



HOROWHENUA DISTRICT LICENSING AGENCY

SALE OF LIQUOR POLICY 2006

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Definitions

- DLA District Licensing Agency (Horowhenua)
- LLA Liquor Licensing Authority (Wellington)
- "The Act" Sale of Liquor Act 1989 and Amendments

1 Introduction

1.1 The object of the Sale of Liquor Act 1989 ("The Act") includes the statement:

"to establish a reasonable system of control over the sale and supply of liquor to the public with the aim of contributing to the reduction of liquor abuse, so far as that can be achieved by legislative means ..."

The philosophy behind this Act is:

- A licence is required before liquor may be sold; and
- Licensees, managers and all staff in hospitality are encouraged and, in fact, required to take responsibility for their 'guests'.

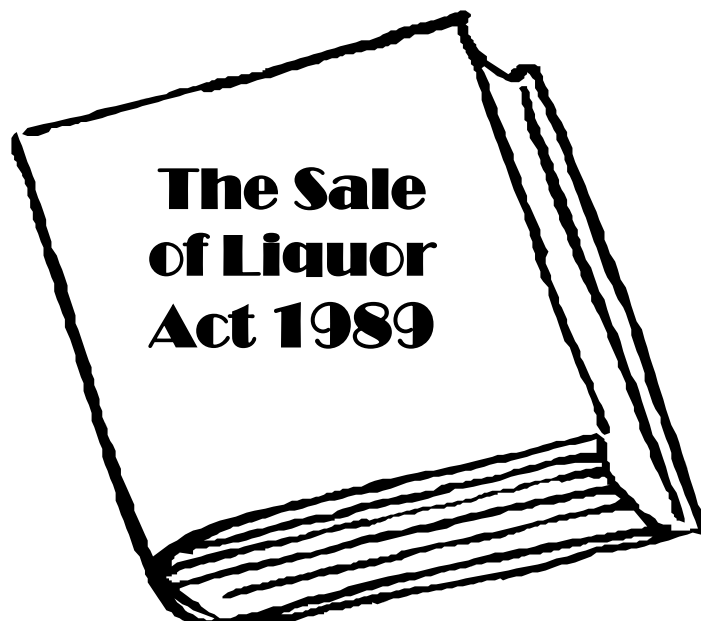
The concept of "Host Responsibility" emerged from this.

The Act further requires that every Local Authority (City or District Council) shall be the District Licensing Agency for its district and

"... shall exercise its jurisdiction, powers, and discretions under the Act in the manner that is most likely to promote the object of this Act."

1.2 The Horowhenua District Licensing Agency therefore has a role to play in the reduction of liquor abuse through its responsibilities and obligations under the Act. The Council believes that the key to achieving the aims of the Act is in the promotion of responsible attitudes of both licensees and the public in achieving a mature approach to liquor consumption. However, this Policy is primarily related to the obligation and responsibilities of licensees.

1.3 The Horowhenua District Licensing Agency carries out its role in conjunction with other statutory Agencies (the Police, Public Health Service and the NZ Fire Service) pursuant to the Act.



2 Object and Content of the Policy

POLICY

Council's Liquor Licensing Policy has been developed in accordance with the Society of Local Government Managers (SOLGM) Best Practice Guides.

The purpose of the Horowhenua District Council Sale of Liquor Policy is to clearly define the Council's responsibilities and obligations under the Sale of Liquor Act.

The Policy defines the parameters which guide how the Horowhenua District Licensing Agency carries out its statutory functions. The policy contains:

- guidelines in respect of the hours of operation of licensed premises in or adjacent to residential areas,
- criteria for the reporting on and approval of licence and certificate applications and renewals,
- enforcement procedures,
- communication between the various sectors and
- strategies aiming to reduce liquor abuse.

3 A “Proactive” Approach to Liquor Licensing

The Horowhenua District Licensing Agency is proactive in its approach to liquor licensing. This includes working with the liquor industry and carrying out promotional activities and strategies encouraging compliance with the legislation and the creation of safe drinking environments. It is believed that this approach will reduce the need for enforcement action at a later date and is more cost effective.

The Statutory Authority for liquor licensing is contained in:

- **Sale of Liquor Act 1989, and**
- **Sale of Liquor Amendment Acts 1999, 2001, 2002, 2004 and 2005**
- **Sale of Liquor Regulations**

Promotional material on commonsense attitudes towards liquor consumption is contained at the conclusion of this Policy.



4 Alcohol Health Promotion and Communication

The Horowhenua District Licensing Agency recognises that alcohol is part of the New Zealand social fabric and that the liquor trade, the general public and private individuals have a responsibility in respect of maintaining a healthy attitude to alcohol consumption. The Sale of Liquor Act 1989 provides a legislative basis. Initiatives from statutory agencies, stakeholder groups, such as the Alcohol Liquor Advisory Council (ALAC) and the industry groups, such as Hospitality Association of New Zealand (HANZ), and Hospitality Standards Institute (HSI) also encourage a healthy public and industry attitude to alcohol and the reduction of liquor abuse.

The Horowhenua District Licensing Agency, in collaboration with its regulatory partners (the Police and the Public Health Service), will continue to carry out strategies promoting a responsible attitude towards the use of alcohol with the public and liquor industry.

4.1 Licensees and their staff

Strategies promoting awareness of licensee and staff responsibilities under the Act will continue. These strategies include the provision of information and advice in respect of licensees and licensed premises, staff awareness of, and compliance with, the legislative requirements.

4.2 Staff of the Horowhenua District Licensing Agency and Other Agencies or Organisations Involved in the Licensing Process

In order to carry out their functions and responsibilities in accordance with the Act it is essential for staff of the Horowhenua District Licensing Agency and other organisations to be aware of, and up-to-date with, the requirements of the Act, along with all other relevant legislation or regulations that may impact on this Policy.

4.3 Communication

Communication is a key tool in the local licensing process. It is therefore essential that all parties involved communicate regularly and work towards similar common goals within the bounds of their own legislative or association requirements and purposes. The Horowhenua District Licensing Agency will continue to work with its partners defined by legislation as well as working in a close and co-operative manner with other relevant bodies and groups.

4 POLICY 1: Promotion and Communication

The Horowhenua District Licensing Agency will maintain a continuing public awareness and communication role targeting:

- ◆ licensees
- ◆ staff of licensed premises and
- ◆ other Agencies involved in the licensing process

with a view to increasing public awareness of the need for moderation in alcohol consumption and a high level of compliance with legislative requirements. A "Newsletter", with support from the Levin Police, is sent twice yearly to all Licensees, Local Health Departments and Training Providers.

5 Host Responsibility

Host Responsibility is a statutory requirement of the Act. The principles of Host Responsibility include:

- the promotion and availability of food and low alcohol and non-alcoholic beverages
- serving alcohol with care and responsibility



- responsible approaches to dealing with intoxicated and underage people and



- information about safe transport options.

Host Responsibility will also embrace:

- Signage
- Service or customer focus
- Staff training
- Product promotion
- Liability/risk management

"HOUSE POLICY"

All new/renewal licences must provide a "House Policy" with regard to Host Responsibility (see example on page 39/40)

5 POLICY 2: Host Responsibility

- ◆ All licensed premises are required to operate within the statutory requirements of the Act in respect to the principles of Host Responsibility.
- ◆ All licensed premises are required to formulate and submit with their application a written Host Responsibility Plan, based on the principles of Host Responsibility, which will be used as a standard operating procedure by management and staff.

6 Alcohol Promotions

A licensee or manager of a premises commits an offence if they do anything in the promotion of the business conducted on the premises or in the promotion of any event or activity held or conducted on the premises that is likely to encourage persons on the premises to consume alcohol to an excessive extent.

A “National Protocol on Alcohol Promotions” is intended to assist District Licensing Agency's, Police, Medical Officers of Health and Licensees to understand the type of promotions and events which are likely to be considered acceptable and unacceptable in terms of the provision.

