

Kōanga Spring 2025

Alcohol licensing tips and reminders

Nau mai, hoki mai ki te wā o kōanga! Spring is back and it's very welcome! Sunnier weather and longer days are a magic combination for customers getting their social bounce back. Labour Weekend is a highlight of the spring season, with visitors putting the Far North back on their 'fun radar' for events, long lunches and sundowner celebrations. Read on to find out what else spring could have in store for you...



Special licence application

A gentle reminder

Need to lodge a special licence application?

Get cracking!



A special licence application needs to be lodged **20 working days** before the event.



Check out our [special alcohol licence](#) application form on our website. You can type directly into the form and edit it too. Handy!

Sign of the times

Show us your licence

You need to display the required signage - it's the licensee's responsibility.

Signage should include:

- The premises' licence
- Trading hours
- Duty Manager's name and the [host responsibility](#) policy.

A menu with food also needs to be promoted and available at all times.

It's important your staff are aware of the licence conditions too.

Changes to club (alcohol) licences

Is your club licence at risk?

Any club incorporated under the Incorporated Societies Act 1908

has until April 2026

to re-register under the updated act



□
If a club does not re-register under the updated Act (where applicable) before April 2026, it will lose this recognition, and its club (alcohol) licence is no longer valid.



Please ensure your club re-registers under the new Act before April 2026 and provides an updated incorporated certificate to dlg@fndc.govt.nz.

Alternatively, if your club's alcohol licence is due for renewal before April 2026, please ensure you provide an updated certificate when filing the renewal application.



On, off, club licence application Looking at lodging – look out!

When you lodge an **On, Off, Club or special licence application (including renewals)**, a copy of your application is sent to other agencies. This includes:
NZ Police + a Medical Officer of Health + Fire & Emergency NZ.



It's part of the application process. To help it go smoothly **before lodging your application** make sure you have:

- Completed your trial evacuation
- Completed the required report
- and forwarded them both to Fire & Emergency NZ.



It really helps the reporting agencies and they appreciate it.

It's also super helpful if you complete all sections of the application forms and provide additional information listed on the checklist at the front of the forms. Pretty please ♥ and thank you!



BYO alcohol events Don't bring the bother

Bring-your-own-alcohol events, are often thought to be outside of licensing requirements..... but **** spoiler alert ****

that's not always the case.

If you operate a premises with an on-licence, BYO may be permitted BUT you still need an appointed Duty Manager to oversee the consumption of alcohol and be responsible for dispensing it.

If you do not have an on-licence or a Section 37 endorsed on-licence but wish BYO alcohol to be brought to a one-off or very rare event... then get in touch with us prior to your event.

Site specific licences Staying in your lane

Each alcohol licence is issued for a particular location such as a premises or an event. These licences are non-transferable between locations.

Know your licences

Special licences are site specific, allowing for the sale or supply of alcohol at a specific event or location.

On-licences are issued for a specific premises, like a tavern, restaurant or bar, allowing alcohol to be sold for consumption on those premises.

Off-licences are for a specific premises, like a supermarket, allowing the sale and delivery of alcohol for consumption off-site.

Club licences are issued for a specific club premises, such as a golf club. This allows the sale of alcohol to club members and their guests on the premises.

Conveyance on-licences are issued to a 'moving' conveyance, like a boat.

Allowing alcohol to be consumed on an unlicensed premises or at an event may be viewed as “a place of resort” and could be committing an offence.

Special licences are only for the sale and supply of alcohol not for BYO events.

You should complete a [notification of BYO form](#) for an unlicensed premises when no alcohol is sold to guests, there is no charge to guests attending, and it's an invite only event.



Manager on duty / change of managers

No manager on site = big no no

A re-occurring theme during our compliance checks has been **no Duty Manager on site.**

This sets alarms ringing.



Under Section 214 of the [Sale and Supply of Alcohol Act 2012](#) a manager is to be on duty at all times and be responsible for compliance in the premises.



If the manager has to leave for any reason, they need to ensure that an acting or temporary manager is appointed correctly.

If you are appointing an acting or temporary manager, ensure their name is displayed and the information is recorded in the Manager's Register and available to view for at least two years.

You must notify the DLC and NZ Police when you:

- Appoint a new certified manager
- Cancel or terminate a certified manager
- Hire a temporary or acting manager.

Use the [Notice of Management Change](#) form to notify the DLC and NZ Police.

Food Cert of Registration

Not all premises need to have a Certificate of Registration for Food.

However, registered premises, such as restaurants that regularly sell and serve meals to the public on the premises, must display a current Certificate of Registration.

Visit [Food licensing](#) for more information on how to get a



Food available with alcohol

Businesses with **on-licences or club licences** must make sure that food is easily available whenever they are open and selling alcohol.

This condition forms part of good **host responsibility**, as eating before or while drinking has been shown to have a significant impact on reducing levels of intoxication.

The range and style of food must be similar to the menu submitted as part of the original licence application.

The requirements for the different types of licences are outlined in the [Host Responsibility Guidelines](#).



Stocking low & non-alcoholic options Did you know?

A condition on most licences is that **low and non-alcohol options** are available.

If your premises does not have these options available, then it's a breach of your licence conditions and could make

your business non-compliant.

Regardless of the type of premises or target clientele, it's important that low and non-alcohol options are available whenever alcohol is sold or supplied for consumption.



Featured business

Ferment



2 Cobham Road, Kerikeri

HOURS

Mon & Tues - 8.30am to 6pm
Wed, Thurs - Fri 8.30am to 7pm
Saturday - 8.30am to 2pm
Sunday - 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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