

**SUMMARY OF INFORMATION
CONTAINED IN THE STATEMENT OF PROPOSAL TO ESTABLISH THE
SELWYN DISTRICT COUNCIL
LIQUOR LICENSING POLICY**

INTRODUCTION

The proposal is to establish a liquor licensing policy to support the primary object of the Sale of Liquor Act 1989 and set out a framework to enable consistent decision making in the local administration of the Act.

BACKGROUND

The Sale of Liquor Act 1989 requires each territorial authority to establish a District Licensing Agency. The 1999 amendments to the Act encourage the agencies to develop local Liquor Licensing Policies.

DUTIES AND FUNCTIONS

District Licensing Agency – Summarises the functions that the District Licensing Agency is charged with.

Liquor Licensing Authority – A Tribunal administered by the Ministry of Justice. The functions of the Liquor Licensing Authority are listed.

Reporting Authorities and Agencies involved in processing liquor licence applications - The Sale of Liquor Act 1989 requires that the District Licensing Authority in processing of applications under the act shall obtain reports from the Police, Medical Officer of Health, Licensing Inspector and the Council (planning and building consent requirements).

DEFINITIONS

Definitions under the Sale of Liquor Act 1989 are included in the policy. These include definitions for Bar, Club, Hotel, Prohibited Persons, Guardian, Restaurant, Tavern, Tourist House, Liquor, Inspector, Working Day, Entertainment, Licensed Premises, Restricted Area, Supervised Area, and Undesignated Area.

DISTRICT LICENSING AGENCY MEMBERS AND PERSONNEL

List of Members and specific roles of the Selwyn District Council Licensing Agency

POLICY PRINCIPLES

Policy 1

Authorisation process – also see appendix 1

Policy 2

Promptness of processing

Policy 3

Public Notices to be published in The Press

Policy 4

Requirement for written and operative Host Responsibility Policy – also see appendix 2.

Policy 5

Endorsement of ALAC protocols as circulated 29 May 2000

Policy 6

Hours of Operation and restrictions, in line with consultation already taken with the Police, liquor industry and community.

Policy 7

Designations – that restaurants and clubs be undesignated; and off-license areas of hotels, taverns, stand alone bottle stores, “public bars”, and “places of entertainment” be designated as supervised areas.

Policy 8

Special Licences – clarification of what circumstances are required for a Special Licence. Also see appendix 4.

Policy 9

Issue and Renewal of Managers Certificates – training and qualifications required and the treatment of applications.

Policy 10 – Sharing of general information (ensuring privacy legislation is not breached).

Policy 11 – The monitoring of premises

Policy 12 – Statements, past, present and future issued by the Liquor Licensing Authority under section 96 of the Sale of Liquor Act 1989 will form part of this policy – Also refer to appendix 5.

APPENDICES:

APPENDIX 1 Suggested Procedure for Establishing a Licensed Premise

APPENDIX 2 Host Responsibility Policy Guidelines

- Minors – Staff training and instruction on strategies.
- Intoxication - Staff training and instruction on strategies.

APPENDIX 3 Guidelines for Special License Applications

- time frames for processing and fee
- application limits
- food to be served
- when requested for prohibited days – approval required from Christchurch Central Police
- At least one manager to be appointed

APPENDIX 4 Section 96 Liquor Licensing Authority Statements

- Special Licenses
- Licensing Inspectors attendance at hearings
- Police Involvement in Temporary Authority applications
- Temporary Authority expiry date
- System required for retrieval of files
- Requirements for certain documents to be forwarded from agencies to Authority
- Requirement to describe the nature of the business carried on under certain types of on-license

APPENDIX 5 List and copies of all application forms and associated documentation

The Statement of Proposal may be inspected during ordinary office hours at all Council Offices and is available on the Council’s website: www.selwyn.govt.nz

Submissions

Submissions on this proposal may be made to the Council between Wednesday 5 March and Friday 11 April 2008. Any person making a submission may request to be heard in person in support of their submission. Submissions should be forwarded to the Environmental Services Manager, Selwyn District Council, P O Box 90 Rolleston 7643.

Dated at Rolleston this 18th day of February 2008.