6 POLICY 3: Alcohol Promotions

- ◆ **The Horowhenua District Licensing Agency endorses the National Protocol on Alcoholic Promotions and request all licensees to carry out promotions or activities in accordance with the protocol. Examples of Unacceptable and Acceptable Practices are shown below.**
- ◆ **Where the agencies consider that an activity or promotion infringes the Act the enforcement procedures detailed in s.132 and s.135 of the Sale of Liquor Act 1989 will apply.**

UNACCEPTABLE PRACTICES	ACCEPTABLE PRACTICES
<ul style="list-style-type: none"> x Promotions which offer alcohol in non-standard measures and/or by virtue of their descriptive titles, such as “laybacks” - “shooters” - “slammers” - “test tubes” - “blasters”, and their method of consumption, encourage irresponsible drinking habits and are likely to result in rapid intoxication. x Promotions or drink cards which provide a multiple of free drinks, extreme discounts or discounts of limited duration on a given day or night and which have the capacity to be readily stockpiled by patrons or transferred to other patrons. In other words the promotion or drink card must not, by design or potential create an incentive for patrons to consume liquor more rapidly than they otherwise might. x Any labelling or titling of promotions that may encourage patrons to consume liquor irresponsibly and excessively. x The refusal to serve single measures of spirits on request or provide reasonably priced non-alcoholic drinks. x Any promotion that encourages a patron to consume liquor excessively - “all you can drink offers” - “free drinks for women” - “two for one” - and to consume it in an unreasonable time period. x Any promotion that compromises patron safety or puts them at risk of harm. 	<ul style="list-style-type: none"> ✓ The traditional “happy hour” during or immediately following normal daytime working hours. ✓ A complimentary standard drink upon arrival. ✓ Promotions involving low alcohol beer where it is clear from the advertising and promotional material that it is a low-alcohol beer promotion. ✓ The advertising of a consistent price of a particular type or brand of liquor across the entire trading hours of a premises on a given day or night, providing the price is not so low that it will, in itself, encourage the excessive consumption of alcohol and intoxication. ✓ Promotion of particular brands of liquor that provide incentives to purchase that brand by virtue of a consistent discounted price, offer of a prize etc but does not provide any particular incentive to consume that product more rapidly than a patron’s normal drinking habit. ✓ Competitions with prizes of food, meal deals or other prizes consistent with Host Responsibility. ✓ Promotions involving food, meal and drink combos and other offers that reflect Host Responsibility.

7 Evidence of Age Documents



The only Evidence of Age documents recognised by the Act are a passport, New Zealand photo driver's licence and a "Hospitality Association of New Zealand 18+" card. Any other form of photo ID may not be a reasonable defence pursuant to the Act. The regulatory agencies strongly recommend that all premises accept only a passport, New Zealand photo driver's licence or "Hospitality Association of New Zealand 18+" card for age verification.

7 POLICY 4: Evidence of Age Documents

- ◆ That all licensees will require Evidence of Age documents (passport, New Zealand photo driver's licence or Hospitality Association of New Zealand "18+ card") for age verification purposes. The Horowhenua District Licensing Agency will take all practicable steps to ensure and encourage the use of Evidence of Age documents.

NEW ZEALAND DRIVER LICENCE
1. ROSS
2. TAMMY LOUISE
3. 05-08-1973
4a. 28-09-1999
5a. BQ228977
4b. 28-09-2008
5b. 002
6.
7. 1

Evidence of Age Document
of Hospitality Association of New Zealand
(Issued under the Sale of Liquor Act 1989)
HANZ
Sacha Joel
CITIZEN
DATE OF BIRTH 26/04/81
EXPIRES 01/12/09
18+ PLUS
123456

A photo driver licence can be obtained from AA Express, VTNZ, VINZ and OnRoad NZ.

This campaign has been organised by Hospitality Association of NZ

NO CARD - NO SERVICE*

* A valid passport will also be accepted as evidence of age.

APPLICATION FORMS FOR 18+ CARD AVAILABLE AT

POSTshop

8 The Licensing Process: Functions of the Horowhenua District Licensing Agency (DLA) and the Liquor Licensing Authority (LLA)

The functions of the Horowhenua District Licensing Agency (Council) and the Liquor Licensing Authority are as follows:

8.1 The Horowhenua District Licensing Agency Function and Structure

The Horowhenua District Licensing Agency activities are carried out within the Regulatory Department of the Horowhenua District Council. Both inspectorial and administrative roles are undertaken by the Licensing Inspector.

8.2 Functions of the Horowhenua District Licensing Agency Include:

- Determining unopposed applications for On, Off and Club Licences, and managers' certificates and renewals.
- Determining temporary authority applications (On and Off Licences).
- Varying conditions of On, Off and Club Licences (if conditions are imposed by the Horowhenua District Licensing Agency).
- Determining caterers & auctioneers Off Licence applications.
- Determining applications for Special Licences.
- Appointing one or more Licensing Inspectors.
- Enquiries and general functions.



8.3 The Licensing Process of the Horowhenua District Licensing Agency

Full details on the application process and information required with licence applications is available from the Horowhenua District Licensing Agency. This information includes the specific details to be supplied with a licence application and explains the issues that a licence applicant must address. Applicants should be familiar with the Sale of Liquor Act 1989 and all subsequent amendments to that Act.

The Horowhenua District Licensing Agency is responsible for the functions detailed above (8.2). This section of the Policy details how the Horowhenua District Licensing Agency will carry out those functions in a transparent and accountable manner.

8.4 The Political Function

The Horowhenua District Licensing Agency will operate in accordance with this Policy adopted by the Horowhenua District Council. A Subcommittee consisting of the Chairperson of the Hearing Committee, or his or her nominee, the Chief Executive of Council and the Environmental & Regulatory Services Manager, with delegated powers from the Council to act as the Horowhenua District Licensing Agency Committee and will meet on an "as-required" basis to deal with matters relating to the sale of liquor. This Subcommittee operates within the overall Council Policy and is delegated to consider all applications.

8.5 The Horowhenua District Licensing Agency Secretarial Role

The Secretary of the Horowhenua District Licensing Agency is the Chief Executive (CE) of the Horowhenua District Council. In the Chief Executive's absence, the duties of the Secretary are delegated to the Environmental & Regulatory Services Manager, or their nominee .

8.6 Functions and Roles of the Liquor Licensing Inspector

- Receives all liquor licence and certificate applications, checks for completeness and accuracy
- Refers licence applications to the Police and Medical Officer of Health for consideration.
- Interviews applicants for General or Club Managers' Certificates.
- Inspects and monitors all licensed premises for compliance under the Act.
- Reports on all new or renewal licence or Certificate applications to the DLA or LLA.

The Licensing Inspector has the Power of Entry to any licensed premises at any reasonable time (Inspector to produce Warrant of Appointment) and can request to see the premises' licence or any records reasonably required to establish compliance with the Act.

The Liquor Licensing Inspector has the ability to apply to the Liquor Licensing Authority for variation, suspension or cancellation of a licence of certificate.

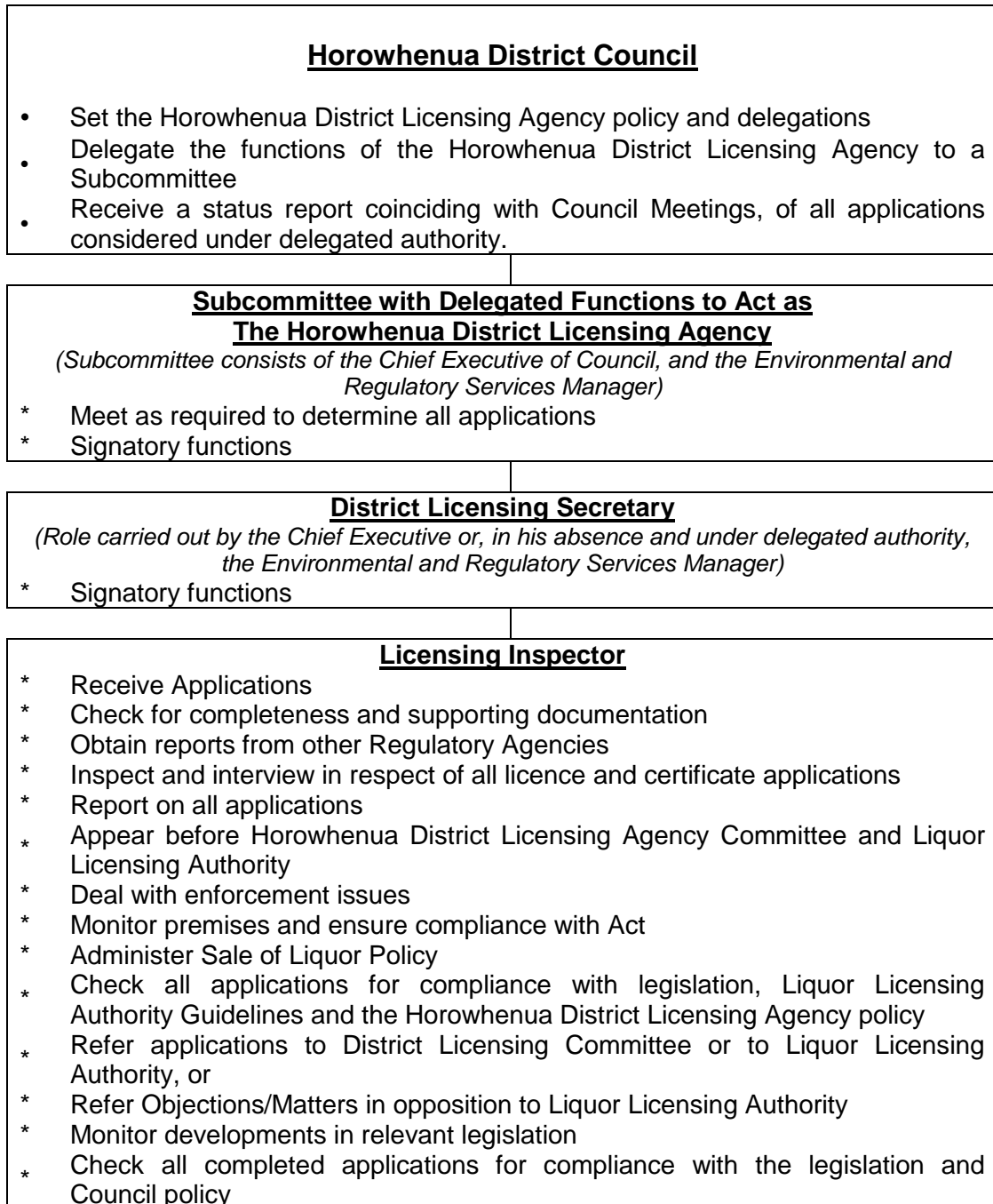
8.7 Functions of the Liquor Licensing Authority include:

