
District Licensing Committee Annual Report: 1 July 2020 to 30 June 2021

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GM Responsible	<i>Jane Donaldson; Strategy & Compliance</i>

Summary

- The Sale and Supply of Alcohol Act 2012 (the Act) requires each Territorial Authority to submit its annual report on the proceedings and operations of its District Licensing Committee (DLC) to the Alcohol Regulatory and Licensing Authority (ARLA). This report is for the period **1 July 2020 to 30 June 2021**.
- The Act further requires that reports are submitted within three months of the end of every financial year. ARLA has been informed that the submission of this annual report is delayed, due to the impact of Covid on collating and confirming required data.

Recommendations

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| <ol style="list-style-type: none">1. That the report be received.2. That the report be posted on the Ashburton District Council website.3. That the report be sent to the Secretary for the Alcohol Regulatory and Licensing Authority within one month of adoption. |
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Attachments

Appendix 1 List of current On, Off and Club liquor licences in District

Background

1. Section 199 of the Act requires every territorial authority to prepare and send to the licensing authority a report of the proceedings and operations of its licensing committee in the set format below.
2. A copy of the report must be made available by the territorial authority for inspection free of charge for a period of not less than 5 years.
3. Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 also requires Territorial Authorities to prepare a report detailing income from fees and licensing costs under the Act. This includes costs relating to DLC functioning, licensing inspectors and enforcement activities relating to the year commencing 1 July 2020. While this additional information is not required to be in the report to ARLA, it must be made publicly available and is therefore included in the overall report.

District Licensing Committee Structure and Personnel

4. During the reporting period Mr Gary Lee resigned as a member of the DLC. However, due to current numbers and the positions filled, a replacement DLC member is not considered necessary.

Commissioners:

Suzanne Griffin
Robin Kilworth
Gregory Clapp
Simon McDonnell

Members:

Tanya Surrey
Debra Hasson
Gary Lee (resigned 12 August 2021)
Tracy McIlraith

Secretariat and Support Staff:

Jane Donaldson	Secretary
Rick Catchpowle	Secretary
Leo Ratten	Licensing Inspector
Jamie Grant	Administration Support/Registrar

Workflow 2020-21

5. In the reporting period the Ashburton DLC received and processed a total of 276 licensing applications, a breakdown of which is as follows:

Applications by Category:

Month	On/Off/Club new applications	On/Off/Club renewal applications	Special Licence applications	Managers Certificates (new and renewal)	Temporary Authority
July	2	0	6	15	0
August	1	1	6	14	1
September	0	1	7	15	2
October	2	2	6	17	1
November	2	0	8	11	0
December	0	0	0	10	0
January	0	0	5	15	0
February	1	1	7	7	0
March	1	3	10	19	1
April	1	1	3	12	0
May	1	0	6	15	1
June	0	7	8	21	0

Risk Category of On, Off and Club licence applications processed:

Application type	Number received in Fee Category: Very Low	Number received in Fee Category: Low	Number received in Fee Category: Medium	Number received in Fee Category: High	Number received in Fee Category: Very High
On-licence new		1	6		
On-licence variation					
On-licence renewal	1	2	2		
Off-licence new			4		
Off-licence variation					
Off-licence renewal			5		
Club licence new					
Club licence variation					

Club licence renewal	3	3			
Total Number	4	6	17	0	0
Total fee paid to ARLA (GST inc)	69	207	828	0	0

Annual fees for existing licences received during reporting period:

Licence type	Number received in Fee Category: Very Low	Number received in Fee Category: Low	Number received in Fee Category: Medium	Number received in Fee Category: High	Number received in Fee Category: Very High
On-licence	1	8	23		
Off-licence	0	0	15		
Club licence	6	6	1		
Total Number	7	14	39	0	0
Total fee paid to ARLA (GST inc)	120.75	483	2018.25	0	0

Managers' certificate applications received during reporting period:

	Number received
Managers' certificate new	92
Managers' certificate renewal	79
Total Number	171
Total fee paid to ARLA (GST inc)	4916.25

Special licence applications received during reporting period:

	Class 1	Class 2	Class 3
Special licence	40	24	8

Temporary authority applications received during reporting period:

	Number received
Temporary authority	6

Permanent club charter payments received during reporting period:

	Number received
Permanent club charter payments	1

Current Liquor Licences

6. A list of all On, Off and Club liquor licences in the District is attached.

Conferences and Training

7. Commissioners and members of the combined Ashburton/Selwyn DLC attended training at Lincoln and Christchurch during the reporting period.

DLC Hearings

8. During the reporting period the DLC convened for one publicly held hearing concerning the Arcadia Nightclub.

Publication of DLC Decisions

9. All decisions made by the DLC are published on the Council's website at: <http://ashburtondc.govt.nz>.

Notable Trends or Issues

10. DLC comments:
The DLC believes the administration and management of this Committee has again been managed very professionally. Having experienced one very difficult opposed hearing it has become clear that we have a long way to go in reduction of harm caused through alcohol. We may have very good licensees and capable managers but on their own it is unlikely that an indication of the amount of harm caused can be measured in general terms. It is likely that both police and health reports taken together with licensing give a clearer picture. In particular greater resourcing of police in this particular area would be very effective.

DLC Initiatives

11. No new initiatives were adopted or trialled during the reporting period.

Local Alcohol Policy

12. In accordance with Part 2 subpart 2 of the Act, Ashburton District Council has developed a Local Alcohol Policy (LAP) which was adopted on 5 April 2017 with an effective date of 28 August 2017.

Current Legislation

13. The DLC and the Ashburton District Council would welcome further coordinated guidance on best practice in the operation of the Act and its Regulations.

Options analysis

Option 1

14. Council could decide not to publicly report on annual DLC activities. This would be in breach of the Sale and Supply Act 2012 and is therefore not the recommended option.

Option 2

15. This is the recommended option. This would see Council publicly report on the DLC activities for 2020/21.

Legal/policy implications

The Sale and Supply of Alcohol Act 2012

16. It is a statutory requirement for the Council to publicly report on the proceedings and operations of its District Licensing Committee.

Financial implications

Requirement	Explanation
What is the cost?	The cost of monitoring the activity is included in the Liquor Licensing budget
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Alcohol licensing cost centre
Are there any future budget implications?	No
Reviewed by Finance	Not required

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low; not significant
Level of engagement selected	Inform
Rationale for selecting level of engagement	The purpose of the report is to inform Council and the community of the activity's work over 2020/21. The report will be made publicly available.
Reviewed by Strategy & Policy	Rachel Thomas; Policy Advisor