

Place your feedback via email to:
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Powers of Police and DLA Inspectors

Both the Police and the DLA Inspector are entitled by law to enter licensed premises at reasonable times and require the production of information and assistance.

The Police can charge any licensee, manager, staff member and other persons for offences described in the Act. DLA Inspectors can not do so.

The Police and Inspectors

can apply to vary, cancel or suspend licences and managers certificates if:

- The premises have been operated in contravention of the act.
- The conditions of the licence have not been compiled with
- The licensee is no longer a suitable person to hold a licence
- The conduct of the manager indicates he/she is

- no longer a suitable person to hold a certificate



Display of signs and notices

Licence and conditions - Principal Entrance

Days and hours - Principal Entrance

Manager on Duty - Prominently

Prohibited Persons - Points of sale

Various signs and notices are available free from
www.alac.org.nz

It is important to have these available for all staff, the signs are a good backup for staff refusing to serve a customer.

Off Licence Newsletter

Off Licence Authorisations

An Off licence allows the holder of the licence:

- to sell or deliver liquor, on or from the premises for consumption off the premise.

Off Licences can be granted to different kinds of premises. These include:

1. Hotels
2. Taverns
3. Bars
4. Clubs (except Sports Clubs)

5. Supermarkets
 6. Bottle shops etc
- As with on licences, Off licences have both mandatory and discretionary conditions (please check your licence if you are unfamiliar with conditions.

TAKE THE TEST - Answer - Yes or No

Q1. A man enters a bottle store and purchases a doz cans, still on the premises he

opens a can and drinks it whilst waiting. **Has an offence been committed?**

Q2. On Easter Sunday a woman enters a supermarket and purchases a cask of wine, **Is the woman able to purchase the wine under the conditions of the off licence?**

Q1 - Yes, Q2 - No

Inside this issue:

On licence Authorisations	2
Intoxication	2
Offences	2
Conditions attached to On licence	3
...more conditions	4
Managers Certificates	5
Host Responsibility	6

All New Premise/Owners:

- Taupo Quay Pub Limited trading as Stellar Bar
- Ambrosia Deli Ltd trading as Ambrosia Deli
- Hatrick Raceway 2012 Ltd trading as Wanganui Greyhounds
- Wanganui Softball Assn trading as WSA (Braves Ballpark)

Acceptable forms of ID

Evidence of age document:

- A drivers licence
- NZ passport or overseas
- HANZ 18+ are all

acceptable forms of ID

If they produce a Drivers Licence, always check the eye colour (they could be

carrying an older friends licence)

You must enforce **NO ID NO Service.** If in doubt you can refuse to serve!

Distribution List: Licensee
Other Staff

Offences and Penalties

Sale or supply to minor - \$10,000 (Licensee Manager) \$2000 Bar Staff and/or suspension of licence)

Unauthorised sale or supply - Max penalty for the licensee \$20,000 and/or 7 day loss of licence \$20,000 Manager.

Purchasing liquor by minors - Max penalty \$2000

Purchasing liquor for minors - Max penalty \$2000

Licensee offences in respect of Manager: The licensee can be fined up to \$5000 if they do not have a manager on duty, display

signage or notify appointments.

Any minor found on licensed premises and/or purchasing liquor on or from licensed premises, can be liable for an instant fine of (up to \$500), the regulations have formally set the instant fine at \$200.

Conditions attached to an Off Licence

Mandatory Conditions:

- No liquor may be sold on Easter Sunday, Good Friday, Christmas Day or before 1.00pm on Anzac Day
- Supermarkets can only sell beer and wine.

Remember: Know the conditions on your licence

- A club that has an off licence can sell or supply liquor to its members only -

(nb: Sports Clubs cannot hold Off Licences).

....more conditions

Discretionary Conditions:

- The days and hours liquor may be sold or delivered.
- The kind or kinds of liquor which maybe sold or delivered

- The person or types of persons to whom liquor can be sold or supplied.



Call a taxi! Don't drink 'n' drive

Managers Certificates, and responsibilities of Duty Managers

In order to work as a Manager of licensed premises, you must hold a managers certificate. There are two kinds currently:

- A General Manager - which permits the holder to manage any licensed premises
- A Club Manager - which permits the holder to manage premises with a Club Licence.

The 'type' of managers certificate you apply for depends on the type of licensed premises you operate or intend to operate.

Your local District Licensing Agency (WDC) will tell you which type you will need.

As a manager, you have responsibilities, *you must be on duty at all times* when liquor is sold or supplied.

The Duty Manager is responsible for ensuring the licensed premises are operated in accordance with the Act and the conditions of the licence covering the premise. The name of the Manager on duty must be

clearly shown on the premises so that it can be read by any person.

Section 128 - Temporary Manager:

In the absence of a certificated manager, a person can be appointed by the licensee as a *temporary* manager and as such, if this person doesn't hold a certificate you must apply for one within 48 hours of this appointment.

Section 129 - Acting Manager:

An acting manager can be appointed to **replace** a certificated manager who may be absent for more than 48hrs or on holiday or long illness. An acting manager can be appointed for up to 3 weeks at a time but cannot be appointed for more than a total of 6 weeks within a 12 month period.

Temporary and acting managers have the full responsibilities as a certificated manager of licensed premises under the Act.

Remember to notify the LLA, DLA and Police within 2 working days of appointing, cancelling or terminating the appointment of any manager.

The unit standard process

If you are a candidate for a general manager's certificate, then you must use this process to pass both unit standards to gain your qualification.

Both unit standards can be gained either from an [NZQA](#) accredited training provider, or from a [Hospitality Standards Institute](#) (HSI) registered assessor, if you work in an HSI registered workplace.

The qualification itself is made up of two unit standards.

These require you to: demonstrate knowledge of the Sale of Liquor Act 1989 and implications for licensed premises (US4646)

demonstrate knowledge of Host Responsibility requirements as a duty manager of licensed premises (US16705).

Once you have the unit standards, you'll be issued with your Licence Controller Qualification. You then apply for the general manager's certificate at your local District Licensing Agency (DLA). Application forms are available from DLAs around the country.