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Spring 2022

Alcohol licencing tips and reminders

Spring is here and we want to help you get warmed up and in shape for the coming summer season peak. We have some 'change of season' reminders about your responsibilities as an alcohol business, and tips to help you keep our communities and visitors safe as they enjoy socialising in the Far North.



Signage

As a licensee you are required to display a copy of your licence, and information on trading hours, managers on duty, and food availability as well as host responsibility. A range of signage is available to help you meet these legal obligations. Please contact us at ask.us@fndc.govt.nz or email DLG@fndc.govt.nz if you need this signage sent to you.



Premises toolkit

Every premises should have a copy of an ON, OFF or Club Toolkit from the Heath Promotion Agency. The toolkits have all the documentation an alcohol licensee needs kept in one place, to help you meet your legal obligations and requirements under the Sale and Supply of Alcohol Act 2012. If you don't have a toolkit contact us or DLG@fndc.govt.nz to get one sent out.



Remember to spring clean

Spring means longer, warmer and drier days... and you know what else? The perfect conditions for spring cleaning! Getting your premises sparkling ahead of peak tourist time in the Far North will prevent the spread of bugs and reduce the risk of sickness.



It's your licence - your responsibility

As the licensee it's your responsibility to ensure you file alcohol applications in time for a new licence, a renewal, variation or special licence. Filing requirements are outlined in [section 99](#), [section 127](#) and [section 137](#) of the Sale and Supply of Alcohol Act 2012. Please note that a complete application means that the application form has been completed, all of the required information is supplied and the applicable fee has been paid.



New Zealand hospitality membership

Did you know that Hospitality New Zealand provides members with a local and national advocacy service? They also run courses like 'Topsy' which helps members ensure they offer a responsible alcohol service. Visit www.hospitality.org.nz if you'd like to become a member or contact Kojak, the President of the Northland branch, and owner of Bank Bar in Kaikohe.



Got your licensed area sussed?

An alcohol licence is granted for a defined area - outlined on the premises floor plan, submitted with the licence application, and approved by the District Licensing Committee. It's important that alcohol is only supplied and consumed within the defined area. Your approved floor plan may be requested during a compliance visit, so having a copy handy in your premises toolkit or having one on display is a smart move.



Need a special licence for Xmas?

If you are planning to hold an event where you want to sell or supply alcohol over the Christmas and New Year period, you need to apply for a special licence. The size of your event and when you hold it will effect the kind of special licence you need and the deadline for getting your application in.

Find out about how we count working days, public holidays and the days between Christmas and New Year [here](#) - as this can effect your licence too.

Late applications will not be accepted, so get in early.

Alcohol will not be served to anyone who is intoxicated



Be sure to pay your annual fee on time

Regulation 16 (2) of the Sale and Supply of Alcohol (Fees) Regulations 2013 provides that the date on which an annual fee for an existing licence is payable, is the anniversary of the date on which the licence was issued.

As per section 287 of the Sale and Supply of Alcohol Act 2012, failure to pay the fee within 30 days after the due date results in automatic suspension of the licence.

Therefore it is crucial that you pay your annual fee on time, we also send out courtesy reminders to help with this.



Alfresco dining & Road Use Bylaw 2022

The council adopted the **Road Use Bylaw 2022** in May. The purpose of the bylaw is to regulate or control the use of roads and adjoining land by vehicles, **stands, stalls, mobile shops**, animals, structures, vegetation, or other things that may affect road safety or the environment.



Under the bylaw approval is required for alfresco dining on footpaths or shared roadways (Part 4: Trading on roads and footpaths, Clause 13). Written approval from the council is needed by any person who wants to occupy any part of the road with structures for providing food or beverage services, including tables, chairs, umbrellas, or heaters.



An application for an approval must be made to the council by the person, company or group seeking approval (the applicant) under Part 7: Approvals, Clause 17.

An application for approval needs to:

- be in the form required by Council
- include all the information required by this bylaw and by Council
- be accompanied by the applicable fee.



If you wish to offer **alfresco dining on public land** it's important you have the necessary approval from the council and that your alcohol licence also permits alcohol in this space.

Helpful links to more info on our website:

- [Road Use Bylaw](#)
- [Alfresco Dining Application Form](#).

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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