- Determining opposed applications for On, Off and Club Licences and renewals, and managers' certificates referred to it by District Licensing Agencies.
- Determining appeals arising from decisions of District Licensing Agencies.
- Giving direction on sale of liquor matters to District Licensing Agencies.
- Determining applications for variation, suspension or cancellation of On, Off or Club Licences and Managers' Certificates from the Police or a Licensing Inspector.
- Considering the suspension or cancellation of licences in respect of certain offences (relating to sale and supply of liquor to minors, unauthorised sale or supply, sale or supply to intoxicated persons or allowing persons to become intoxicated) referred to them by the Police.



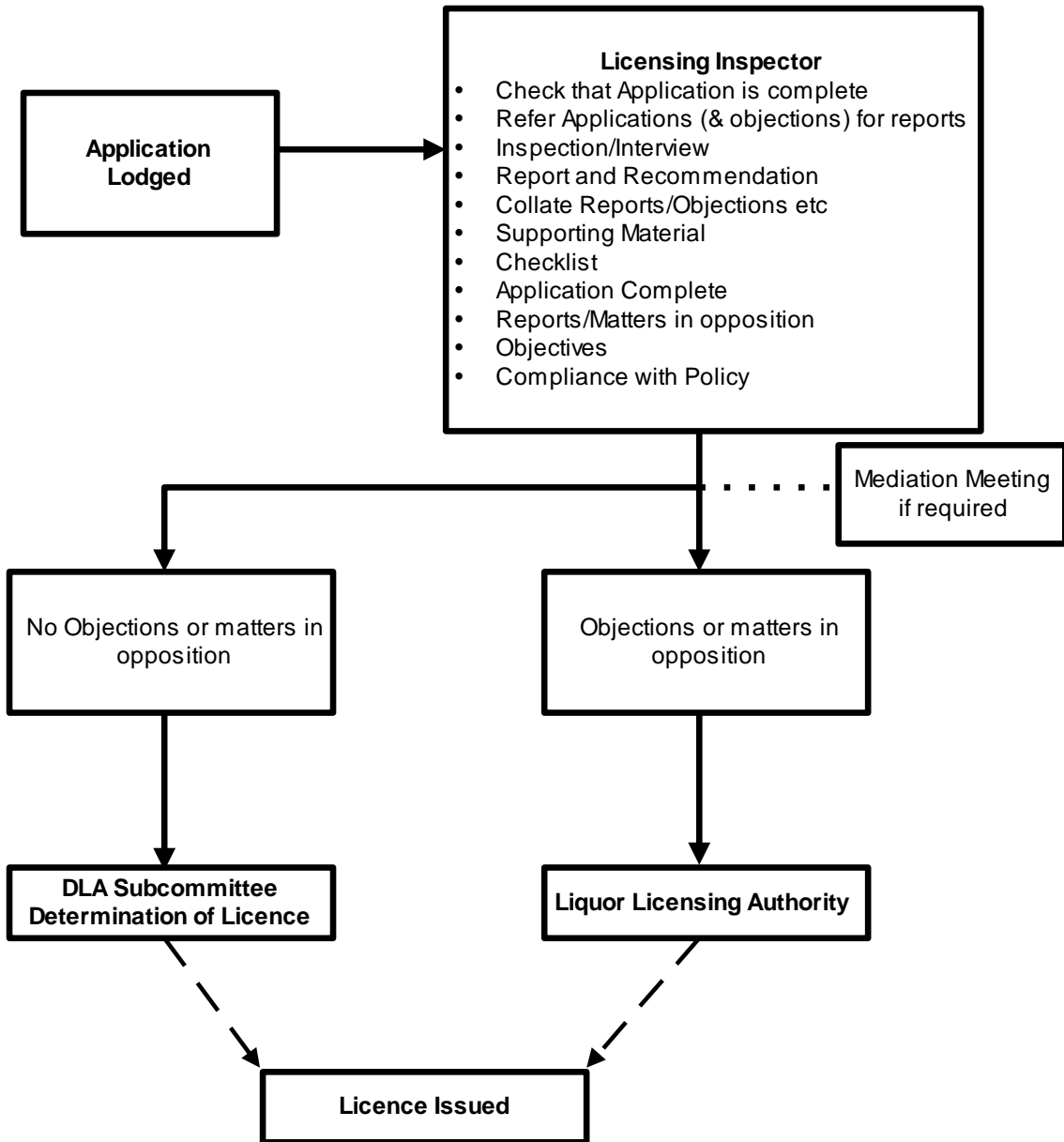
8.8 Charts

The following Chart shows the relationships of the various Horowhenua District Licensing Agency roles:



8.9 Flow Chart

This flow chart illustrates the various stages of a liquor licence application.



9 Reporting Criteria for Licensing Inspector

The Licensing Inspector's report in respect of On, Off, Club Licence applications and renewals will take into account the following:

- The nature of the operation.
- The suitability of the applicant.
- The hours of operation and the proposed activity.
- Compliance of the premises from reports received from the following agencies:
 - Police
 - Medical Officer of Health
 - Fire Service
 - Building/Planning
- Matters raised in objection to any application.
- The applicant's Host Responsibility Policy (includes food, non/low alcohol drink & transport).
- The persons or types of person to whom liquor may be sold pursuant to the licence.
- Any other matters in respect of the application promoting the responsible consumption of liquor.
- The need to recommend whether or not the licence should be granted and any special conditions/circumstances.
- What strategies the applicant may have in place to ensure that liquor is not sold to prohibited persons.

Note:

The Licensing Inspector should have copies of any public objections or matters raised in opposition by the Police or Medical Officer of Health before making a recommendation to the Horowhenua District Licensing Agency or the Liquor Licensing Authority.

OBJECTIONS

- **Managers Certificates**
Police - up to twenty (20) working days
- **Licences**
Police - up to twenty (20) working days
Public - within ten (10) working days of the first public notice.

10 On Licences

This section details the criteria relevant to the granting of an On Licence.

10.1 Hours of Operation in (or adjacent to) a Residential Area

The hours of operation are set by the Liquor Licensing Authority or Horowhenua District Licensing Agency after consideration of the reports from the Licensing Inspector, Police, Medical Officer of Health and NZ Fire Service. An application for an On Licence (Form 2) must comply with the Resource Management Act 1991; sometimes, however, additional restrictions in respect of hours of operation are required. This usually relates to the proximity of a licensed premises to a residential area and the nuisance potential which may arise from activities related to the premises. In such instances restrictions may be imposed. Factors in this may be public concern (ie objections) or concern from officers (eg the Police or the Licensing Inspector).

10 POLICY 5: On Licences - Hours of Operation in Residential Areas

Sunday to Friday	7.00am to 12.00 midnight
Saturday	7.00am to 1.00am the following day

These hours are intended as a guideline only and may be modified by the Horowhenua District Licensing Agency, taking each individual situation into consideration.

10.2 Hours of Operation in Non Residential Areas

While problems may be encountered with all types of licensed premises from time to time, generally problems experienced relate more to the management of the premises rather than the hours during which they are licensed to operate.

