following day            9.00 am till 3.00 am the following day</p>
<b>Sun</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills</li> <li>• Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p style="text-align: center;">9.00 am till 12 midnight</p> <p>9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day</p> <p>9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day</p>
<b>Good Friday; Easter Sunday; Christmas Day</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills</li> <li>• Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day</p> <p>9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day</p>
<b>ANZAC Day</b>	<ul style="list-style-type: none"> <li>• Living</li> <li>• Community</li> <li>• Working</li> <li>• Rural &amp; Coastal Villages</li> <li>• Countryside, Foothills</li> <li>• Waitakere Ranges &amp; Bush Living</li> <li>• Special Area</li> <li>• Open Space</li> </ul>	<p>9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day</p> <p>9.00 am till 1.00 am the following day            9.00 am till 1.00 am the following day</p>

## **RENEWALS AND VARIATIONS TO ON, OFF AND CLUB LICENCES**

New licenses must be renewed after one year and every three years thereafter. The licence holder may seek variations to licence conditions at any time. Note that a licence is a privilege, not a right. The licensing environment is dynamic and the nature of the licence might change as the City changes

When processing renewals and variations the DLA looks at how the operation deals with on and off site problems, whether the licence conditions have been met and the general approach to achieving the purpose of the Sale of Liquor Act. The past performance of the management of a premise will be a critical part of the assessment.

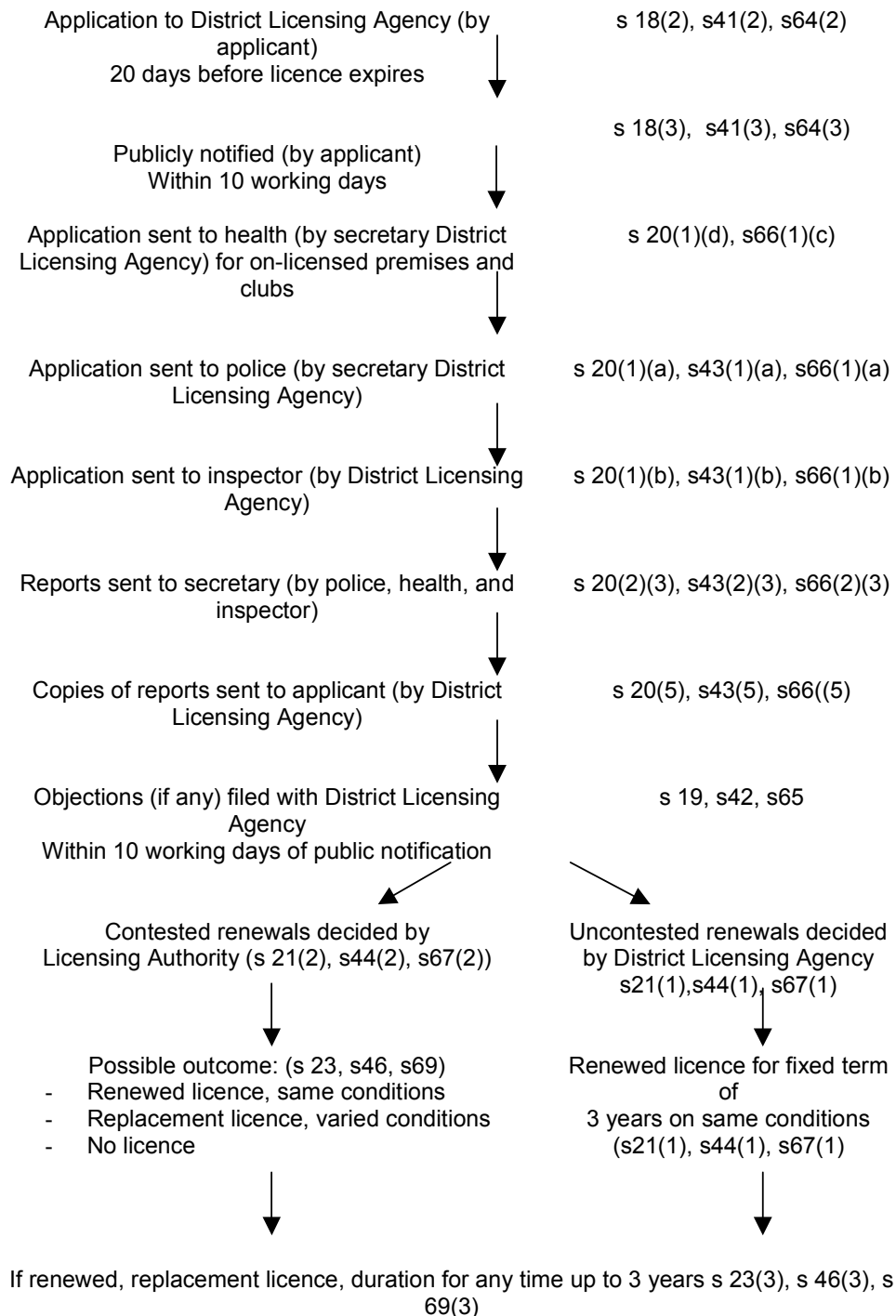
The renewal applications are publicly notified and the DLA can take any public comment (against the assessment criteria set out below) into account. While the DLA will send out reminder notices to all licensees it is the responsibility of the licensee to ensure that renewal applications are lodged within the required timeframe.

