

Hōtoke Winter 2025

Alcohol licensing tips and reminders

Winter kicks off rugby ☐ and league seasons for many local clubs and business owners. Coming in from the cold for a brew ☐ and a bite after a match is a must for most sports fans. Bring it on! And if you operate a licenced club, remember drinking needs to stay within your licensed area -there is no sideline drinking. Read on for more tips for the season ahead.



Get fired up this winter

Test your evacuation procedures

Even when it's 'brass monkeys' outside, you need to be 'fire hazard ready' by putting your fire drill and evacuation procedures to the test.

Evacuation Scheme Declaration Forms are part of [Alcohol licence application forms](#) for:

On Licence
Off Licence
Club Licence
Special Licence, and
Renewal of alcohol licence.

Every 180 days you need to confirm a trial evacuation has occurred recently, as laid out in the

[Fire and Emergency NZ Regulations 2018](#).

[Fire and Emergency New Zealand \(FENZ\)](#) can object to your licence if this hasn't occurred.



Club licences and events

Do you need a special licence?

Club licence holders are only allowed to sell or supply alcohol to:

- Club members
- Guests of members
- Members of other clubs with reciprocal visiting rights.

If you want to open the bar to the public or host a public event you'll need a

[Special Licence](#) for:

- a fundraiser
- open day
- birthday party or
- fishing competition.

Get in touch early if you're unsure or you could be putting your club licence in jeopardy.



Tool up your team

Frontline staff often deal with challenging situations.

Make sure they have the tools they need for:

- Conflict de-escalation
- When and how to refuse service
- Removing intoxicated patrons safely
- When to call security or police
- Making entries into the premise's Incident Log and what needs to be recorded.

Untrained staff could put your licence at risk.

We recommend regular refresher sessions, especially before busy periods.

A confident and informed team is your best defence against alcohol-related incidents and making sure your premises comply with its licence conditions and the [Sale and Supply of Alcohol Act 2012](#).

Don't forget to enter all staff training in your **Staff Training Register**.

Need a Special Licence

Why does it take 20 days?

Any **Special Licence** application must be made more than 20 working days before the event. Here's why...

15 working days

are required by police and health officials to report on applications

+ days for

the application to go to a licensing inspector

+ days for

a report to the District Licensing Committee (DLC), to decide on the application.

= 20 day minimum required



Has your guest register got game?

Clubs are required to keep a register of guests who are on the premises.

This applies to anyone who is not a member or affiliated club member.

The register should include:

- Guest's full name
- Name of the hosting member
- Date and time of entry.

This helps ensure your club is complying with its licence conditions.

If you don't already have a guest register process in place, it's time to set one up—it could be as simple as a school exercise book.



Lodging a Manager's Certificate just got cooler ☐ ☐

Check out our Manager's Certificate application form on our [website](#). The form is editable so you can type directly into the form (super cool aye!)

Renew before you expire ☐

Expired licences or Manager's Certificates can't be renewed.

We send out renewal information but the buck stops with you to renew your licence/certificate before it expires.

The legal period for Public Notification is now 25 working days and most renewals take two months to issue.

Once we receive your application to renew, your existing licence remains current until the new one is determined. Your alcohol supplier may wish to see a current licence before they sell you any alcohol.

If you are going through a renewal, you can ask them to contact us so we can confirm a renewal is being processed.

Payment details

When paying the council electronically,
please fill in the reference field to
indicate what the payment is for.

Not including this info can result in
delays getting licences and certificates
issued.

If you have an invoice before payment,
please quote the invoice number when
paying it.

Alternatively put as much information
as you can about which application the
payment applies to.



Show us your plans

When submitting your applications
its super helpful to provide clear plans of:

- areas for consuming alcohol (include outdoor areas)
- areas that are to be designated (restricted, supervised, or undesignated)
- the principal entrance
- the interior layout of the premises
- location of any food outlets and/or other relevant activities
- location of bar/point of sale of alcohol.

Tips for a quicker response from us

Complete all sections of the application.

Use the form checklist on the front page.

Provide all additional information.

Make sure your info is clear and easy to read.

Featured business

Nauti Penguin



19 York Street, Russell 0202

HOURS

Tues & Wed 11am – 9pm

Thur, Fri, Sat 11am – 10pm

Sun 11am – 9pm

Monday Closed

[Website](#)

[Facebook](#)

Got a question? Ask your inspectors.

Send your questions to DLG@fndc.govt.nz

Include the following information:

Subject: (e.g.) Q&A Newsletter

Location: (e.g.) Kaitiāia

Question: (e.g.) Where should my ON Licence be situated?



Any suggestions for our next newsletter?

Email us at ask.us@fndc.govt.nz or visit our website at:
www.fndc.govt.nz/Our-Services/Licences_and_permits



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