



Alcohol Licensing – The Alcohol Licence

Types of Alcohol Licences

On Licence

- Allows alcohol to be sold for consumption on the premises or conveyance.
- Casual drinkers cannot be served on Easter Sunday, Good Friday, Christmas Day or before 1pm Anzac Day
- Diners and lodgers can be sold alcohol on any day of the week.
- In the case of a hotel or tavern a 'Restricted' or 'Supervised' designation will be imposed on the whole or one or more parts of the premise.
- Bring Your Own - BYO - This is an endorsed on-licence (specific to restaurants) which allows customers of the premises to bring their own alcohol and drink it at the premises while they are dining

Off Licence

- This licence allows the sale and delivery of alcohol for drinking off the premises and the supply of complimentary samples of alcohol on the premises, e.g. bottle stores, supermarkets
- Supermarkets and grocery stores can only sell wine and beer.

Club Licence

- This licence allows a club to sell alcohol for drinking on club premises.
- Alcohol can only be sold to club members, a guest accompanied by a member and a member of another club with reciprocal visiting rights.

All licences are issued initially for one year and then may be renewed for three.

The hours of trade may be limited by the Manawatu District Plan - contact a Planning Officer for details

Obtain Planning and Building Compliance Certificates:

These certificates state that the premises and its uses complies with the requirements of the Resource Management Act 1991 and the building code.

The premises will be checked for the following:

- The use and hours must be permitted in the zone.
- Adequate parking must be provided.
- Restrictions on trading hours for sites in or adjoining residential areas exist.
- Maximum occupancy (toilets, fire escapes, etc)
- Structural alterations, fire safety and egress, disabled access

Making your application:

1. Complete the appropriate application form
2. All applications must be accompanied by the following information:
 - Copy of Planning and Building Compliance Certificates (see above)
 - Photograph of principal entrance of the premises
 - Scale floorplan of premises showing any supervised or restricted area
 - Details of the experience and training of applicant
 - Food and drinks menus
 - Detail of how and where you are going to provide free drinking water to patrons. If you have a private water supply, provide details of water treatment system
 - Host Responsibility Policy and Plan
 - What other steps are proposed to promote the responsible consumption of alcohol
 - Any other systems including training and staff systems that you will have in place to ensure compliance with the Act

- For any companies or body corporate, copy of certificate of incorporation (or equivalent document)
 - Building owner's consent
 - Club rules (if applicable)
3. After lodging a new application you must:
- Within 10 working days of lodging your application you must place notice of your application in a conspicuous place on or adjacent to your premises
 - Within 20 working days of lodging your application you are required to notify the application twice. We will tell you how and where to publicly notify your application
 - Objections to the licence must be filed with the District Licensing Committee within 15 working days of the first public notice.
 - Send the whole page of the newspaper from both advertisements to the District Licensing Committee
4. Your application will be sent to the Licensing Inspector, the Police and Medical Officer of Health and you may be contacted to discuss your application. It will then be determined by the District Licensing Committee.

Fees

There will be two types of fees for all licences:

An application fee – for all applications for new licences, renewals and variations of licences. This will range from \$368.00 to \$1,207.50; plus

An annual fee - payable by all licensees every year on the anniversary date of the issue of the licence. This will range from \$161.00 to \$1,437.50.

Fees are calculated according to the premises cost/risk rating that is determined by a combination of factors.

These are:

1. The type of licence (e.g. restaurant, tavern, winery cellar door)
2. The latest hours allowed by the licence
3. The number of enforcement actions undertaken in the last 18 months

Designation of areas

The Licensing Inspector or the Police may require the entire premises, or a particular area of it, to be designated a Supervised or Restricted area.

'Supervised' means that persons under 18 years of age may only be present if accompanied by a parent or legal guardian.

'Restricted' means that no person under 18 years of age may be present.

Host Responsibility

Any application for an alcohol licence must be accompanied with a Host Responsibility Policy and Plan. Guidelines to Host Responsibility Policy and Plans are available on our website or by contacting our office.

Temporary Authority

This allows the new owner of a licensed premise to trade on an existing licence until they obtain a new licence in their own name. The Temporary Authority is normally issued for three months.

The Temporary Authority application should be lodged at least 20 working days before the takeover date. This allows the Inspector and Police to enquire into the application, and for the District Licensing Committee to determine it. A copy of the Sale and Purchase Agreement, Lease Agreement or other evidence of legal entitlement is also required.

The fee for a Temporary Authority Order is \$296.70

Manager's certificate

When alcohol is available for sale to the public, a manager who holds a current manager's certificate must be on duty.

Refer to the Alcohol Licensing – The Manager's Certificate brochure, which contains the relevant details on obtaining a managers certificate and the experience and training required.

Food Act 2014

This Act came into full force on 1 March 2016. All food premises with an on licence must transition to the new requirements by June 2017. This will require the implementation of a Food Control Plan. Please contact Council's Environmental Health Officer on 06 323 0000 for more information.

IMPORTANT - When you are ready to lodge your application, please contact the Alcohol Licensing and Monitoring Officer for a pre-lodgement meeting.

The following resource is available from the Health Promotion Agency – www.alcohol.org.nz

Applying for a licence to sell or supply alcohol – A guide to applications and hearings.

Need more help?

Please contact the Council and speak to the Alcohol Licensing & Monitoring Officer

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