

SALE OF LIQUOR ACT 1989

Questionnaire for Applicants for Manager's Certificate

This questionnaire **must** be completed in full and attached with your Application Form.

AN INTERVIEW IS REQUIRED.

Contact: Lisa Roiri
Liquor Licensing Inspector
Horowhenua District Council
Levin

Ph: (06) 366 0999, Extn 6845

Name of Applicant:

Address:

.....

.....

Telephone No:

E-mail Address:

Date of Birth:

Place of Birth:

Current Place of Employment:

PLEASE MAKE SURE THE FOLLOWING DOCUMENTS ARE ATTACHED:

- Application Form 18
- Personal References x 2
- Employment References x 2 or more (1 must be from current employer)
- Qualifications – "Licence Controller Qualification" Certificate

SECTION 1 – MULTIPLE CHOICE

1. The Principle of the Act (S.6) is:
 - a) To contribute to a reduction of liquor abuse
 - b) That the sale of liquor to the public requires a licence
 - c) To reduce liquor abuse
 - d) There must be a manager at all times on licensed premises

2. There are **4** kinds of licence. They are:
 - a) On, Off, Special & Conveyance
 - b) On, Off, Club & Site
 - c) On, Off, Booth, & Special
 - d) On, Off, Club & Special

3. In part, the Object of the Sale of Liquor Act (S.4) is:
 - a) To establish a reasonable system of control over the sale and supply of liquor to the public
 - b) To create four kinds of licence
 - c) That the sale of liquor to the public requires a licence
 - d) To ensure any premise selling liquor has a manager

4. A club is defined as being:
 - a) Any sporting body
 - b) A dance venue
 - c) A voluntary association of persons combined for any purpose other than gain
 - d) Any organisation established for commercial reasons

5. The Object of the Act **AIMS** to:
 - a) Control licensing hours
 - b) Contribute to the reduction of liquor abuse
 - c) Restrict the sale of liquor
 - d) Ensure a licensee must be on duty at all times liquor is being sold or supplied

6. **Nationally**, liquor licensing is overseen by the:
 - a) District Licensing Agencies
 - b) Police

- c) District Court
- d) Liquor Licensing Authority

7. **Locally** the Act is administered by the:

- a) District Court
- b) Area police manager
- c) District Licensing Agencies
- d) Liquor Licensing Authority

8. **New** applications for General Manager Certificates are processed and issued by the District Licensing Agency (where there is no opposition to the application) and will be valid for a period of:

- a) 1 month
- b) 3 months
- c) 1 year
- d) 3 years

9. A **General** Manager's Certificate allows the holder to manage;

- a) Club and Special licensed premises
- b) On, Off, and Club licensed premises
- c) On & Off licensed premises
- d) On, Off, Club and Special licensed premises

10. Evidence of Identity and a Warrant of Authority must be provided by a District Licensing Agency Inspector upon entering licensed premises. **When** is a DLA inspector able to visit licensed premises in an official capacity (S.131):

- a) At any time
- b) During ordinary trading hours
- c) At any reasonable time
- d) To fulfil an appointment

11. The police have the power to order licensed premises to close in the case of fighting S.174. For what period of time are the police able to close licensed premises:

- a) Until the expiry of the day on which the order is served
- b) For 1 week after the order is served
- c) Until the problem is resolved
- d) For 2 hours after the order is served

12. Licensees and managers have the ability to issue a Trespass order to a troublesome customer to bar them from the premises. What is the maximum period of time a trespass order can remain in force:
- a) One Month
 - b) 12 Months
 - c) 24 Months
 - d) Indefinitely
13. **New** On, Off and Club licenses are issued by the District Licensing Agency (where there is no opposition to the application) for a period of:
- a) 1 month
 - b) 3 months
 - c) 1 year
 - d) 3 years
14. Licence applications that are **opposed** are forwarded to the:
- a) Liquor Licensing Authority
 - b) District Licensing Agency
 - c) District Court
 - d) Police
15. As long as there is no opposition to an application to renew an On, Off or Club licence, the licence will be renewed by the DLA for a period of:
- a) 1 month
 - b) 3 months
 - c) 1 year
 - d) 3 years
16. What is the **one mandatory** condition (S.14) that is imposed upon **every on-licence** granted:
- a) That no liquor is to be sold; Good Friday, Easter Monday, Christmas Day or before 1.00pm on Anzac Day
 - b) To have available at all times liquor is being sold or supplied, a reasonable range of low-alcoholic refreshments
 - c) To have food available
 - d) To have available for consumption on the premises at all times when the premises are open for the sale of liquor a reasonable range of non-alcoholic refreshments