Managers of premises operating on a late closing-hour basis need to ensure that they can adequately provide supervision to ensure that problems often associated with a late night licensed premises do not occur or are kept to an absolute minimum. Where problems are encountered with the operation of late licensed premises, or indeed any premises, the Licensing Inspector, Police, or Medical Officer of Health may request the Horowhenua District Licensing Agency or Liquor Licensing Authority to reduce the licensed hours or take other enforcement action.

10 POLICY 6: On Licences - Hours of Operation in Non-Residential Areas

Monday to Sunday 7.00am to 3.00am the following day
These hours are intended as a guideline only and may be modified by the Horowhenua District Licensing Agency, taking into consideration every individual situation and/or any issues raised by the reports submitted by the Licensing Inspector, Police or Medical Officer of Health, and the general policies of the Liquor Licensing Authority.



Note:

The terms “residential” and “non-residential” as used above are not definitions from the Council’s District Plan. For the purpose of this Policy a residential area can be “an area where in the opinion of the Licensing Inspector, Police or Medical Officer of Health the establishment or operation of licensed premises may have an adverse impact on residential habitat”. For example, a licensed premises may be located in a non-residential area, however, the effect of traffic travelling to and from the premises through an adjacent residential area could have a detrimental effect on that adjacent residential area.

10.3 Duration of On Licences

All On Licences are required to be renewed after an initial 12 month period and every three years thereafter. The Horowhenua District Licensing Agency will send a reminder notice to all licensees that their licence is due for renewal. It is, however, the responsibility of the licensee to ensure that the renewal application is lodged on time.

10.4 On Licence Renewal

The criteria for which the Horowhenua District Licensing Agency will consider an application for renewal of an On Licence includes all relevant matters raised by the Police, Medical Officer of Health, Fire Service or in the Licensing Inspector’s report.

Matters considered will include, but not be restricted to, the following:

- Outcomes review of the premises.
- Evidence of the sale or supply of liquor to minors, intoxication, behavioural problems, motor vehicle accidents, violence or any other anti-social acts or consequences in which the management of the premises is a factor.
- The adequacy and implementation of the premises Host Responsibility Policy.
- Any adverse environmental impact.
- Any objections/concerns lodged through the public process or raised by any affected parties.
- The approach of the management of the premises to the Act and its requirements, and
- Promotion of the premises and control of liquor abuse. Is the management philosophy in keeping with the spirit of the Act?

In undertaking the outcome review of each premises, the Horowhenua District Licensing Agency and or its inspector may take into account the following:

- Information obtained from any public complaint relating to the premises directly or indirectly.
- Reports from the Police, Medical Officer of Health, Fire Service or any other body considered appropriate by the Inspector or Horowhenua District Licensing Agency.
- Information obtained from any independent study or monitoring commissioned by or undertaken on behalf of the Horowhenua District Licensing Agency.
- Any other information/source that the Horowhenua District Licensing Agency deems appropriate.

- The suitability of the premises and effects of any variation to the conditions sought by the applicant.
- In addition to the above criteria the Licensing Inspector may also take into account the required reporting criteria for On Licence applications.

10.5 Host Responsibility

The Host Responsibility Policy for an On Licence premises will include requirements such as measures to ensure that sales to minors or intoxicated persons do not take place as well as other measures aimed at reducing alcohol abuse (eg the availability and promotion of low alcohol beers, non-alcoholic drinks, provision of food and the display of appropriate cautionary measures).

All new or renewal applications must provide a "House Policy" with regard to Host Responsibility (see page 39/40 for sample policy).



10.6 Police, Fire Service and Public Health Authorities

The DLA administers liquor licensing in partnership with a number of other organisations. Each of these organisations has a particular focus for their input into the licensing process.

Police - concerned about the suitability of applicants, particularly those with criminal records, and premises with histories of anti-social behaviour.

Medical Officer of Health - concerned with the wider impacts on public health associated with alcohol abuse, and to monitor "Host Responsibility" requirements.

Fire Service - assesses applications for the presence of fire evacuation procedures.

10.7 On Licence - BYO Endorsed

An On Licence endorsed under section 28 Sale of Liquor Act shall authorise the holder to allow the consumption of liquor in the restaurant by any person for the purpose of dining, if the liquor is brought to the restaurant by that person(s).

The holder may also sell and supply any food or hot beverage of which liquor is an ingredient for consumption on the premises.

BYO restaurants are exempt from the following obligations:

- to display opening times
- to appoint at least one manager.

However, the Horowhenua District Licensing Agency requires that the Applicant holds Unit Standard 4646 (Knowledge of the Sale of Liquor Act 1989) and Unit Standard 16705 (Knowledge of "Host Responsibility").



11 Off Licences

This section details the criteria relevant to the granting of an Off Licence.

11.1 Hours of Operation for an Off Licence in or adjacent to a Residential Area

The hours of operation of an Off Licence are set up by the Liquor Licensing Authority or Horowhenua District Licensing Agency after consideration of the reports from the Licensing Inspector and Police and any objections. An application for an Off Licence (Form 6) must comply with the Resource Management Act 1991 before it is lodged; sometimes, however, additional restrictions in respect of hours of operation are required. This usually relates to the proximity of a licensed premises to a residential area and the nuisance potential which may arise from activities related to the premises. In such instances restrictions may be imposed. This may be related to public concern (ie objections) or concern from the Police, Public Health Service or Licensing Inspector.

The Horowhenua District Licensing Agency notes that there is a difference between “Stand-Alone” Off Licences (ie a retail liquor shop) and those associated with a Club (holding a Club Licence issued under the Act), Hotel or Tavern. While the Resource Management Act 1991 will ultimately determine where an application for a stand-alone Off Licence in, or adjacent to, a residential area may be lodged, it is possible that the Horowhenua District Licensing Agency may require more restricted hours than those contained in this Policy.

11 POLICY 7: Off Licences - Hours of Operation in Residential Areas

Sunday to Friday 9.00am to 11.00pm

Saturday 9.00am to 12.00 midnight

These hours are intended as a guideline only and may be modified by the Horowhenua District Licensing Agency, taking each individual situation into consideration

11.2 Hours of Operation of an Off Licence in Non-Residential Areas

A number of On Licence premises and Club Licence premises also have Off Licences which allow for the sale of take-away liquor from a bottle store between certain hours (often 9.00am and 11.00pm) and over the bar at other times. There is no restriction in the Act to a stand-alone Off Licence operating similar hours (ie 24 hours a day). However, as with an On Licence, the applicant would need to justify and adequately manage such an undertaking.

Management of premises operating on a late basis needs to ensure that they can adequately provide supervision to ensure that problems often associated with a late night licensed premises do not occur or are kept to an absolute minimum. Where problems are encountered with the operation of late-licensed premises, or indeed any premises, the Licensing Inspector, or Police may request the Horowhenua District Licensing Agency or Liquor Licensing Authority to reduce the licensed hours or take other enforcement action.



11 POLICY 8: Off Licences - Hours of Operation in Non-Residential Areas

Monday to Sunday 7.00am to 12.00 midnight

These hours are intended as a guideline only and may be modified by the Horowhenua District Licensing Agency, taking into consideration every individual situation and/or any issues raised by the reports submitted by the Licensing Inspector, Police or Medical Officer of Health, and the general policies of the Liquor Licensing Authority.

Note:

“Residential” and “non-residential” referred to above are not definitions from the Council’s District Plan. For the purpose of this policy a residential area can be “an area where in the opinion of the Licensing Inspector, Police or Medical Officer of Health the establishment or operation of licensed premises may have an adverse impact on residential habitat”. For example: a licensed premises may be located in a non-residential area, however, the effect of traffic travelling to and from the premises through an adjacent residential area could have a detrimental effect on that adjacent residential area.

11.3 Duration of Off Licences

All Off Licences are required to be renewed after an initial 12 month period and then every three years thereafter. The Horowhenua District Licensing Agency will send a reminder notice to all licensees that their licence is due for renewal. It is, however, the responsibility of the licensee to ensure that the renewal application is lodged on time.

11.4 Off Licence Renewal

The criteria for which the Horowhenua District Licensing Agency will consider an application for renewal of an Off Licence includes all relevant matters raised by the Police or in the Licensing Inspector’s Report.

Matters considered will include, but need not be restricted to, those listed under 10.4.

11.5 Off Licences in Supermarkets and Grocery Stores

The Act provides for supermarkets or grocery stores which meet certain criteria to hold an Off Licence to sell wine and beer. The Horowhenua District Licensing Agency when considering an application from such premises will take into account all criteria listed in the Policy relating to other off Licence applications.

