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Takurua Winter 2023

Alcohol licensing tips and reminders

Winter is a great time for customers to snuggle inside with a mulled wine or other winter warmer. For licensees, the months of June to August are a good time to recover from the summer season and prepare for the year ahead. Reflecting on the past year is one of the themes of Matariki. If you're planning any special events this Matariki (Friday 14 July) remember to check if you need a Special Licence. Read on for more winter warm-up tips.



Waivers

You'll need to fill out a waiver form if your licence renewal application is late, to explain why it has been delayed. The waiver will keep us in the loop with what's happening for you and your business and help explain any challenges you are facing. You can find the waiver form on our [website](#).



Is your Duty Manager able to manage?

Have you checked that your Duty Manager is able to adequately manage alcohol at all times? Duty Managers must be aware of their responsibilities 24/7. If there is any doubt, you can check out the requirements of a designated manager in the Sale and Supply of Alcohol Act 2012 ([Section 214](#)).



Notify us of any change in management

Any change in management must be notified under the Sale and Supply of Alcohol Act 2012 ([Section 231](#)). **Within two working days** of the appointment you must notify your local licensing committee and NZ Police of any changes in temporary and/or acting management. Failing to do this is an offence.



Temporary Manager

A Temporary Manager can be appointed when a manager is dismissed, resigns, or is ill or absent for any reason. The person appointed must apply for a Manager's Certificate **within two working days**. That person can continue as a Temporary Manager until a decision is made on their application.



Ensure you are paid up in time

Ensuring you pay your annual fees on time is an absolute must or your licence could be suspended. Licences are generally renewed every three years. It's your responsibility to make sure you renew your licence and pay the annual fee before it expires. See the next page for tips on this.



Rugby season has kicked off

TRY! That's right it's rugby season again. So it's time to remind rugby clubs to watch out for anyone TRY-ing to drink on the side lines. Unless your fields are licensed this is a red card offence. Please ensure that drinking stays within your licensed area. Guidance for rugby clubs on managing alcohol can be downloaded [here](#).



Is your Duty Manager up to it?

It's crucial a designated manager on duty regularly asks themselves:

- How can I actively contribute to the reduction of alcohol-related harm?
- Can I guarantee the conditions of the licence are being followed?
- Am I capable of putting the regulations of the Sale and Supply of Alcohol Act into action?

If a manager can't answer these questions with an honest 'yes' then their suitability for the position is in question.

For example, if someone is officially listed as the Duty Manager while primarily functioning as a full-time chef, how can they actively reduce alcohol-related harm when their focus is on the kitchen?

Annual fee reminders

We send out reminders **two months** before your annual fees are due.

Then again **one month** prior.

If you fail to pay your annual fees in time, you will be served with a suspension letter and won't be able to sell alcohol until the fees are paid in full.

The responsibility for paying your fees in time lies with the licensee, whether you receive an invoice from us or not.

Have you checked your licence expiry date recently?

Keep us up to date with your contact details so we can send reminders.

Your phone number, postal address, and email address will help us to help you.

A designated Duty Manager must fully comply with the requirements specified in Section 214 of the Sale and Supply of Alcohol Act at all times.

Annual fees have been in place since Sale and Supply of Alcohol Act came into force in early 2013.



Temporary Manager or Acting Manager

If you change a Duty Manager or hire a Temporary Manager, let us know by filling out a **Notice of Management Change** within two working days.

We also need to know who the Temporary or Acting Manager is replacing.

Some other DLC and NZ Police requirements are:

- Temporary Managers must apply for a Manager's Certificate within two working days of being appointed.
- If a Temporary or Acting Manager is appointed, this change needs to be noted in your register of managers.
- A Duty Manager on sick leave or absent from work can be replaced for up to three weeks at a time by an Acting Manager.
- An Acting Manager can replace a Duty Manager on annual leave for six weeks in any 12 month period.
- If a Duty Manager is absent from work, on annual leave or sick leave and is replaced by a Temporary Manager you need to let us know with a **Notice of Management Change**.



District Licensing Committee (DLC) Practice Notes

On 1 May 2023 the Far North DLC published nine practice notes. These explain the DLC's approach to the Sale & Supply of Alcohol Act 2012. Find them via this [link](#).



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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