



Host Responsibility

The District Licensing Agency can provide information and signs on Host Responsibility Policy issues. A wider range is available from **Ashburton Community Alcohol & Drug Service (ACADS)** who report on your application on behalf of the **Medical Officer of Health (MOH)**. The Host Responsibility Policy **must** accompany the application.

Further Information can be obtained from the following web sites;

www.ashburtondc.govt.nz/services/ - Liquor Licensing
www.alac.org.nz

Designation of Areas

The Licensing Inspector or Police may require the entire premise, or a particular area of it, to be designated a Supervised or Restricted area.

'Supervised' means that persons under 18 years of age may only be present if accompanied by a parent or legal guardian.

'Restricted' means that no persons under 18 years of age may be present.

Building & Fire Safety Requirements

Advice regarding:

- Structural alterations;
- Fire safety and egress;
- Disabled access
- Fire Evacuation Scheme

can be obtained from Council's Building Control Officers, Environmental Services Division.

If the building is not yet complete, application **must be made** for a Certificate of Public Use. This must be issued **before** the premises are used. When work is finished, you will need to arrange for a final Code Compliance Certificate.

Note: To **renew** an **ON, OFF** or **Club** licence, the fire evacuation scheme **must be** up to date.

The **Warrant Of Fitness** for the premises **must** be current and valid.

Food Hygiene Regulations 1974

The premises must comply with these regulations. These standards may be higher than those required by the Building Code. Contact Council's Environmental Health Officer, Environmental Services Division for more information.

Application for registration as a food premise must be made if any food is to be prepared or sold on the premises.

An information brochure "Guidelines for Opening a Food Business" is available from Environmental Health.

Manager's Certificate

Every Licensee is required to appoint at **least one** Manager, who holds a Manager's Certificate.

Refer to the '**Manager's Certificate**' leaflet, which contains the relevant information including training and fees.

Bring Your Own (BYO) premises do not require a manager.

Forms and Applications

All Application forms and supporting information packs are available from:

(a) www.ashburtondc.govt.nz/services/Forms

and

(b) The Ashburton District Licensing Agency (DLA), which is a section of the Ashburton District Council. Ask for the relevant information from the main Council Reception.

Liquor Licensing Environmental Services Division Ashburton District Council

5 Baring Square West
PO Box 94
Ashburton

Phone: 03 307 7700
Fax: 03 308 1836
Email: info@adc.govt.nz
Web: www.adc.govt.nz/liquor

ASHBURTON DISTRICT COUNCIL LIQUOR LICENSING



Sale of Liquor Act 1989 On Off Club Licences



Information for groups and organisations
seeking assistance from their local authority



Introduction / Types of Licence

It is a legal requirement under The Sale of Liquor Act 1989 to obtain a licence before you can sell or supply liquor.

On Licence:

An On licence allows for the sale and supply of alcohol for consumption **ON** the premises or conveyance. Premises that require an **ON** licence include Hotels, Taverns, Licensed Restaurants/Cafes, Night-clubs and Function Centres. An **ON** licence may be endorsed (**Bring Your Own (BYO)** endorsement) to allow diners and their guests to be able to bring their own alcohol into the premises and consume it.

- Issued for one year, may be renewed for three.
- In the case of a Hotel or Tavern, casual drinkers cannot be served on Easter Sunday, Good Friday, Christmas Day or before 1pm Anzac Day.
- Liquor may be sold on any day of the week during the approved hours.
- The hours of trade may be limited by the District Plan (contact a Planning Officer at the District Council for details). The District Licensing Agency Policy may also restrict hours.
- If the licence required is for a Hotel or Tavern, a 'Restricted' or 'Supervised' designation will be imposed on the whole or one or more parts of the premise.

Off Licence:

An Off licence allows for the sale and supply of liquor to persons for consumption **OFF** the premises, like Bottle Stores and Supermarkets. Supermarkets and Grocery Stores can sell only wine and beer.

- Issued for one year, may be renewed for three
- Authorises the complimentary supply of samples on the premise.
- Supermarkets and Grocery Stores can only sell wine and beer.
- This type of licence may be held by some Club.
- There are other types of OFF licences such as, Caterer OFF, and Auctioneer OFF. For further details on these licences, please contact The Agency listed on this leaflet.

Club Licence:

A **Club** licence allows a Club to sell liquor to its members, their guests, and members of Clubs with reciprocal visiting rights. It **does not** allow the sale of liquor to the general public.

- Issued for one year, may be renewed for three.
- Liquor may be sold on any day during the approved hours
- The hours of operation may be limited by the District Plan (contact Councils Planning Officer for further details).
- The District Licensing Agency Policy also limits Club trading hours.
- Any Club leasing Council land should first check if they need to obtain consent from the Council's Property Manager.

Temporary Authority:

A **Temporary Authority** allows a licensed premise to continue trading under the existing licence hours and conditions when a new operator takes over a premise.

- The prescribed fee: **\$132.00**
- Issued for a maximum of **three months**.
- Licence application must be lodged by the new operator within **one month prior** to the takeover. The applicant then has **6 weeks** within which time to apply for the correct premise licence and or Manager's Certificates etc.
- Can **only** be issued if current licence still **valid**.

Making an Application and Information Required

On, Off, Club Licence

Applications will **not** be accepted if any of the following Information and Fee are missing at time of lodging the application.

1. The prescribed fee: **\$776.00** (for each ON, OFF or Club licence)
2. Fully completed Application.

Attach the following material:

3. Certificate of Incorporation (if applicable)

4. Business details
5. Club rules (if applicable)
6. Photograph of exterior of premise
7. Street map showing premise location
8. Scale plan of premise
9. Owners consent
10. Planning/Building Certificate (Fee of **\$50.00** applies)
11. Menu (On and Club Licences)
12. Host Responsibility Policy
13. Provide the **original plus three** copies of the application form and all supporting material.

Supporting Information:

1. After lodging a new application you have **20 working days** within which to notify the application in the Ashburton Guardian. **Two notices** are required, which must have **5-10 days** between them. After publication, send the relevant pages of the newspaper to the Agency.
2. The applicant is also required to display a **site notice** of the application, in a conspicuous place on the premise. This must be in place for a period of **10 days** from the date of the first notice appearing in the Ashburton Guardian. The format is the same as the newspaper notice.
3. **FIRE SAFETY-** You should also discuss your proposal with the **Ashburton Fire Safety Officer**, for any requirements.
4. Check whether your proposal complies with the requirements of the Resource Management Act 1991, the Council's District Plan and the Building Code. Any planning or building requirements must be addressed before your application can be processed. Contact Council's planning & Building staff.

For further information contact

District Licensing Agency
 Ashburton District Council
 PO Box 94
 Ashburton
 Phone 03 307 7700