17. What is the **one mandatory** condition (S.37) that is imposed upon **every off-licence** granted (except caterers and wineries);
- a) That no liquor is to be sold or delivered on Good, Friday, Easter Sunday, Christmas Day or before 1.00pm on Anzac Day.
 - b) Authority for the complimentary supply of liquor by way of sample
 - c) Must have available at all times the premises are authorised to be open for the sale of liquor a reasonable range of non-alcoholic refreshments
 - d) That the premises are designated as a supervised or restricted area.
18. The Sale of Liquor Act requires that on and off-licensed premises display, within the principal entrance:
- a) Hours of trading
 - b) A copy of the licence
 - c) A menu
 - d) Signs related to the non-service of prohibited persons
19. A special licence is issued by the:
- a) District Licensing Agency
 - b) Liquor Licensing Authority
 - c) Nearest police station
 - d) District Court
20. A **special licence (S.74)** will allow a premise that already holds an on or club licence to trade beyond their normal licence conditions to accommodate a social gathering (special occasion or event). What is the **most common reason** an on-licenses premise would need to apply for a special licence?
- a) To permit the premises to make off-sales of liquor
 - b) To extend their permitted trading hours
 - c) To trade without having food available
 - d) To trade without low-alcoholic beverages available
21. What is the **one mandatory** condition imposed on every special licence (except for an off-sales event):
- a) The containers in which liquor may be sold
 - b) No sale or supply on Good Friday, Easter Sunday, Christmas Day or before 1.00pm on Anzac Day.
 - c) To have available for consumption on the premises at all times when the premises are open for the sale of liquor a reasonable range of non-alcoholic refreshments.
 - d) To exclusion of the public

22. What sign must be displayed, on the exterior of the premises outside each principal entrance, by on and off licensed premises;
- A copy of the licence
 - The name of the manager on duty
 - Taxi telephone numbers
 - Hours of trading
23. A licensed premise is required to have a manager on duty (S115):
- At all times
 - At all times while liquor is being sold or supplied
 - Only for busy periods
 - At all times except when the manager has left the premises for a meal break
24. If an appointment of any manager (certificated, temporary or acting) is for a period of time longer than 48 hours the licensee must inform (S.130), within two working days of the appointment the:
- DLA and LLA
 - DLA, LLA, Medical Officer of Health
 - DLA, Local Police, LLA
 - Local Police, LLA
25. If an appointment of a **Temporary Manager** (S.128) is for longer than 48 hours the person appointed must;
- Advise the nearest police station
 - Lodge an application for a managers certificate within 2 working days
 - Inform the DLA and LLA within working 10 days
 - Ensure that their name is not displayed as the manager
26. A single period of appointment of an Acting Manager may not be longer than:
- Three weeks
 - Four weeks
 - Six weeks
 - Twelve weeks
27. If the District Licensing Agency or the Police oppose an application to renew a Manager's Certificate, the DLA are required to forward the application to:
- The liquor Licensing Authority
 - The City or District Council Mayor

- c) The nearest police station
 - d) The District Court
28. When the duty manager finishes their shift they must always:
- a) Check the float
 - b) Remove their name as manager
 - c) Put out the recycling bins
 - d) Notify the DLA
29. When are on and club licensed premises required to have food available:
- a) During meal times when the menu is available
 - b) At all times but not later than 12.00 midnight
 - c) At all times when the premises are authorised to be open for the sale of liquor
 - d) They do not *always* have to have food available
30. There is a condition of on and club licenses that has regard for the safe travel of persons who have been consuming liquor. That condition is:
- a) To ensure that taxis are always available and that staff will call a taxi on request
 - b) Provide alternative forms of transport including a mini bus
 - c) To confiscate keys from drinkers who intend to drive
 - d) To ensure that signs are prominently displayed within the licensed premises detailing information about alternative forms of transport from the premises
31. An off-licence authorises the sale or delivery of liquor from the premises for consumption off the premises. It also authorises:
- a) The complimentary supply of liquor by way of sample on the premises
 - b) The sale of liquor for tasting purposes on the premises
 - c) The consumption of liquor on the premises by customers who have bought the liquor onto the premises
 - d) The sale of wine by-the-glass
32. An on-licence shall not oblige the licensee to serve liquor at any time to any person. (S.15). This right to refuse service is subject to the:
- a) Guardianship Act 1968
 - b) Trespass Act 1980
 - c) Human Rights Act 1993
 - d) The Fair Trading Act 1986.

