

## **SELWYN DISTRICT LICENSING COMMITTEE** **ANNUAL REPORT TO ARLA 2017**

### **1. Overview of District Licensing Committee workload:**

#### **DLC's structure and personnel**

Selwyn District's agency consists of two Commissioners, six Committee members, two of which are new to the Committee, one Secretary, a chief Alcohol Licensing Inspector, one backup Licensing Inspector and administration staff.

The DLC has contracted services in the administration and Licensing Inspector's roles.

#### **Staff Training**

A DLC seminar invite was extended out to all neighbouring Territorial Authorities by the Waimakariri District Council. The Seminar was led by Alistair Lawn in conjunction with the Waimakariri DLC members. Selwyn Licensing Inspectors attended along with the Administration staff and new DLC members. The Seminar was a great way to induct new personnel into their roles and was recognised that the seminar would be a great training tool for those already part of the Committee or joining as new members. The Seminar was very interactive, which utilised all members strengths using role play to develop skills and understanding of the DLC's role in the community.

Ashburton District Council hosted a webinar which illustrated how a DLC should operate, what responsibilities a DLC has and how decisions are made. The Selwyn DLC was invited to attend and the Commissioner, Secretary, DLC members and Administration Staff took the opportunity for further training and this created a platform for communications between districts and allowed both TA's to discuss processes and procedures.

### **Change in Business**

There has been an increase in workloads from an administrative and Inspection perspective, this is consistent with the high level of growth within Selwyn District with new premises seeking licences.

### **DLC Meetings and Hearings**

Weekly meetings are held with the Licensing Inspector and administration staff. Monthly meetings are held with the Chairperson, Secretary and administrative staff to discuss forthcoming Hearings and ongoing issues.

Tri agency meetings take place monthly to obtain a collaborated approach.

The District Licensing Committee have held four Hearings over the past year; three of which were for the same applicant. The applicant is the Licensee of a local Tavern based in Kirwee. The first hearing was an application for a Special Licence. The licence was granted by the DLC with additional conditions. The second Hearing for this applicant was for an On and Off Licence and a Managers Certificate. The Hearing was adjourned so the applicant could present the Committee with specific requirements and further evidence to illustrate suitability. Based on this further evidence the Hearing was reheard and resulted in the applicant receiving both the On and Off licence's. The Managers Certificate is pending subject to the applicant completing six months of further training, which includes having an experienced mentor working in the industry.

The final hearing was for a Liquorland Off Licence application based in West Melton. Several objections were received in response to this application as the location of the bottle store was to be based opposite the local primary school. We had one objector speak to his submission who represented the local school. The committee granted the licence with specific conditions that satisfied both parties.

## **2. Agencies Initiatives:**

Expiry reminder letters are sent to all licence holders and managers certificate holders two months prior to the expiry date of the licence or certificate, along with renewal forms. Annual fee invoices are now sent out at the same time. A bring-up reminder system has also been implemented to ensure that if a licensed premises renewal application has not been received before the expiry date, that the office and Inspector are aware of this before it expires. This ensures that no premises can operate unlicensed at any time.

The Selwyn District Council Alcohol Licensing webpage is working extremely well with positive feedback from licensees. This webpage allows the public notice of On, Off and Club licences to be published online. Notice of Public Hearings and Public Hearing decisions are also notified on the website.

## **3. Local Alcohol Policy**

The Council's Provisional Local Alcohol Policy has been reconsidered by the Alcohol Licensing and Regulatory Authority who are satisfied the provisions of the policy are not unreasonable in light of the object of the Act.

Accordingly, all appeals against the policy have been resolved of in their entirety.

Pursuant to Section 87 of the Sale and Supply of Alcohol Act 2012 the policy has been adopted and creases to be provisional.

The policy (apart from the provisions relating to maximum trading hours which effect licensed premises) came into effect on 24 April 2017.

The provisions of the policy relating to the maximum trading hours for licensed premises, came into effect on 31 July 2017.

#### **4. Current Legislation**

Administration workloads have increased significantly; due to all applications and reports being sent to the Commissioner for a final decision before a licence can be issued. This also adds time to the process.

The number of supporting documents required for On, Off and Club licence applications under The Sale and Supply of Alcohol Act has often been criticized by applicants, as more documents are now required. This seems to be an ongoing issue especially for the applicants renewing.

#### **5. Any other matters the Agency might wish to draw to the attention of the Authority:**

Representation will be made at the New Zealand Institute of Liquor Licensing Inspectors in Wellington. This conference will be patronised by DLC Inspectors, the Police and Medical Officers of Health.

Applications for Temporary Authorities should be able to be determined by the Chairperson sitting alone. It is suggested the Section 191 (3) of the Act to be amended to include Temporary Authorities.

Currently hard copies of completed application form, decisions and issued licences are set to ARLA monthly with the monthly return. A recommendation would be to file these electronically monthly.

#### **6. Statistical Information:**

- Current list of licensed premises (attached).
- Annual Return (attached).

Signed: .....

A handwritten signature in cursive script, appearing to read 'G Shaw', written over a dotted line.