11.6 Host Responsibility: Off Licences

Off Licence premises should also have their own Host Responsibility Policy. While it is obvious that the requirements for an Off Licence are considerably different from that of an On or Club Licence, the Horowhenua District Licensing Agency believe that Off Licence premises should have their own Host Responsibility Policy appropriate to their particular operation. The Host Responsibility Policy for an Off Licence premises should include requirements such as measures to ensure that sales to minor or intoxicated persons do not take place as well as other measures aimed at reducing alcohol abuse (eg the availability and promotion of low alcohol beers, non-alcoholic drinks and the display of appropriate cautionary measures).

11.7 Mandatory Conditions

No liquor shall be sold or delivered on Good Friday, Easter Sunday, Christmas Day and up to 1.00 pm on Anzac Day.

11.8 "No ID No Sale"

A "No ID No Sale" policy must be in place and encouraged to all staff.

12 Club Licences

This section details the criteria relevant to the granting of a Club Licence.

12.1 Hours of Operation

The hours of operation are set by the Liquor Licensing Authority or Horowhenua District Licensing Agency after consideration of the reports from the Licensing Inspector, Police, Medical Officer of Health and any objections. An application for a Club Licence (Form 8) must comply with the Resource Management Act 1991 before it is lodged; sometimes, however, additional restrictions in respect of hours of operation are required. This usually relates to the proximity of a licensed premises to a residential area and the nuisance potential which may arise from activities related to the premises. In such instances restrictions may be imposed. This may be related to public concern (ie objections) or concern from the Police, Public Health Service or Licensing Inspector.

This is of particular relevance to the Club Licences, as a significant number of clubs are in, or adjacent to, residential areas. The sale of liquor must be ancillary to the club's activities, and the licensed hours must also be relevant. Because of the diversity of activities and locations of clubs it is not practical to impose specific restrictions in respect of types of clubs in residential or non-residential areas.

12 POLICY 9: Club Licences - Hours of Operation

That in general the hours of operation for Club Licence premises must fall within the following parameters:

Sports Clubs

Monday to Sunday 8.00am to 12.00 midnight

Chartered Clubs

Sunday to Friday 8.00am to 12.00 midnight

Saturday & Public Holidays 8.00am to 2.00am the following day

These hours are not standard hours and the Licensing Inspector or Horowhenua District Licensing Agency will consider each particular application on its merits. For example a club situated in or adjacent to a residential area may be required to close earlier than the times indicated above.

12.2 Duration of a Club Licence

All Club Licences are required to be renewed after an initial 12 month period and then every three years thereafter. The Horowhenua District Licensing Agency will send a reminder notice to all licensees that their licence is due for renewal. It is, however, the responsibility of the club to ensure that the renewal application is lodged on time.

12.3 Club Licence Renewal

The criteria under which the Horowhenua District Licensing Agency will consider an application for renewal of a Club Licence will include all relevant matters raised by the Police, Medical Officer of Health, Fire Service or in the Licensing Inspector's Report.

Matters considered will include, but not be restricted to, those listed under 10.4.

13 Special Licences

13.1 What is a Special Licence?

A Special Licence can be issued pursuant to either s.73 of s.74 of the Act. A Special Licence (Form 10) issued under s.73 authorises the holder of the licence to sell and supply liquor on the premises or conveyance described in the licence to anyone attending any occasion, event or series of occasions or events described in the licence.

A Special Licence issued under s.74 authorises the holder of an On or Club Licence to sell and supply liquor for consumption on the premises, at any time when the premises are required to be closed for the sale of liquor, to persons attending social gatherings of any kind specified in the licence.

13.2 "Occasion or Event or a Series or Occasions of Events" and "Social Gatherings"

An occasion or event or series of occasions or events can be any lawful purpose. A social gathering must involve people sharing a common interest with the principal activity of the function being something other than the consumption of liquor (whilst noting that wine and beer festivals are possible exceptions to this requirement). There is a need to separate an "occasion or event or series of occasions or events" and "social gatherings" from a regular activity that would be covered by an On, Off or Club Licence.

This Policy endeavours to define the legitimate use of a Special Licence and the point at which the activity is one for which an On, Off or Club Licence should be sought. This is a general policy only and each Special Licence applications should be considered on its individual merits.

13.3 Private Events Held on Council Owned Property

A Special Licence may be required for any private event (birthdays, concerts, company socials etc) held on Council property (Council owned halls, parks or reserves) at which the supply and/or consumption of liquor will occur. The Horowhenua District Licensing Agency will consider each particular event on its merits measured against: Host Responsibility requirements, Manager on Duty/Supervisor, Security/Doorperson, and the size and/or "style" of the event, to determine whether a Special Licence will be required.

Teenage Parties

Is the event a "Teenage Party"?

The event should be registered with the Police under their "Party Policy".

Advice should be obtained from the Police before proceeding.



13 POLICY 10: Special Licences - Occasions and Events

- ◆ **An occasion or an event can be any identifiable event and should be outside the usual or regular activities of On, Off or Club licensed premises (as defined in s.73 of the Sale of Liquor Act 1989).**
- ◆ **A series of occasions or events is defined as a series of related events or activities which has specified beginning and end points (as defined in s.74 of the Sale of Liquor Act 1989).**
- ◆ **A Special Licence can be used for any lawful activity that does not fall into the regular activity of any other category of licence specified in the Act.**
- ◆ **A Special Licence will not be issued where, in the opinion of the Horowhenua District Licensing Agency, the extent or regularity of the activity is such that an On, Off or Club Licence is required by the Act.**
- ◆ **A Special Licence may be required for private events held on Council owned property.**
- ◆ **In all cases the supplier of alcohol to be sold under the Special Licence must be the applicant.**

13.4 Private Social Gatherings on Licensed Premises

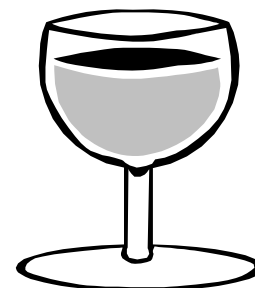
If a private social gathering (eg a wedding or birthday party) is being held on a licensed premises outside the hours or conditions of the licence and the host of the function is giving the liquor to their guests and paying the licensee for the cost afterwards, the person selling the liquor (ie the licence holder) requires a Special Licence.

13.5 Special Licence Application Procedure

The procedure for applying for a Special Licence is as follows:

- All applications for Special Licences must be submitted at least 20 working days prior to the event. Applications received later than 20 days prior to the event will be accepted and processed only where, in the opinion of the Liquor Licensing Inspector, it is practicable to do so.
- All applications for Special Licences will be referred to the Police and Licensing Inspector for reports as required by the Act. Under the Sale of Liquor Act, the Police have up to 20 working days to report.
- Where the Horowhenua District Licensing Agency (Secretary or delegated officer) consider it appropriate the Medical Officer of Health may also be consulted and requested to comment on a particular Special Licence application.

- The Horowhenua District Licensing Agency (Secretary or delegated officer) may require public notice of a Special Licence application.
- Where there are no objections or matters raised in opposition by the Licensing Inspector or Police, the Special Licence will be granted subject to any conditions imposed by the Horowhenua District Licensing Agency.
- Where there are any objections or the Licensing Inspector or Police raise any matters in opposition to a Special Licence application, the applicant will be advised and given a copy of the relevant report.
- The applicant will also have the opportunity to meet with the Licensing Inspector and Police to resolve any matters in opposition before the application proceeds to a public hearing.
- A public hearing will be convened by the Horowhenua District Licensing Agency to consider applications where matters in opposition have been raised.
- Any party to the proceedings before a Horowhenua District Licensing Agency who is dissatisfied with the decision may appeal to the Licensing Authority against the decision within 10 working days after the date on which notice of the decision is given to that party.



13.6 Reporting Criteria for the Licensing Inspector (for Special Licences)

The Licensing Inspector's reports in respect of a Special Licence application will take into account the following:

- The nature of the event for which the licence is being sought.
- The suitability of the applicant.
- The hours of operation and the proposed activity.
- Compliance of the premises with other relevant legislation.
- Matters raised in objection to the application.
- Other matters in respect of the application promoting the responsible consumption of liquor.
- The need to recommend whether or not the licence should be granted and any special conditions/circumstances.

13.7 Hours for Special Licences

The Horowhenua District Licensing Agency has a policy that may impose general restrictions on the hours of operation for Special Licence events. Restrictions on hours will be imposed if the Horowhenua District Licensing Agency considers it appropriate in respect of any environmental or other conditions which may require constraints on the hours of operation. Such issues may be raised by the Licensing Inspector, Police or other relevant effected parties.

