



# Liquor Matters



WHANGANUI DISTRICT COUNCIL, PUBLIC HEALTH, WHANGANUI POLICE & FIRE SERVICE

NOVEMBER 2016

## Christmas Hours & Closure Period....

Remember to read your licence conditions, as depending on the type of licence you hold, there may be restrictions in regards to Christmas day trading.

**Whanganui District Council** closes its doors 3.00pm Friday 23<sup>rd</sup> December 2016 and is reopening 8.00am Monday 9<sup>th</sup> January 2017.

However, the District Licensing Committee have their own legislative closure due to the interpretation of the Sale and Supply of Alcohol Act 2012 **working days** means a day that is not – (b) a day in the period commencing on 20 December in one year and ending with 15 January in the next year.

So please make sure you have your applications in, well before the correct amount of working days required.

### District Licensing Committee (DLC) Contact Details

Phone: 06 3490001 or email: [DLCAdministration@whanganui.govt.nz](mailto:DLCAdministration@whanganui.govt.nz)

### LCQ Bridging Test

This is due to close **31<sup>st</sup> January 2017**, please make sure all managers have obtained this certificate if their LCQ is under the 1989 Liquor Act. <http://www.serviceiq.org.nz/lcq/lcq-bridging-test/>

If you have not completed the bridging test by the above date you will need to re-sit the full LCQ course at your own cost.

### Local Alcohol Policy (LAP)

Whanganui District Council is in the final stages of developing a draft Local Alcohol Policy (LAP). The LAP is designed to minimise alcohol-related harm within the District by allowing the community to place further controls on the opening times, locations, and other conditions of licensed premises, such as pubs, bars, liquor stores, and supermarkets.

Council has developed a draft LAP having received feedback from the Police, Health, Alcohol industry, licensed owners, and the community. More recently, most premises provided feedback to Council on the draft LAP via a survey.

Council will consider the draft LAP for public adoption at its meeting on the 5 December. If you wish to view the draft LAP beforehand, please contact Policy Analyst - Alex Staric via email [alex.staric@whanganui.govt.nz](mailto:alex.staric@whanganui.govt.nz).



## Fire Safety from the Fire Service...

Fire Safety, and what it means for you.

We all know that health and safety laws have been tightened up in recent times, and that some changes have been required to attitudes, processes and policies.

While there haven't been any specific changes to fire safety legislation, the health and safety aspect has certainly meant that we have all had to have a better look into what happens in this arena also.

We all want to look after our staff, colleagues, guests, customers and patrons, and ensure their safety and wellbeing.

The Fire Service Act, and the Fire Safety and Evacuation of Buildings Regulations have requirements which must be met, to ensure the safety of the general public as well as workers and so on.

Part of the act and regulations require that most buildings have evacuation procedures in place, and certain buildings are required to have an evacuation scheme which is approved by the New Zealand Fire Service. To maintain these approved evacuation schemes, regular trial evacuations (fire drills) are required to be notified to the Fire Service at least 10 days in advance, conducted, and then reported on within 10 working days following the drill, as required by



legislation at intervals not exceeding 6 months.

If your premises does require an approved scheme, then it is also a requirement under the Sale and Supply of Alcohol Act 2012 to ensure that the scheme is maintained, otherwise this can affect your liquor licence. Even if your premises doesn't have an approved scheme, you are still required to comply with other requirements of the Regulations and Act such as keeping exit ways clear – they cannot be locked, blocked or barred while the building is occupied.

All alarm activations, whether a false alarm or fire drill, must be treated as real, until it is proven otherwise, and it is important that staff know their duties during a fire event to keep everybody safe.

If you are unsure if your premises requires an approved evacuation scheme, check out the Fire Service website: <https://onlineservices.fire.org.nz/Home/EvacuationSchemes> which has all of the information and links you need, as well as copies of trial evacuation notification and report forms.

If you wish to contact someone at the Fire Service about your evacuation scheme for your premises in the Whanganui region, or if you have any other fire safety questions you can email [EvacManageWhanganui@fire.org.nz](mailto:EvacManageWhanganui@fire.org.nz) or give us a call at the Whanganui Fire Station on 06 3480103.

## From the DLC...

We are increasingly receiving application for new or renewal of liquor licences where the applicants are declaring that they "provide and maintain an evacuation scheme..." (Sale and Supply of Alcohol Act 2012, Section 127 (2)(e)(i)). When checking with the fire service, this is sometimes not the case. In some circumstances a scheme is in place but the regular trial evacuation has not been undertaken for years and/or reported to the Fire Service. This can affect your ability to renew your liquor licence and/or cause unnecessary delays. Take Home Message: Do not wait until renewal stage to deal with your premises fire evacuation scheme including fire drills. Book your 6 month trial evacuations in now and notify the fire service.

## Duty Managers...

### Notification of Management Change

Licensees must notify the District Licensing Committee (DLC) and Police of any appointments, cancellations and terminations of duty managers within 48 hours. You must also keep records of all duty managers at the premises for at least two years. Please note no one under 20 years of age can be appointed or hold a manager's certificate. Here is the form to notify: <http://www.whanganui.govt.nz/our-services/liquor-licensing/application-forms/Documents/NoticeofManagementChange.pdf>

## Staff training...

This was mentioned in our last newsletter about staff training, I have attached some examples of templates you can use to the back of this newsletter.

## Friendly reminders...

- Please have your applications along with all the appropriate documentation to us at least **20 working days prior** to the event or expiry date.
- Please use current application forms which can be printed off our website ([www.whanganui.govt.nz/liquor](http://www.whanganui.govt.nz/liquor)) or come into Whanganui District Council located at 101 Guyton Street, Whanganui and collect the most up to date version.
- If you're applying for a **Special Licence** please provide with the application, provide a letter granting permission from the for you to use their premise to sell or supply alcohol, a letter explaining the event, a detailed list of the food available, a map of the licenced premises marking any designations necessary and a copy of a poster if you are advertising the event.
- Automatic suspension for non-payment of annual fee. (Be aware the law says it's automatic so we don't need to lodge an application with ARLA and then wait for the decision).
- In the near future we will be looking into having liquor applications electronically so keep a look out for this. To kick start we are setting up an email database. Please email us your contact address to [DLCAdministration@whanganui.govt.nz](mailto:DLCAdministration@whanganui.govt.nz) and will start notifying you using the email address you supply.
- We have been working hard at creating an informative liquor area on our Council website. This newsletter is available on there as well. Check it out at [www.whanganui.govt.nz/liquor](http://www.whanganui.govt.nz/liquor)
- Please pass this newsletter on to all your staff to keep them all informed as well.
- Be safe and have a wonderful Christmas.

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[www.whanganui.govt.nz](http://www.whanganui.govt.nz)

### Your thoughts?

Any ideas or comments you wish to make please email us at [DLCAdministration@whanganui.govt.nz](mailto:DLCAdministration@whanganui.govt.nz)

