

SELWYN DISTRICT LICENSING COMMITTEE **ANNUAL REPORT TO ARLA 2015**

1. Overview of District Licensing Committee workload:

- **DLC's structure and personnel**

Selwyn's agency consists of two Commissioners, five Committee members, one Secretary, a chief alcohol licensing inspector, two backup alcohol licensing inspectors and administration staff.

The DLC has contracted services in the administration, secretary and alcohol licensing inspector's roles.

- **Staff Training**

A One Year On seminar was attended by the Chair, Secretary and administrative staff, where speakers were selected from each agency plus the community, to reflect the varying positions and opinions. This seminar also included workshops and open discussion, where it was made clear that Selwyn District Licensing Committee is performing well.

A meeting was held in Council Chambers which involved participation and discussion by Commissioners, Members, Inspectors and administrative staff from both Ashburton District Council and Selwyn District Council. A number of points were raised, specifically with regard to Hearing procedures and protocol. Overall, it was recognised that alcohol licensing was working well in both districts.

- **Change in Business**

The increase in workload from an administrative and Inspector's perspective is consistent, though processes have become more streamlined as the staff have become familiar with the new Act and what is required under this new legislation.

- **DLC Meetings and Hearings**

- Weekly meetings are held with the Chair, Alcohol Licensing Inspector, Secretary and administrative staff.
- Quarterly meetings of the Police, Ministry of Health and the Licensing Inspector take place, seeking more of a collaborated approach.
- The District Licensing Committee have held three Hearings; one was held for an opposed Manager's Certificate application but the applicant did not attend the Hearing. Another Hearing was held for two opposed Manager's Certificate applications and an opposed Special Licence application. The applicant for one of the Manager's Certificate applications did not attend the Hearing. The Committee's decision from this Hearing regarding the subsequent Manager's Certificate application and Special Licence application, by the same applicant, was appealed and is currently before ARLA for determination. The final Hearing was held for an opposed new Off licence application. This Off Licence was granted with conditions, though the building still requires completion.

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.
- A new Selwyn District Council Alcohol Licensing webpage has been established. This webpage is user friendly and allows the public notice of On, Off and Club licences to be published online, as opposed to newspaper advertisement. This initiative has received great feedback from licensees and saves the licensee both time and money.

3. Local Alcohol Policy

- The Council agreed to develop a LAP at the 12 December 2012 Council meeting and to have a provisional LAP before the 2013 elections. The Council followed the process under the Sale and Supply of Alcohol Act 2012 to prepare a LAP and worked with the Police, Medical Officers of Health and the licensing inspector for Selwyn. Initial feedback was obtained through a range of methods, including through emails, surveys and meetings with stakeholders, community boards and Councillors. Two short surveys were undertaken to obtain young people's opinions of alcohol issues.
- The special consultative procedure was undertaken in June 2013. Sixty-seven submissions were received including submissions from the retail and the hospitality industry, the New Zealand Police, public health providers and Selwyn community boards and committees, local licence holders (such as sports clubs and taverns) and the public.
- The Provisional policy was endorsed at the 11 September 2014 council meeting and publicly notified on 28 January 2014. It was appealed by Foodstuffs South Island Ltd, Progressive Enterprises Limited, The Mill Retail Holdings, Independent Liquor, Hospitality Association of New Zealand and the Lincoln Golf Club.
- At the appeal hearings held on 18 May 2015, the Alcohol Regulatory and Licensing Authority (ARLA) asked the Council to reconsider Policies 1.1 (maximum trading hours for on-licences) and Policy 3 (location of licensed premises). The appeals against all other parts of the provisional LAP were either withdrawn or dismissed.
- The Council will seek feedback from the appellants, Police, Medical Officer of Health, submitters and members of the public before it makes any changes to Policy 1.1 and Policy 3. Consultation is planned to take place in mid-August 2015 and notices will be placed in the local papers and on the Council's website.

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.
- Special licence application fees have been discussed on multiple occasions with a number of TAs reaching an agreement regarding the application fee for individual stall-holders at large events. Instead of each stallholder paying the large event application fee, they can be individually charged the appropriate lower fee. This decision suits both the TAs and the applicants and has provided clarity regarding this subject.
- The online public notice of applications is working well; both administrative staff and licensees have been impressed by this system. This option has been implemented since mid July and thus far, all applicants have opted for this method.
- 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 than was previously expected under the old Act.

7. 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 Dunedin. This conference will be patronised by DLC Inspectors, the Police and Medical Officers of Health.

8. 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

Licence - Name	Trading - Name	Licence Type
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
Poppitas	Poppitas Cafe	BYO (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
Prebbleton Hotel Limited	Prebbleton Hotel	OFF LICENCE
MBJKT Holdings Limited	Tai Tapu Hotel	OFF LICENCE
Suram Holdings Limited	Southbridge Hotel	OFF LICENCE
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 JULY 2014 – 30 JUNE 2015

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		2	4 (1 @ \$17.25)		
On-licence variation					
On-licence renewal		5 (1 @ \$17.25)	10 (1 @ \$17.25)	2	
Off-licence new	3	1 @ \$17.25	2		
Off-licence variation					
Off-licence renewal	5	7	3		
Club licence new					
Club licence variation					
Club licence renewal	2	9			
Total number	10	24	19	2	
Total Fee paid to ARLA (GST incl)	\$172.50	\$793.50	\$914.25	\$172.50	

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	2	21 (2 @ \$17.25)	22 (1 @ \$17.25)	8	
Off-licence	10	17	9		
Club licence	10	18			
Total number	22	56	31	8	
Total Fee paid to ARLA (GST incl)	\$379.50	\$1,897.50	\$1,569.75	\$690.00	

Managers' certificate applications received:

	Number received
Manager's certificate new	64
Manager's certificate renewal	91
Total number	155
Total Fee paid to ARLA (GST incl)	\$4,456.25

Special licence applications received:

	Number received in category: Class 1	Number received in category: Class 2	Number received in category: Class 3
	18	58	47

Temporary authority applications received:

	Number received
Temporary authority	1

Permanent club charter payments received:

	Number received
Permanent club charter payments	0

Please note: The highlighted fees at \$17.25 are due to changes in risk category, where the difference was paid in a later month than the initial fee. Please see monthly breakdowns sent to ARLA at the end of each month that detail the premises where the risk category changed in these instances.