

A Guide to Host Responsibility Policy and Plans

Off Licences

Host responsibility policies and plans are designed to reduce the abuse of alcohol by creating and promoting a safe drinking environment.

The Host Responsibility Plan outlines in more detail how staff will apply the policy. The Host Responsibility Policy are required to be prominently displayed on the premises.

They are also a useful tool for the Medical Officer of Health, Police and Licensing Inspector when assessing the suitability of applicants to hold an alcohol licence.

If you hold a alcohol licence you must implement, train and enforce host responsibility policies.

So what will be in the policy?

The policy will outline what the premises are going to do to make members or customers feel welcome, safe, comfortable and able to buy the products and services they want.

The key elements that need to be address in a plan are:

- ✓ The provision and promotion of food
- ✓ Provide and promote alternative low and non-alcoholic beverages
- ✓ The provision of assistance with or information about alternate transport from the premises
- ✓ The licensee's steps relating to ensuring compliance with the provisions of the Act relating to the sale and supply of alcohol to minors and intoxicated persons
- ✓ Any other matter aimed at promoting the reasonable consumption of alcohol
- ✓ Educate and train staff in host responsibility practices

Applicants are encouraged to develop an individual Host Responsibility Plan, rather than adopting a standard format, as this has been found to be more helpful in ensuring a strong sense of ownership of the plan.

Your plan should outline a range of strategies to create a safer drinking environment following the guidelines within this document.

We have attached some templates to provide you with assistance to develop your host responsibility policy and plan.

Available from Health Promotion Agency – www.hpa.org.nz - Creating a Responsible Drinking Environment – Host Responsibility: Guidelines for Licensed Premises 2014 -

Host Responsibility Plan Example

(Enter name of premises)

Host Responsibility Implementation Plan

Enter the host responsibility aim of the premises

1. Designated Areas

Our designation is: *(Delete description as appropriate)*

Supervised: *No-one under 18 years of age may be on that part of the premises unless they are:*

- *are accompanied by their parent or legal guardian. A guardian as defined in the Care of Children Act is someone appointed by either the High Court or Family Court who is responsible for providing day-to-day care for the child.*
- *employed to prepare or serve a meal, sell or supply alcohol, clean or repair etc, remove or replace equipment, stocktake, check or remove cash; or*

OR

Restricted: *No-one under 18 years of age may be on that part of the premises unless they are:*

- *employed to prepare or serve a meal, clean or repair etc, remove or replace equipment, stocktake, check or remove cash.*

OR

No Designation: *no age restrictions apply to this premises.*

2. Minors

The Sale & Supply of Alcohol Act 2012 states that it is an offence to sell or supply alcohol, on or from licensed premises to any person who is under the age of 18 years.

If alcohol is served to a minor the penalty is:

**A fine of up to \$10,000 for the licensee and/or
Suspension of the on-licence for up to 7 days**

A fine of up to \$10,000 for the Manager and/or Suspension

A fine of up to \$2,000 for the server

Our policy is that:

- any patron who might be under 25 years of age is asked for identification.
- The only forms of identification that will be accepted from any patron who might be underage are:
 - New Zealand or overseas passport
 - Drivers Licence issued under the Land Transport Act 1998
 - HANZ 18+ card

These are the only four forms of identification (ID) that will provide you with an automatic defence against a charge of selling alcohol to a minor. Each has a photo for positive identification.

If staff have doubts whether an ID is authentic they should ask for a second form or refuse to allow entry or sale. (Refusal of entry or sale or forged ID are suitable issues for entry in the incident book)

Steps to verify the age of any person appearing to be under 25 years of age:

(enter company policy including systems in place, steps on how to check an ID, procedure for dealing with fraudulent presentation of ID etc.)

3. Intoxication

Under the Sale & Supply of Alcohol Act 2012, it is an offence if the licensee or manager of any licensed premises:

- sells or supplies alcohol to any other person who is intoxicated; or
- allows any intoxicated person to be on or remain on the licensed premises; or
- allows any violent, quarrelsome, insulting or disorderly conduct to take place on the licensed premises.

A patron should be considered to be intoxicated if they are observably affected by alcohol or drugs to the extent that their speech, coordination or behaviour is clearly impaired.

Instructions for staff on how to identify and proactively deal with intoxicated patrons:

(enter company policy)

4. Signage

Required:

- a) *Original or copy of the licence to be displayed at principal entrance*
- b) *Duty Manager's name to be prominently displayed*
- c) *Trading hours*
- d) *"Prohibited person signage" to be displayed adjacent to points of sale.*
- e) *Host Responsibility Policy*

Include details on whose responsibility to ensure signage is correct. It is advisable to place the renewal notice next to the licence to show that the licence is current.

5. Other

(add any other steps that you require staff to follow to ensure they are implementing good host responsibility practices in areas such as security; promotions, sampling of alcohol, banning party pills, what to do when customers are supplying minors etc)

6. Staff Training

All staff should receive regular training on your policies, procedures and host responsibility. Management should ensure that any new employees, whether voluntary or paid, and regardless of their previous experience, should receive training, especially covering the conditions of the licence and the contents of the implementation plan.

This section could include:

- a) A statement of intent regarding staff training
- b) Content of initial and on-going training
- c) Frequency and duration of training
- d) Responsibility for organising and conducting training
- e) Methods to ensure attendance
- f) Reference to location and updating of the staff training manual

7. Alcohol Promotions

It is an offence for a licensee or manager to do anything that is intended or likely to encourage people to consume alcohol to an excessive intent. The maximum penalty for any breach is \$10,000 plus the possibility of licence variation, suspension or cancellation – ref S237.

In this section:

- a) List the type of promotion your premises run or intend to run and include the reasons for each promotion (give recognition to and acceptance of the “*National Guidance on Alcohol Promotions for Off Licences*” available from HPA)
- b) Detail the management systems for promotions that will ensure that they do not lead to excessive consumption.
- c) Alcohol tastings – the requirement to have free water available

Policy Sample – Off Licence**Sale & Supply of Alcohol Act 2012*****OFF LICENCE******"Name"*****'Host Responsibility Policy'**

- It is against the law to serve minors. If we are in doubt as to your age, we will ask for ID. Acceptable forms of proof of age are a current NZ photo driver's licence, HANZ 18+ card or a current Passport.
- NO ID NO SERVICE NO EXCEPTIONS
- We will not serve intoxicated persons.
- We operate within the requirements of the Sale & Supply of Alcohol Act 2012.
- Our Policy is to serve you in a friendly, responsible & professional manner.

Thank You
Staff & Management
Name of Premises