**Gail Shaw**

**Secretary**

**District Licensing Committee**

**Selwyn District Council**

### **CURRENT LICENSED PREMISES**

<b>Licence - Name</b>	<b>Trading - Name</b>	<b>Licence Type</b>
Leeston Bowling and Tennis Club Inc		CLUB LICENCE
West Melton Bowling Club		CLUB LICENCE
Dunsandel Sports Centre Incorporated		CLUB LICENCE
Darfield Rugby Football Club Incorporated		CLUB LICENCE
Temple Basin Ski Club Incorporated		CLUB LICENCE
Weedons Country Club Incorporated		CLUB LICENCE
Leeston Rugby Football Club Incorporated		CLUB LICENCE
Prebbleton Rugby Football Club Incorporated		CLUB LICENCE
Ellesmere Golf Club Incorporated		CLUB LICENCE
Darfield Bowling Club Incorporated		CLUB LICENCE
Lincoln Rugby Football Club Incorporated		CLUB LICENCE
Lincoln Golf Club Incorporated		CLUB LICENCE
Greendale Golf Club Incorporated		CLUB LICENCE
Southbridge Rugby Football Club Incorporated		CLUB LICENCE
Springston Associated Sports Club Incorporated		CLUB LICENCE
Tai Tapu Golf Club Incorporated		CLUB LICENCE
Hororata Golf Club Incorporated		CLUB LICENCE
Lincoln Bowling Club		CLUB LICENCE
Rhodes Park Combined Sports Body Incorporated		CLUB LICENCE
West Melton Rugby Football Club Incorporated		CLUB LICENCE
Craigieburn Valley Ski Club Incorporated		CLUB LICENCE
Southbridge Bowling Club Incorporated		CLUB LICENCE
Dunsandel Bowling Club Incorporated		CLUB LICENCE
Broken River Ski Club Incorporated		CLUB LICENCE
Coalgate Bowling Club		CLUB LICENCE
Rolleston Rugby Football Club		CLUB LICENCE
Pineglades Naturist Club Inc		CLUB LICENCE
Windwhistle Winter Sports Club Inc		CLUB LICENCE
Mount Cheeseman Ski Club Inc.		CLUB LICENCE
Kirwee Tennis Club Inc		CLUB LICENCE

Kirwee Rugby Football Club Incorporated		CLUB LICENCE
White House by the Bridge Restaurant & Bar	The White House Restaurant & Bar	ON LICENCE
Clearwater investments Ltd	Melton Estate	ON LICENCE
Lincoln Hospitality Limited	Lincoln University	ON LICENCE
PMR Holdings Ltd	Springfield Hotel	ON LICENCE
Famous Grouse 2009 Ltd	The Famous Grouse Hotel	ON LICENCE
Neville Thomas and Joanne Lisa Chapman	Springston Hotel	ON LICENCE
Bruce Wayne Reilly	Dunsandel Tavern	ON LICENCE
Kirwee Tavern Limited	Kirwee Tavern	ON LICENCE
Coalgate Tavern	Coalgate Tavern	ON LICENCE
Rolly Inn Limited	Rolly Inn	ON LICENCE
Prebbleton Hotel Limited	Prebbleton Hotel	ON LICENCE
The Partnership of Jones-Hansen	West Melton Tavern	ON LICENCE
Ernies Cantina Ltd	Mt Hutt Lodge	ON LICENCE
Mountain Dream Ltd	Sheffield Hotel	ON LICENCE
RP & DP O`Connell Limited	Darfield Hotel	ON LICENCE
Hard Left Limited	Bealey Hotel	ON LICENCE
MBJKT Holdings Limited	Tai Tapu Hotel	ON LICENCE
Grasmere Lodge Limited	Grasmere Lodge Limited	ON LICENCE
Glenn William Kerrison	The Wobbly Kea	ON LICENCE
Trents Estate Limited	Trents Estate Vineyard	ON LICENCE
Wilderness Lodge Arthur`s Pass	Wilderness Lodge	ON LICENCE
Yello Shack Café	Yello Shack Café	ON LICENCE
Flock Hill Limited	Flock Hill Lodge	ON LICENCE
Chambers & Daughters Limited	Cossars Wineshed	ON LICENCE
Marie Michele Thomson	The Bridge Restaurant and Bar	TEMP AUTH
The Club at Terrace Downs Limited	Terrace Downs High Country Resort	ON LICENCE
Jaquesy Rocks Limited	The Rock Restaurant and Bar	ON LICENCE
The Partnership of Craig Scott and Jane Scott	The Raspberry Café	ON LICENCE
Halcyon NZ Limited	Otahuna Lodge	ON LICENCE
Arthurs Pass Café & Store Limited	Arthurs Pass Café	ON LICENCE
Hororata Village Bar & Cafe Limited	Hororata Village Bar & Café	ON LICENCE