Variations to licence conditions, particularly in relation to hours of operation, will be examined closely by the DLA. Much will depend on the past performance of the management of a premise. Variations are not “as of right”.

Where a new owner takes over an established operation they must satisfy the DLA that it is appropriate for any variations to standard conditions (including hours of operation) to remain in place. New owners will generally have to apply for a temporary authority and subsequently make a substantive application.

## SALE OF LIQUOR ACT 1989

### PROCESS FOR RENEWING OF ON, OFF, CLUB LICENCE



## RENEWALS & VARIATIONS ASSESSMENT CRITERIA FOR ON, OFF AND CLUB LICENCES

USE OF INFORMATION	ASSESSMENT CRITERIA
<p><i>The DLA will use any information that it has available where this has the potential to assist it to make robust decisions. In assessing applications the DLA will use all appropriate information sources including:</i></p> <ul style="list-style-type: none"> <li>• <i>Substantiated public complaints relating to the premises (either directly or indirectly)</i></li> <li>• <i>Information obtained from the Police, Medical Officer of Health, Fire Service or other organisations deemed appropriate</i></li> <li>• <i>Independent studies or monitoring commissioned by the Council.</i></li> <li>• <i>Any other information that is deemed relevant to the application</i></li> </ul>	<p>Suitability of Applicant - the DLA must be satisfied that the applicant has properly carried out the responsibilities that go with holding a licence.</p> <p>Whether Applicant has fully complied with Policy licence conditions and requirements of the Sale of Liquor Act 1989</p> <p>District Licensing Inspector, Police and Medical Officer of Health reports (not for off-licences)</p> <p>Evidence of on site and off site problems or incidents</p> <p>Matters raised in objection to renewal application</p> <p>Noise complaints</p> <p>General approach of management to meeting objectives of the Policy</p> <p>Changes to nature and scale of operation</p> <p>Implementation and effectiveness of host responsibility programme</p> <p>Any other information in respect of the licensee's promotion of the responsible consumption of liquor (such as last drink survey evidence, noise management plan).</p>

## EXTENSIONS TO HOURS OF OPERATION

USE OF INFORMATION	ASSESSMENT CRITERIA
<p>Extensions will only be considered where applicant can justify that there are exceptional circumstances, such as to target a particular market segment, reinforce the “specialty” nature of the venue or support a particular marketing approach.</p>	<p>Suitability of Applicant - the DLA must be satisfied that the applicant has properly carried out the responsibilities that go with holding a licence.</p> <p>Whether Applicant has fully complied with Policy licence conditions and requirements of the Sale of Liquor Act 1989</p> <p>District Licensing Inspector, Police and Medical Officer of Health reports</p> <p>Evidence of on site and off site problems or incidents</p> <p>Matters raised in objection to renewal application</p> <p>Noise complaints</p> <p>General approach of management to meeting objectives of the Policy</p> <p>Changes to nature and scale of operation</p> <p>Implementation and effectiveness of host responsibility programme</p> <p>Any other information in respect of the licensee’s promotion of the responsible consumption of liquor (such as last drink survey evidence, noise management).</p>

