



WELCOME TO THE MARLBOROUGH ALCOHOL LICENSING NEWSLETTER

Produced by the Marlborough District Council (Council) in conjunction with the Marlborough Policing Team and the Nelson Marlborough District Health Board's Public Health Service

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Easter Trading

The Sale and Supply of Alcohol Act 2012 (the Act) has restrictions in place for the sale or supply of alcohol on Good Friday and Easter Sunday.

Good Friday

On Licence - alcohol can only be sold/supplied to people living or lodging at the premises or those on site to dine*

Off Licences - No alcohol sold/delivered

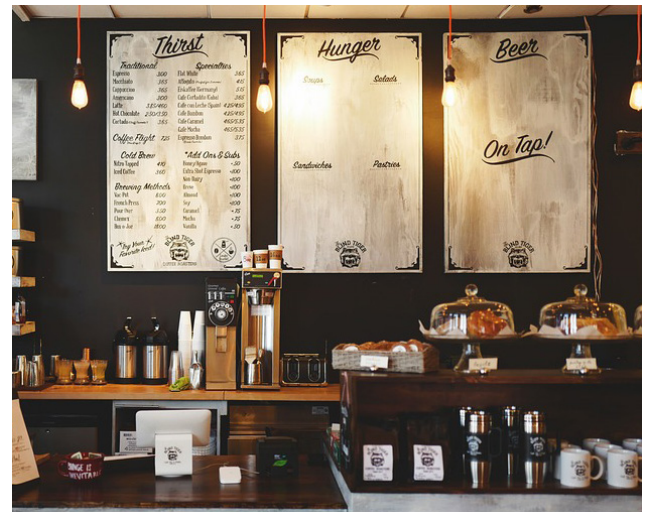
Easter Sunday

On Licence - Alcohol can only be sold/supplied to people living or lodging on the premises or those on site to dine*.

Off Licence - No alcohol sold delivered:

Unless it is grape/fruit/vegetable wine made on the premises or made from produce harvested on site.

*Dine - the Act (and supporting case law) allows for patrons to consume alcohol in the period of an hour before and after dining. And dining is for a substantial meal - NOT A SNACK.



Council's Licensing Team

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Lynette Newport

Contact us on:

03 520 7400 or
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SPECIAL LICENCE APPLICATIONS

A Special Licence is required when the sale of alcohol is wanted either in an unlicensed area or outside of your licensed hours.

To comply with section 137 of the Act you need to apply for a special licence at least **20 working days** before the event.

If your application is late, you'll need to tell us why. The District Licensing Committee will then decide if they will accept your late application, but we can't guarantee a positive outcome.

Your application might take longer if you haven't provided all the information we need or if your application is opposed and has to go to a public hearing.

Please contact us in advance if you have any doubts about when you should apply for a special licence and we will help with working out last application dates for you.

CHECKLIST

Have these things on hand to make applying easier:

- copy of the plan of the premises, layout for the event, or location of stand or stall
- a letter from the owner of the building giving consent to sell and supply alcohol at your event if you are using someone else's venue
- copy of the tickets, if you are using them
- evidence of promotional material (flyers, radio and newspaper advertising, posters)
- copy of food and alcohol menus



AGENCY CONTACT DETAILS

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PROOF OF AGE DOCUMENTS

Please ensure you have systems in place to prevent sales to minors and other unauthorised persons.

The only approved forms of ID are:

- New Zealand Drivers Licence
- New Zealand or overseas passport
- HNZ 18+ card/ Kiwi Access card

Remember: If they look under 25 – No ID No Sale, **No exceptions.**

The HANZ 18+ card has been redesigned and is now the Kiwi Access card so have your staff familiarise themselves with the new design, both designs will be acceptable.

OFF LICENCE/CLUB TOOLKIT

Health Promotion Agency (HPA) had produced a free resource to help On Licensed premises show compliance with the Sale and Supply of Alcohol Act 2012.

Following its introduction HPA have now developed separate toolkits for Off Licensed premises and Club Licensed premises. These are yet to be rolled out but will be done in the coming months with Off Licensed Premises kits being published first. It will also cover venue compliance and patron safety as well as all the forms necessary to record the required information. These toolkits are FREE and something that the enforcement agencies will be hoping to see during compliance checks.

Please call the licensing team at Council to obtain your free copy.



DUTY MANAGER

Just a reminder that all alcohol premises (except for cellar doors (Off-Licence only) and BYO only restaurants) must have a manager on duty **at all times alcohol is being sold or consumed.**

Things to remember are:

- The manager's full name must be on display.
- The manager must be actively managing the premises, not just in the vicinity.
- If you need to appoint a temporary or acting manager for more than 48 hours, then there is a form to be completed and returned to Council.

This form can be found on the Council website under: <https://www.marlborough.govt.nz/services/alcohol-licences/alcohol-licensing-forms>. It's called the Notice of Appointment of Manager form.

To apply for a Managers Certificate you must:

- be at least 20 years old;
- have recent and relevant experience working in a licensed premises;
- be working in a licenced premises or intending to own and operate a licensed premises in Marlborough; and
- hold the Licence Controller Qualification (LCQ).

What recent and relevant experience is required?

Council does not have a prescribed amount of time that a person must have been working in a licenced premises as it is assessed on a case by case basis. However you must be able to demonstrate that you have experience in controlling a licenced premises and be able to provide supporting information via your reference or work history.

Criteria for issuing Manager's Certificate is found under section 222 of the Act.

The Alcohol Regulatory and Licensing Authority has previously ruled that the person must at least be currently employed in the industry and generally be able to indicate the position which they will take up if the certificate is granted!

It is a requirement of the Act that a licensee must keep a record of any manager appointed.

The information required is detailed in regulation and is included over the page:

Manager Type	List of Information to be Recorded
<p>Manager</p>	<ul style="list-style-type: none"> • full legal name • date of birth • gender • manager's certificate number and expiry date • date of appointment as a manager for the premises • date that employment as manager terminated • as required by section 231, the date that the licensee notified the relevant District Licensing Committee and the Police of the appointment, cancellation or termination of the manager • dated evidence of the notification(s) made under section 231
<p>Acting Manager</p>	<ul style="list-style-type: none"> • full legal name • date of birth • gender • for each period that someone serves as an acting manager, the date of appointment and the date that the appointment ceased • the reason for the appointment as acting manager (including the name of the manager whose absence the appointment was intended to cover) • as required by section 231, the date that the licensee notified the relevant District Licensing Committee and the Police of the appointment cancellation or termination of the acting manager (except where a section 231(3) applies) • dated evidence of the notification(s) made under section 231
<p>Temporary Manager</p>	<ul style="list-style-type: none"> • full legal name • date of birth • gender • date of appointment • date that application for a manager's certificate was made • the reason for the appointment as temporary manager (including the name of the certificate holding manager who has been dismissed or who has resigned) • as required by section 231, the date that the licensee notified the relevant District Licensing Committee and the Police of the appointment, cancellation or termination of the temporary manager (except where a section 231(3) applies) • dated evidence of the notification(s) made under section 231

Remember

The manager on duty is responsible for compliance with the conditions of the licence and provisions of the Sale and Supply of Alcohol Act 2012, which include ensuring the safe and responsible sale and supply of alcohol and minimising alcohol-related harm.