Suram Holdings Limited	Southbridge Hotel	ON LICENCE
Jeet Holdings Limited	Corianders Ethnic Indian Restaurant	ON LICENCE
Monkey Spices Limited	Monkey Spices Limited	ON LICENCE
Ngapuarata Vines and Wines	Ngapuarata Wines	ON LICENCE
The Leeston Ladies Limited	Hillyers of Leeston	ON LICENCE
Steve Trigg Limited	Café Izone	ON LICENCE
Rossendale Catering Company Limited	Rossendale Catering Company Limited	ON LICENCE
Curry Pot Limited	Curry Pot on Lincoln	ON LICENCE
All Natural Holding NZ Ltd	Paradise Restaurant	ON LICENCE
The Oaks Partnership	The Oaks Restaurant of Darfield	ON LICENCE
Hampton Tea House Ltd	Hampton Tea House	ON LICENCE
Geo's Jewel Limited	The Terrace Café & Wine Bar	ON LICENCE
GLS Restaurants Ltd	Langdales Restaurant	ON LICENCE
D Store Café Limited	Dunsandel Store	ON LICENCE
JAM 2008 Limited	The Store @ Tai Tapu	ON LICENCE
Fraser & Li Limited	Thyme Café	ON LICENCE
Country Feasts Company Limited	Country Feasts	CATERERS (ON) LICENCE
The Laboratory Lincoln Limited	The Laboratory	ON LICENCE
RP & DP O'Connell Limited	Darfield Hotel	OFF LICENCE
Arthurs Pass Café & Store Limited	Arthurs Pass Café	OFF LICENCE
Darfield Foodcentre (1980) Limited	Darfield Foodcentre	OFF LICENCE
Sheffield Hotel	Sheffield Hotel	OFF LICENCE
Rolly Inn Limited	Rolly Inn	OFF LICENCE
Kirwee Tavern Limited	Kirwee Tavern	OFF LICENCE
PMR Holdings Ltd	Springfield Hotel Ltd	OFF LICENCE
Bruce Wayne Reilly	Dunsandel Tavern	OFF LICENCE
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Famous Grouse 2009 Ltd	The Famous Grouse Hotel	OFF LICENCE
Neville Thomas and Joanne Lisa Chapman	Springston Hotel	OFF LICENCE
Coalgate Tavern	Coalgate Tavern	OFF LICENCE



The Partnership of Jones-Hansen	West Melton Tavern	OFF LICENCE
Gatehouse Wines Limited	Gatehouse Wines	OFF LICENCE
Leeston Supervalu Limited	Leeston Supervalu	OFF LICENCE
Raymond and Robyn Watson	Bentwood Wines	OFF LICENCE
Rolleston Supermarket Limited	Rolleston New World	OFF LICENCE
Imperial Discount Liquor Ltd	Henry's Beer Wine and Spirits - Rolleston	OFF LICENCE
Lindsay Family Cellars Limited	Tresillian Wines	OFF LICENCE
True & Daring Ltd	True & Daring	OFF LICENCE
Clearwater Investments Limited	Melton Estate Vineyard	OFF LICENCE
Lone Goat Vineyards Limited	Lone Goat Vineyards Limited	OFF LICENCE
Lincoln Supermarket Ltd	Lincoln New World	OFF LICENCE
Akshan Enterprises Limited	Super Liquor Lincoln	OFF LICENCE
General Distributors Limited	Countdown Rolleston	OFF LICENCE
Mary Jamieson & James Shand	Straight 8 Estate Wines	OFF LICENCE
GLS Restaurants Limited	Langdales Vineyard Restaurant	OFF LICENCE
Ngapuarata Vines and Wines	Ngapuarata Wines	OFF LICENCE
Rosendale Wines Ltd	Rosendale Wines	OFF LICENCE
Akshan Enterprises Limited	Super Liquor Leeston	OFF LICENCE
The Laboratory Lincoln Limited	The Laboratory	OFF LICENCE

# TERRITORIAL AUTHORITY: SELWYN DISTRICT LICENSING COMMITTEE

**ANNUAL RETURN FOR PERIOD: 1<sup>st</sup> July 2016 – 30 JUNE 2017**

**On-licence, off-licence and club licence applications received:**

<i>Application Type</i>	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On-licence new	1	4	5		
On-licence variation					
On-licence renewal	1	8	3		
Off-licence new			1		
Off-licence variation					
Off-licence renewal	2	10	5	3	
Club licence new	2				
Club licence variation					
Club licence renewal	4	3			
<b>Total number</b>	10	25	14	3	
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$172.50</b>	<b>\$862.50</b>	<b>\$724.50</b>	<b>\$258.75</b>	

**Annual fees for existing licences received:**

Licence Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
On-licence	1	16	21	4	
Off-licence	3	11	6	2	
Club licence	9	13			
<b>Total number</b>	13	40	27	6	
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$224.25</b>	<b>\$1380.00</b>	<b>\$1397.25</b>	<b>\$517.50</b>	

**Managers' certificate applications received**

	Number received
Manager's certificate new	63
Manager's certificate renewal	104
<b>Total number</b>	167
<b>Total Fee paid to ARLA (GST incl)</b>	<b>\$4801.25</b>

**Special licence applications received:**

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
	8	50	71

**Temporary authority applications received:**

	Number received
Temporary authority	12