## **ENFORCEMENT**

Any member of the Police or any district licensing inspector may at *any time* apply to the Liquor Licensing Authority for an order:

- Varying or revoking any condition of a licence, other than a special licence, imposed by the Liquor Licensing Authority, or
- Imposing any new condition relating to any of the conditions imposed by the District Licensing Authority or the Liquor Licensing Authority (ss14(5), 37(4), 60(2)), or
- Suspending the licence, or
- Cancelling the licence.

### **The DLA will fulfil its enforcement responsibilities under the Act by:**

1. Working closely with Police, public health officials, noise control officers and the community to ensure compliance.
2. Conducting routine inspections during opening hours.
3. Inspecting all premises on a regular basis but focussing on taverns & nightclubs during busiest hours and near closing time
4. Randomly inspecting Special Licences
5. Routinely monitoring Temporary Authorities
6. Investigating all complaints, forward information to police and report findings to relevant parties
7. Targeting inspection effort to premises where non-compliance is observed – proposed mechanisms include:
  - Using available information such as last drink survey, call centre, police, and noise complaint data.
  - Co-ordinating with Road Safety Waitakere
  - Look at ways that public can participate in informing DLA of non-compliance.
  - Co-ordinate with community organisations promoting responsible use of alcohol
8. Provide appropriate training and resources to DLA and Inspector

## MANAGEMENT PERFORMANCE

REQUIREMENTS	ASSESSMENT CRITERIA
<p><b><i>(Note: the Act does not provide for conditions to be imposed on manager certificates – but the following requirements are consistent with LLA decisions and Act requirements)</i></b></p> <p>The DLA will conduct interviews and/or tests</p> <p>The licensee must notify the Police when managers are appointed or employment is terminated (notification forms will be included in toolkit).</p> <p>All licensed premises, excluding clubs, will have at least one manager on duty at all times when liquor is sold</p> <p>A club does not need a manager to be on duty while it is open to sell alcohol. However the manager must be available at all times. Every holder of a club licence shall appoint at least one manager. It is recommended that all clubs do have a manager on duty at all times when alcohol is sold.</p> <p>The name of the Duty Manager must be prominently displayed on the premises</p> <p>It is highly recommended that clubs ensure that all members serving/selling liquor or working behind the bar receive appropriate host responsibility training.</p>	<p><b><i>New General Managers Certificate</i></b></p> <p>Applicant's character and reputation</p> <p>Any recorded convictions</p> <p>Any experience, in particular recent experience</p> <p>Training, in particular recent training</p> <p>Police reports</p> <p>Club managers should only hold club manager certificates unless there are good grounds for issuing a general manager's certificate.</p> <p><b><i>New Club Managers Certificate</i></b></p> <p>Applicant's character and reputation</p> <p>Any recorded convictions</p> <p>Applicants must have successfully completed a training course within the last 24 months, provided by an acknowledged or NZQA accredited provider (list of providers provided in toolkit)</p> <p>Extent of applicant's involvement in the club's activities.</p> <p><b><i>Renewals</i></b></p> <p>Applicant's character and reputation</p> <p>Any recorded convictions</p> <p>The manner in which the manager has managed the sale and supply of liquor pursuant to the licence in regard to the aim of contributing to the reduction of liquor abuse</p> <p>Police and District Licensing Inspector reports</p>

## **TEMPORARY AUTHORITY**

Temporary authorities are granted to allow a person to use a licence that is attached to premises. These are generally needed when an establishment changes hands.

A temporary authority will be granted under the following conditions:

- Issued for a maximum of 3 months and can only be issued if there is a current licence on the premises
- That an appropriate license application be made within 15 working days of having the temporary authority granted, and
- The applicant must be a suitable person to hold a licence.