SECTION 2 – YES/NO QUESTIONS

Licensed area designations. Please circle Yes or No

1. Is a 16 year old person allowed to **be present** in an undesignated area:
Yes/No
2. Can an 18 year old person **be present and purchase liquor** in a restricted area:
Yes/No
3. Can a 17 year old **be present in a** restricted area if accompanied by their parent or guardian:
Yes/No
4. Can a 16 year old **purchase liquor** in a supervised area if accompanied by their parent or guardian
Yes/No
5. Is a 15 year old able to **consume liquor** in an undesignated area providing the liquor is purchase for the 15 year old by their accompanying parent or guardian:
Yes/No
6. Is a group of 16 year olds able to be within a supervised area for the purpose of dining:
Yes/No
7. The fact that a person is an uncle of a 16 year old means they are the legal guardian:
Yes/No
8. Can anyone of any age be within an undesignated area:
Yes/No
9. Are persons **under 18 years** able to be within a supervised area if accompanied by their parent or guardian:
Yes/No
10. Are there certain exceptions within the Sale of Liquor Act 1989 that allow for a person under the age of 18 years to **purchase** liquor, if not directed by the Police to do so:
Yes/No
11. Does a person have to be 18 years or over to sell or supply liquor in a restricted area?
Yes/No
12. Can persons under the age of 18 years be employed in a supervised area selling and supplying liquor
Yes/No

SECTION 3 – SHORT ANSWER QUESTIONS

1. Is a condition of all on, club and most special licences that they provide food? From a host responsibility perspective, explain why this is important.

(2)

2. It is a condition for on and club licences that they must ensure that signs are prominently displayed within the licensed premises detailing information regarding alternative forms of transport from the premises. List two examples of alternative transport and/or alternative transport promotions:

(2)

3. A **prohibited person** (S.2) is a person who may not be allowed to enter or remain on licensed premises. Give two examples of prohibited persons:

(2)

4. What are the two **liquor sale/service** offences (S.155, S.166) for which a manager (or licensee) may be fined a maximum of \$10,000 and the server fined \$2,000:

(2)

5. The maximum penalty for the licensee or manager for allowing a person on licensed premises (supervised or restricted area) outside of licensed hours (S171) is \$10,000. This offence applies to persons on the premises beyond the permitted drinking-up time. What is the permitted **drinking-up time**:

(1)

6. If a licensed premise operates a promotion that is likely to, or intended to encourage customers to consume alcohol to an excessive extent (S.154A), the manager or licensee could be fined a maximum of \$5,000. Give three examples of such promotions:

- a) _____
b) _____
c) _____

(3)

7. If a licensed premises was selling and supplying liquor when not complying with all the terms and conditions of licence, the premises is making an **unauthorised sale or supply of liquor** (S.165), an offence for which the manager or licensee may be fined \$20,000. Give two examples of this offence:

a) _____

b) _____

(2)

8. Subsection 2 of section 168 creates the offence of allowing an intoxicated person to remain on licensed premises. It is an offence also to sell or supply liquor to an intoxicated person (S.166) and to allow a person to become intoxicated (S.167). Under the headings below give two examples of signs or behaviours that would indicate intoxication:

CO-ORDINATION

a) _____

b) _____

(2)

APPEARANCE

a) _____

b) _____

SPEECH

a) _____

b) _____

(2)

BEHAVIOUR

a) _____

b) _____

(2)

9. What are the **evidence of age documents** you are able to accept to verify a person is aged 18 years or over:

a) _____

b) _____

c) _____

(3)

10. When presented with an evidence of age document by a person purchasing liquor what are the two **most important** checks to make:

- a) _____
 - b) _____
- (2)

11. It is a condition of every on and club licence that they shall make available to all staff a **Host Responsibility Plan**. List five matters that the Host Responsibility plan (or policy) should address:

- a) _____
 - b) _____
 - c) _____
 - d) _____
 - e) _____
- (5)

12. From a server intervention perspective, explain four strategies you can use, or steps you can take, to control and slow down guests liquor consumption:

- a) _____
 - b) _____
 - c) _____
 - d) _____
- (4)

13. Subsection (2) of section 115 of the Act requires that a manager on duty in respect of licensed premises is responsible for the compliance with and enforcement of:

- a) (i) _____
- (ii) _____
- b) _____
- _____