13 POLICY 11: Special Licences - Hours of Operation

That in general the hours of operation for Special Licences must fall within the following parameters:

Sunday	6.00am to 10.00pm
Mondays to Thursdays,	6.00am to 12.00 midnight
Friday, Saturday & Public Holidays	6.00am to 2.00am

The hours above are not standard hours and the Licensing Inspector or Horowhenua District Licensing Agency will consider each particular application on its merits. For example a Special Licence issued for premises situated in or adjacent to a residential area may be required to have an earlier closure than the times indicated above.

13.8 Designation of Areas for Special Licences

The Horowhenua District Licensing Agency may require that a particular area in respect of a Special Licence be designated either a restricted or supervised area in accordance with the Act. The Horowhenua District Licensing Agency may impose such a designation after consultation or upon recommendation from the Licensing Inspector or Police.

Glossary of Terms

<i>Restricted Area</i>	Designated part of licensed premises to which persons under 18 may not be admitted.
<i>Supervised Area</i>	Designated part of licensed premises to which persons under 18 may not be admitted unless accompanied by a parent or legal guardian of, or over, the age of 18 years.
<i>Undesignated Area</i>	Alcohol must not be consumed by anyone under 18 years of age unless they are accompanied by their parent or legal guardian. That liquor can only be sold to and supplied by the parent or legal guardian. However, any person may be on the premises unaccompanied.

13.9 Certified Manager in Attendance

The Horowhenua District Licensing Agency may require, as a condition of a Special Licence, that the holder of a General or Club Managers Certificate be responsible for the sale of liquor under that licence.

14 Temporary Authority

14.1 Temporary Authority

A temporary authority (Form 17) is granted to allow a person to use a licence that is attached to a premises. These are generally needed when an establishment changes hands. They are issued for three (3) months and can only be issued if there is a current licence for the premises. Under section 78(4) of the Sale of Liquor Act 1989 the Police have up to twenty (20) working days to report on temporary authority applications. The DLA have negotiated a reduced turnaround time on these reports; however, this agreement is subject to resource constraints. Therefore applicants are advised to provide the DLA with as much notice as possible of their scheduled opening date.

A temporary authority will be granted where the applicant:

- Agrees to operate in accordance with the conditions of the temporary authority;
- Indicates an appropriate licence application will be made within fifteen (15) working days of having submitted a Temporary Authority application;
- Is a suitable person to hold a licence.

Before a second temporary authority can be applied for, a completed licence application must be at the stage of awaiting a decision from the DLA or, if opposed, from the LLA. The time limit of fifteen (15) days is designed to encourage operators to make the application for the substantive licence to provide sufficient time for the applicant's own licence to be issued. The experience of the DLA is that without such an incentive being in place applications are not made in time. The options are then to continue to issue temporary authorities (which is unsatisfactory where substantive licences should be in place) or to refuse to issue a licence at which point the premises would not be able to trade.

14 POLICY 12 : Temporary Authority

The Horowhenua District Licensing Agency will only grant applications for a Temporary Authority in circumstances where:

- **The Licensing Inspector and Police have reported on the application in accordance with the specified criteria and have raised no objections; and**
- **That an On or Off Licence application is made within fifteen (15) working days of submitting a Temporary Authority application.**



15 Managers' Certificates

This section details the criteria relevant to the granting of a Managers' Certificates.

15.1 New Applications

The Act defines the process for considering applications for Managers' Certificates. Unopposed applications are considered by the Horowhenua District Licensing Agency while applications that are opposed by the Licensing Inspector or Police are referred to the Liquor Licensing Authority. The Horowhenua District Licensing Agency or Liquor Licensing Authority must have regard to the following matters when considering an application for a Managers' Certificate:

- Qualifications - Licence Controllers Qualification Certificate - General Managers
- Unit Standards 4646 and 16705 - Club Managers.
- The applicant's character and reputation - references required.
- Any criminal convictions.
- Experience, in particular recent experience, in the control of a licensed premises - references required - 6 months minimum.
- Training, in particular recent training that the applicant has undertaken.
- Issues raised by the reports from the Inspector and the Police.
- For Club Managers applications the Horowhenua District Licensing Agency will also consider their involvement in the Club's activities.

Applications for Managers' Certificates are referred to the Licensing Inspector and Police for reports. The Licensing Inspector and Police will report to the Horowhenua District Licensing Agency on the suitability of the applicant in respect of the above criteria.

A written questionnaire and "Oral" questions are part of the application process.

15 POLICY 13: Managers' Certificates Applications

The Horowhenua District Licensing Agency will only grant applications for Managers' Certificate Applications in circumstances where:

- ♦ **The Licensing Inspector and Police have reported on the application in accordance with the specified criteria and have raised no matters in opposition, and**
- ♦ **The applicant has submitted proof of having obtained any prescribed qualifications.**

15.2 Prescribed Qualifications

GENERAL MANAGER'S - "Licence Controllers Qualification"

From 1 April 2006 all current holders of a General Managers' Certificate and all new applicants **MUST** hold the nationally recognised Licence Controller's Qualification (LCQ) - issued from the Hospitality Standards Institute (HSI). No application will be accepted or renewed without the "LCQ".

15.3 Managers' Certificate Renewals

Applications for renewal of Managers' Certificates are also referred to the Licensing Inspector and Police for reports. The Licensing Inspector and Police will consider any matters brought to their attention in respect of the individual's performance during the term of the certificate in regard to the above criteria. Where there are no matters raised in opposition by the Licensing Inspector or police the application will be approved by the Horowhenua District Licensing Agency. Where any matters are raised in opposition the application will be referred to the Liquor Licensing Authority.

16 POLICY 14: Managers' Certificate Renewals

The Horowhenua District Licensing Agency will only renew Managers' Certificates in circumstances where:

- ◆ **The Licensing Inspector and Police have reported on the application in accordance with the specified criteria and have raised no matters in opposition, and**
- ◆ **The applicant has submitted proof of having obtained the prescribed qualifications.**

15.4 Interviews and tests for Managers' Certificates

The Liquor Licensing Inspector will conduct an interview which will include an oral and written test, with all new applicants for Managers' Certificates. This is to assist the DLA in establishing the suitability of the applicant. If the application is opposed, it is sent to the LLA.



16 Enforcement Procedures

The Horowhenua District Licensing Agency is involved in the enforcement of the Act and works closely with the Police, Public Health and the NZ Fire Service. The agencies generally pursue a consultative approach to enforcement issues with licensees having an opportunity to address issues of concern before the agencies will refer a matter to the District Court or the Liquor Licensing Authority.

16.1 Enforcement Procedure for Offences Against Section 132A of the Sale of Liquor Act 1989

Where the enforcement agencies are satisfied that one of the following offences:

- Sale or supply of liquor to minors
- Sale or supply of liquor to intoxicated persons
- Allowing a person to become intoxicated
- Unauthorised sale or supply

has been committed they will charge the licensee or manager or other person (not being a licensee or manager) accordingly.

Where the Police have issued Infringement Notices in respect of minors being on licensed premises illegally or having purchased liquor from a licensed premises the regulatory agencies will give serious consideration to taking enforcement action in accordance with section 16.1 of this Policy.

In cases where continual enforcement problems are encountered without satisfactory remedial measures being undertaken by the licensee, the District Licensing Agency will take further action under the enforcement provisions of the Act. These include application for a variation, suspension, or cancellation of a licence under Section 132 of the Act, or the suspension, or cancellation of a Manager's Certificate under Section 135.

If the licensee, manager or other person is convicted in the District Court of any of the above offences then the Police are obliged to advise the Liquor Licensing Authority under section 132A. The Licensing Authority must consider whether to hold a public hearing to suspend or cancel the licence or adjourn the hearing to allow the licensee an opportunity to remedy any matters within a period of time.

16.2 Enforcement Procedure for other offences under the Sale of Liquor Act 1989

Where the agencies are aware of an enforcement issue with a licensed premises the following actions will be taken:



16 POLICY 15: Enforcement Procedures

- ◆ **The licensee will be required to meet with representatives of the Horowhenua District Licensing Agency, Police, and the Liquor Licensing Inspector to discuss any enforcement issues or infringements of the Act. This meeting will identify solutions or action that will be taken in order to rectify the situation.**
- ◆ **The Horowhenua District Licensing Agency will document the meeting, noting any infringements of the Act that may have taken place, noting the issues raised with the licensee and the action that the Horowhenua District Licensing Agency and/or the Police require in order to remedy the situation.**
- ◆ **Copies of documentation of the meeting and any related correspondence will be placed on licensee's records for future reference.**

In cases where continual enforcement problems are encountered without satisfactory remedial measures being undertaken by the licensee the Horowhenua District Licensing Agency will take further action under the enforcement provisions of the Act. These include application for a variation, suspension, or cancellation of a licence under Section 132 of the Act, or the suspension, or cancellation of a Manager's Certificate under Section 135.