Before a second temporary authority can be applied for, a completed licence application must have been received by the DLA. The time limit of 15 days is designed to encourage operators to make the application for a substantive licence.

The reason for this is that in the DLA's experience, without such an incentive being in place, applications are not made in time. The options are then to continue to issue temporary authorities (which are unsatisfactory where a substantive license should be in place) or to refuse to issue a licence.

Where an established operation has extended hours and the person applying for a temporary authority has no history of responsible management then the extended hours of operation are likely to be removed. The onus will be on the applicant to prove that the retention of the extended hours of operation is appropriate (i.e. the applicant will be assessed in terms of the criteria for extended hours).

## **PUBLIC PARTICIPATION & OBJECTIONS PROCESS**

### **OBJECTIONS PROCESS**

Once a liquor licence application is filed with the DLA a copy is sent to the Police, DLA Inspector and Medical Officer of Health (for on or club licences).

All new and renewal applications for on, off and club licenses and any applications for variations to licence conditions, are publicly notified and the community has the ability to comment or object

Within 20 working days after filing the application, the applicant is required to give public notice of the application in a form set out in the Sale of Liquor Regulations. The notice must be published twice in a newspaper or newspapers circulating in the district (of the proposed licensed premises) and nominated by the Secretary of the District Licensing Agency. There must not be less than 5 days and not more than 10 days between the two dates of publication.

Objections must be filed within 10 working days after the first date of publication of the notices.

If the Police, DLA Inspector, Medical Officer of Health, or the Public raise any objections, the DLA sends all documents and any public objections to the LLA. The LLA will then decide whether or not the matter will be determined at a public hearing or on the papers.

### **WHO MAY OBJECT?**

Any person who has a greater interest in the application than the public generally may object to the grant of a liquor licence.

### **WHAT IS A GREATER INTEREST?**

A person with a greater interest could be likened to a resident living in the same street as the proposed premises. A member of the public residing ten kilometres away and who is concerned about the effects of alcohol on the community could be considered as not having a greater interest in the application.

The LLA may give less weight to objections from persons who will not be directly affected by the proposed licensed premises.

**PUBLIC NOTICES: AN EXAMPLE OF WHAT TO LOOK FOR -**

**PUBLIC NOTICE**  
**SALE OF LIQUOR ACT 1989**  
**SECTION 31(3)**

Joe Bloggs has made application to the Waitakere District Licensing Agency for the grant/renewal of an On Licence in respect of the premises at No 1 Xvier Street, Titirangi, Waitakere City and known as "Bushman's Pub".

The general nature of the business conducted (or to be conducted) under the licence is a café/restaurant.

The days on which and the hours during which liquor is (or intended to be sold) under the licence are:

<b>Monday to Saturday</b>	8.00 am till	1.00 am the following day
<b>Sunday</b>	8.00 am till	12 midnight

The application may be inspected during ordinary office hours at the Waitakere District Licensing Agency, Waitakere City Council Civic Centre, 6 Waipariera Ave. Henderson, Waitakere City.

Any person who is entitled to object and who wishes to object to the grant of an application

May, not later than 10 working days after the date of the first publication of this notice, file a notice in writing of the objection with the Secretary of the District Licensing Agency, Private Bag 93109, Henderson, Waitakere City.

This is the first (or second) publication of this notice.

For renewals and variations the applicant must ensure that a notice of the application is attached in a conspicuous place on or adjacent to the site to which the application relates.

**GROUNDINGS FOR OBJECTING TO NEW LICENCES**

The grounds for objection are set out in the Sale of Liquor Act. They relate only to the conditions of an individual licence and not whether the location of a premise is suitable. They are:

**FOR ON AND OFF LICENCES**

- Suitability of the applicant
- Days and hours liquor will be sold
- Designation of the whole or part of the proposed premises as a restricted or supervised area
- Steps taken to ensure prohibited persons are not served
- Supply of food and non-alcoholic refreshments (does not apply to off licences)
- The applicant's proposals relating to the provision of assistance with or information about alternative forms of transport from the licensed premises (for on licences only)
- Whether the applicant intends the sale or supply of any other goods besides liquor and food, or any services other than those directly related to the sale or supply of liquor or food.