16.3 Suspension of Licence for Non-compliance with Public Health and/or NZ Fire Service requirements

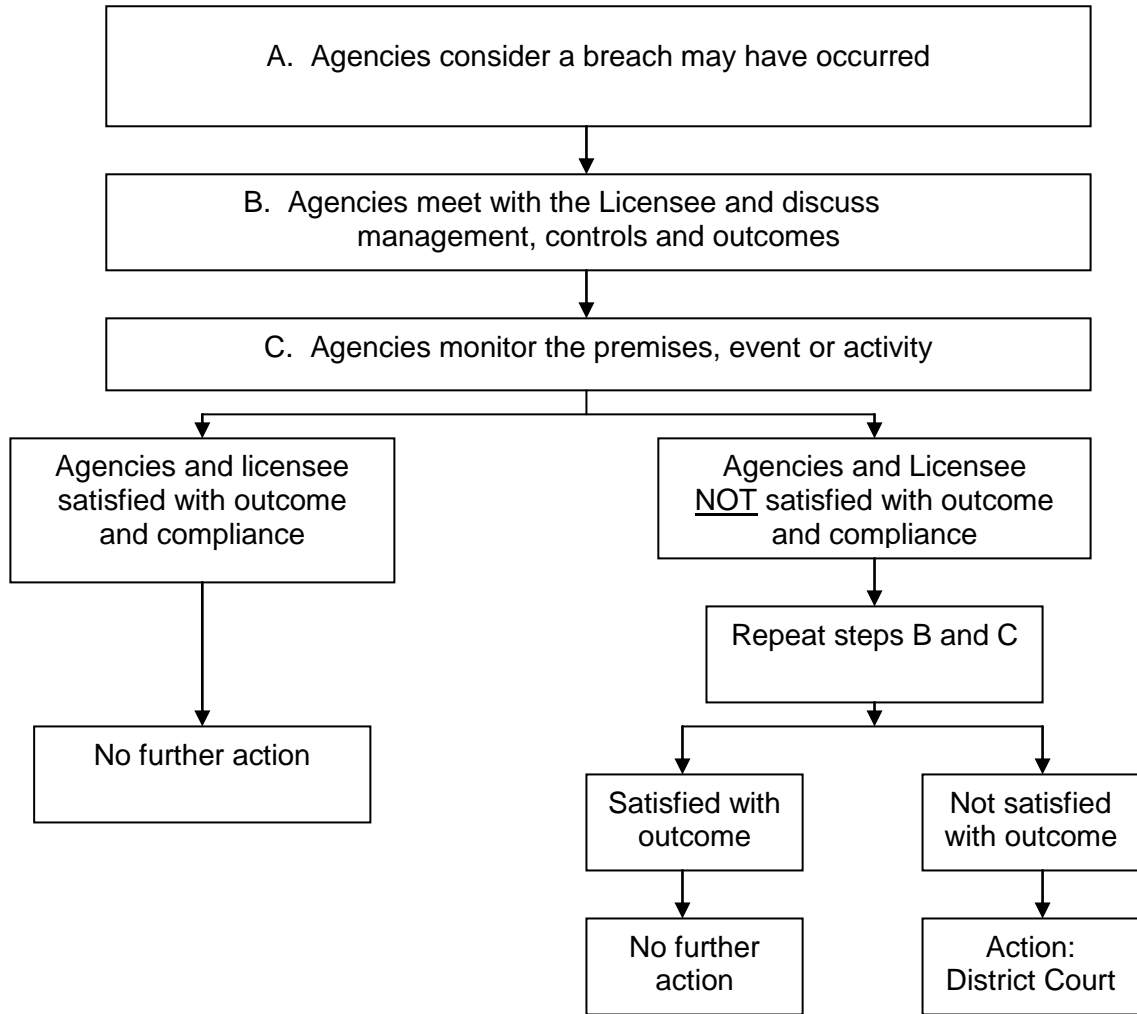
Where any Medical Officer of Health or member of the Fire service has reason to believe that a holder of a Licence fails to comply with any requirements relating to Public Health or the Fire Service Act, they may apply to the Horowhenua District Licensing Agency for the suspension of the Licence.

16.4 Anomalies Arising from Legislation Interpretation

It is inevitable that from time to time anomalies will become apparent particularly in respect of the new legislative environment. Where this occurs the agencies and industry need to co-operate towards practical common sense solutions bearing in mind the object of the Act. Where legitimate anomalies arise the enforcement agencies will endeavour to work towards achieving a satisfactory solution expeditiously.

16.5 Example of the Enforcement Process

The following chart is an example of how the enforcement procedures work for infringements or issues other than those specifically mentioned in s.132 of the Sale of Liquor Act 1989.



The DLA will make all reasonable attempts to resolve issues or points of conflict before recourse to legal measures.



THE 7 DRUNKS

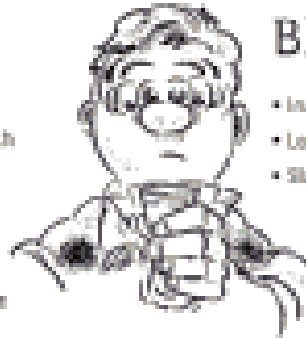
Key indicators of intoxication

Look out for these signs. If a person shows a combination of several of these, there is a strong likelihood that they are intoxicated.



Clumsy

- Spilling drinks
- Inability to find their mouth with the glass
- Bumping into people or stationary objects
- Falling down/stumbling
- Inability to light a cigarette



Blurry

- Inability to focus
- Loss of eye contact
- Slurring speech



Sleepy

- Sweeping or dozing at bar
- Sleeping at table
- Head in hands on table



Moneybags

- Excessive generosity
- Buying lots of drinks
- Buying drinks for strangers



Nasty

- Annoying other customers or bar staff
- Becoming loud and boisterous, making comments about people
- Becoming aggressive or argumentative or belligerent
- Inappropriate sexual advances or language



Forgetful

- Repetitive conversation
- Losing train of thought
- Holding two cigarettes burning at the same time



Messy

- Red eyes
- Dishevelled appearance
- Drink or food spilt on clothes



BUILDING A SAFER DRINKING ENVIRONMENT















Drinking and Driving

How to stay under the legal limit

GUIDELINES FOR FULL LICENCE HOLDERS OVER 20

In the first hour, do not drink more than:  Limits for Men  Limits for Women

			
1 litre jug of beer	200ml glass of beer	330ml stubbie of beer	can of beer

			
low alcohol beer 2.0% alc/vol	single nip of spirits	355ml bottle of wine cooler	180ml glass of wine

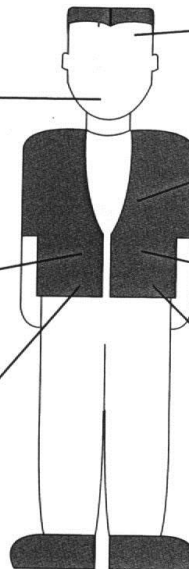
- Notes:**
1. These guidelines are for the first hour of drinking on an empty stomach. The legal alcohol limit is 80mg of alcohol per 100ml of blood or 400mcg of alcohol per litre of breath. To keep yourself under this limit you should have no more than one standard drink (i.e. 1 can of low alcohol beer) per hour from then on.
 2. The legal alcohol limit for people under 20 is 30mg of alcohol per 100ml of blood and 150mcg of alcohol per litre of breath. To stay under this limit, therefore, teenagers should drink only about 40% of the amounts shown in the diagram above during the first hour of drinking. For example, one can of 4.5% beer for young men.
 3. This information has been provided by the Police and Land Transport departments.

Alcohol And The Body

- Alcohol (ethyl alcohol, ethanol) remains our most popular psychoactive drug
- It is called a depressant because it slows down the central nervous system including the brain
- Most of the alcohol a person drinks is absorbed into the bloodstream through the small intestine
- The bloodstream carries the alcohol throughout the body to the brain and other organs
- Once alcohol is absorbed into the blood stream it remains there and will continue to effect the person until it is broken down
- Alcohol can change the way a person thinks, feels and behaves. The more alcohol a person drinks the greater the changes are likely to be
- Alcohol contains calories but few nutrients

How alcohol is absorbed

- A very small amount of alcohol can be absorbed through the MOUTH
- Up to 20% of the alcohol can be absorbed through the STOMACH
- Most of the alcohol (more than 80%) is absorbed through the SMALL INTESTINE



How alcohol is eliminated

- 2-6% of the alcohol may leave through the SKIN (sweat)
- 2-4% can leave the body through the LUNGS (breath)
- Over 90% is metabolised by the LIVER
- 2-4% may be eliminated through the KIDNEYS (urine)

THE STANDARD DRINK

- The liver breaks down the alcohol at a set rate
- For an average person this is about one standard drink per hour
- The size of standard drinks are done in three different measurements, depending on the type of drink. They are: **Beer 300ml**
Wine 100-120ml
Spirits Pub Measure (being a double nip, or 30ml)

For further clarification - a 'standard drink' relates to its *alcohol content* and has no relationship to a standard serving. For a guide on how many standard drinks there are to various servings see →

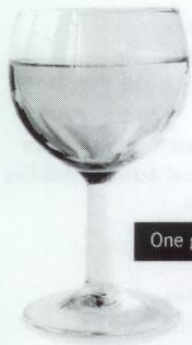
Upper Limits for Responsible Drinking a guide for the public



Each of these drinks contains
'one standard drink'
(10 grams of alcohol)



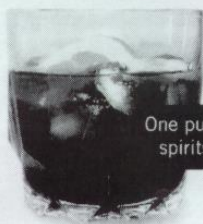
One glass of ordinary-strength beer



One glass of wine



One pub measure of spirits



One pub measure of spirits in a mixer

How much is too much?

Most New Zealanders drink alcohol in the form of beer, wine and spirits, and we all want to and need to drink as safely as possible. However, there is no level of drinking that can be called safe for all people at all times.

Everybody is different, and what is safe for you may not be safe for someone else. For some people, 'safe drinking' means no alcoholic drinks at all.

This brochure is a general guide to help you decide whether the amount you drink is safe for your particular situation. It gives a set of suggested 'safer drinking levels' for both men and women, based on the latest medical and scientific research from this country and overseas.

Recommended upper limits for safer drinking

These limits are based on a measurement called the 'standard drink'. Each standard drink contains 10 grams of alcohol. Here's how many standard drinks there are in typical servings:

	number of standard drinks
1 (300 ml) glass of ordinary-strength beer	1
1 pub measure of spirits (whisky, gin, vodka)	1
1 glass of fortified wine (sherry, martini, port)	1
1 glass of table wine	1
1 can or stubbie of beer (at 5%)	1½
1 pint of ordinary-strength beer (a 'handle')	2
1 jug of ordinary-strength beer	4
1 bottle of pre-mixed drink	1½
1 bottle of table wine	7.5
1 bottle of spirits (whisky, gin, vodka)	25
1 bottle of fortified wine (sherry, martini, port)	11.5

In any one week, drink no more than:

- 21 standard drinks (for men)
- 14 standard drinks (for women)

On any one drinking occasion, drink no more than:

- six standard drinks (for men)
- four standard drinks (for women)

As well, it's a good idea to eat some food every time you are drinking alcohol.

Remember

these upper limits are just a general guideline. Even if you drink less than these limits, your drinking will not be safe in all situations.

For example, if you are going to drive after drinking, you could be above the legal blood-alcohol limit for driving, after drinking just four standard drinks (for men), or three standard drinks (for women). Other situations where you should drink less than these upper limits are listed over the page.

For the following groups of people, the recommended upper limits may be too high:

- **Pregnant women**
because the risk of birth defects is greater if pregnant women drink more than one or two standard drinks a week, especially in the first eight to twelve weeks of pregnancy. During pregnancy, it is better not to drink any alcohol at all.
- **Thin people**
- **Young people**
- **Older people**
because their bodies are less able to handle the effects of alcohol
- **People with a strong family history of alcoholism**
- **People who are or have been dependent on other drugs**
- **People who have a poor diet, or are under-nourished**

As well, research suggests that the more alcohol some women drink, the greater their risk of developing breast cancer.

In the following situations, the recommended upper limits may be too high:

- **When driving**
- **When operating machinery**
- **In or on the water**
- **When taking aspirin or any other drugs that irritate the stomach, such as steroids or anti-inflammatory drugs**
- **When taking sleeping pills or tranquillisers, anti-depressants or narcotics**
- **When suffering from acute or chronic physical disease such as heart and lung disease, influenza, diabetes, epilepsy or acute infections**
- **When recovering from an accident, injury or operation**
- **When drinking regularly to relieve stress or get to sleep**

How to make your drinking safer

As well as sticking to these recommended upper limits, and following the exceptions, there are two main ways you can make your drinking safer:

Have some alcohol-free days each week.

Each week, have two or more days when you don't drink any alcohol at all. Instead, stick to soft drinks, tea and coffee, or other non-alcoholic drinks. This helps your body to recover from the effects of the alcohol.

Some people choose the same two or three days each week for their alcohol-free days. Others choose every second day. Choose whatever suits you best, and keep to it.

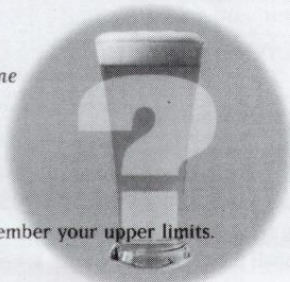
Avoid binge drinking

One of the most dangerous types of drinking is when you have a binge. That is, when you drink a lot more than usual on any one occasion.

So whether it's –

- after the big game
- at the 21st
- at the wedding
- at the function
- after the exam

– it pays to remember your upper limits.



13 December 1998

Where to find out more

If you think you may be drinking too much, or know someone who has problems with drinking, contact the Alcohol Helpline on 0800 787 797 for details of your nearest service.

ALAC National Office
Level 3, Fujitsu Centre
119-123 Featherston St
PO Box 5023
Wellington
Ph (04) 472 0997
Fax (04) 473 0890
central@alac.org.nz

ALAC Northern Regional Office
Level 1, Southmark Building
445 Karangahape Rd
PO Box 8391
Auckland
Ph (09) 309 1720
Fax (09) 309 1721
northern@alac.org.nz

ALAC Southern Regional Office
Level 4, General Accident Building
77 Hereford St
PO Box 2688
Christchurch
Ph (03) 365 8540
Fax (03) 365 8542
southern@alac.org.nz

● Your doctor

He/she can give you a booklet called *Is Your Drinking OK?*, to help you check your drinking pattern.



Alcohol Advisory Council
of New Zealand
Kaunihera Whakatupato
Waipiro o Aotearoa
www.alcohol.org.nz

The upper limits for responsible drinking in this booklet are endorsed by the following organisations:
Alcohol Advisory Council (ALAC), Beer, Wine and Spirits Council, DB Breweries, Drug Foundation, Health Promotion Forum, Land Transport Safety Authority, Lion Nathan, Public Health Commission, Royal Australasian College of Physicians, Te Utuhiri Manaakitanga Trust, Wine Institute
Published by the Alcohol Advisory Council (ALAC).
Design and Production *Paradigm*

HOST RESPONSIBILITY POLICY

The Management of "***Pacific Café & Bar***" believe that we have a responsibility to provide an environment that is not only comfortable and welcoming, but also where alcohol is served responsibly or not at all.

We provide and actively promote a range of non-alcoholic drinks, tea, coffee and free water at all times.

A good range of food is always available as well. Menus are visible at all times.

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.

Patrons who are visibly intoxicated will not be served alcohol, will be asked to leave the premises and encouraged to take advantage of the safe transport options.

We will encourage people to have a designated driver. We will provide an interesting range of non-alcohol free drinks.

We will make sure all these services are well promoted and will display the necessary signage required under The Sale of Liquor Act.

We will maintain a training and management policy to give our staff the skills and support required to do their job responsibly.

Please be our guest and take advantage of the services we offer.

"Host Responsibility" makes sure everyone has a good time and leaves in a safe shape for the road home. It could save our licence and it could save your life.

We're responsible hosts.

PACIFIC CAFÉ & BAR



The Pacific Café & Bar



"HOUSE POLICY"

WE WILL NOT:

- SERVE INTOXICATED PERSONS
- SERVE MINORS
- ALLOW INTOXICATED PERSONS TO REMAIN ON THE PREMISES

WE WILL:

- PROVIDE AND PROMOTE A WIDE RANGE OF NON-ALCOHOLIC BEVERAGES
- PROVIDE AND PROMOTE FOOD
- SERVE ALCOHOL RESPONSIBLY OR NOT AT ALL
- PROVIDE A TELEPHONE AND ENSURE ALL REASONABLE STEPS ARE TAKEN TO ENSURE SAFE TRANSPORT OPTIONS
- OPERATE WITHIN THE REQUIREMENTS OF THE SALE OF LIQUOR ACT

STAFF AT THE "**Pacific Café & Bar**"
HOPE YOU ENJOY YOUR VISIT