#### **FOR CLUB LICENCES**

- Suitability of the applicant
- Days and hours liquor will be sold
- Days and hours club premises will be used for club activities
- Steps taken to ensure prohibited persons are not served
- Supply of food and non alcoholic beverages
- The applicant's proposals relating to the provision of assistance with or information about alternative forms of transport from the licensed premises

Where licensed premises change hands and the new applicant seeks the same licence conditions as those presently in force, objections are valid only if they relate to the applicant's suitability.

**Suitability** – matters likely to be relevant include:

- Previous experience
- Previous convictions
- Character, reputation
- Training, qualifications
- Knowledge of legislation relating to licensed premises
- Breach of an undertaking
- Misleading information in an application or public notice

#### **GROUND FOR OBJECTION TO APPLICATIONS FOR RENEWAL OR VARIATION**

##### **FOR ON AND OFF LICENCES**

- The suitability of the applicant
- The conditions attaching to the licence (as outlined in this Policy, so that includes the licensee's host responsibility management, including noise management)
- The manner in which the licensee has conducted the sale and delivery of alcohol

##### **FOR CLUB LICENCES**

- The suitability of the applicant
- The conditions attaching to the licence (as outlined in this Policy, so that includes the licensee's host responsibility management, including noise management)
- The manner in which the licensee has conducted the sale and delivery of alcohol

#### **GLOSSARY OF TERMS**

**Prohibited person** is someone who is under the age of 18 or who is intoxicated **Restricted area** is a designated part of licensed premises to which persons under 18 may not be admitted

**Supervised area** is the designated part of licensed premises to which persons under 18 may not be admitted unless accompanied by a parent, or guardian.

### **MAKING AN OBJECTION**

To make an objection simply write a letter stating you wish to object and why. You must address the criteria set out above and the objection must be filed with the DLA within 10 working days of the first public notice appearing in the newspaper.

Upon receipt of an objection, the DLA will send an acknowledgement letter. The complete application will then be sent to the LLA who will check the validity of the objection. A time will be set for the hearing and objectors will be asked whether they wish to speak at the hearing.

### **OBJECTION FORMATS**

Some residents circulate petitions to inform other neighbours of an application and to gain support opposing a new licensed premise. These petitions are then filed with the DLA. Although this is an effective way to boost numbers of objectors, duplicate signatures are frequent. It is extremely difficult for the DLA to acknowledge petitioners because names and addresses are often unreadable. Therefore it is always helpful if a spokesperson can be appointed.

### **KEEPING YOU INFORMED**

Some liquor licence applications attract hundreds of objections and the DLA receives literally thousands of pages of objections. The DLA will acknowledge all objections providing the name and address of the objector is readable.

Objectors naturally want to be kept up-to-date with the progress of an application. Occasionally applications take many months to process. Sometimes applicants have to repeat the public notice process to correct application errors. It is rare that objectors who have already filed objections would need to re-file their objections. If you see another public notice in a newspaper please telephone the DLA for advice before sending in another objection.

The DLA regrets that it is unable to keep objectors informed of the progress of the application. However, objectors can telephone the DLA for an update on 09 836 8000 extension 8676.

## **EVALUATION AND MONITORING**

A system to evaluate and monitor compliance with the Policy will be established within the DLA as part of a City Wide strategy to address alcohol issues. Public objections and complaints about licensed premises (including noise complaints and police complaints) will be kept in a centralised record-keeping system. This will enable the DLA to keep track of the licensed premises that are causing the most concerns and also to keep track of the issues that the public are most concerned about.

## **TOOLKIT**

The DLA will issue a toolkit with each licence that will include:

- A copy of the Liquor Licensing Policy
- Examples of signage
- A list of acknowledged or NZQA accredited training providers
- Examples of good Host Responsibility practices
- Obligations under the Sale of Liquor Act