

ALCOHOL LICENSING TOOLKIT

RESOURCES FOR BETTER UNDERSTANDING COMPLIANCE WITH
THE SALE AND SUPPLY OF ALCOHOL ACT 2012

December 2025



TARARUA
DISTRICT COUNCIL

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Staff Training

Why is it required?

Whether staff are certified Duty Managers, other employees, committee members, or volunteers that work at the premises, they all need to understand the responsibilities and obligations of the Sale and Supply of Alcohol Act 2012.

The object of the Act is that—

(a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and

(b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised

Most times, people drink alcohol without incident. However, behaviour resulting from the consumption of alcohol could be a potential source of harm. This can include crime, violence, drink driving and crashes, physical assault, sexual assault, and injury.

It is not just the intoxicated person who suffers. Friends, partners, children, and innocent bystanders can all be affected. In a small and predominantly rural district like Tararua, alcohol harm and related incidents can have far reaching impacts across the community.

The law says you are part of the solution.

To manage intoxication and comply with the Act, you must train your staff to ensure they know your host responsibility policy and how this is to be implemented at your premises. Not only does this greatly reduce the chances of you breaching your licence conditions, but knowledgeable staff also provide better customer service.

All new staff must receive training as part of their induction.

All existing staff must have regular refresher training. For example, integrate into staff meetings if you hold these, or before a large event. Alternatively, you can go through these one on one. This ensures staff maintain a high level of knowledge and understanding.

Regardless of the format, all training **must** be recorded with trainer name, trainee name, what topics were covered, and be dated and signed by both. Evidence of training must be provided at the time of licence renewals but can be requested at any other time by the Licensing Inspector, Police, or the Medical Officer of Health.

Feel free to use the resources and templates provided or referenced within this document. Alternatively, create and use your own as suits you. It is your training plan/policy, and you will know what works best for your business. As a guide for developing a training plan, refer to Resource 3. The key is that the plan sets clear expectations so you can demonstrate you are meeting your obligations under the Act.

Resources for all licensed premises

All employees need to know and understand the following subjects at a minimum:

Licence Conditions

All licences have conditions relating to the sale and supply of alcohol as well as other matters relating to the operation of the premises. As per s.63 of the Act, the holder of a licence must, at all times unless specified, comply with every condition of the issued or renewed licence. Failure to comply with the conditions of your licence can lead to action being taken by the regulatory agencies, which may lead to fines and/or a loss of the licence.

Some of these conditions are mandatory under the Act, and will be on all licences of the same type. However, discretionary conditions may also be imposed by the District Licensing Authority or as required by a local alcohol policy.

More information on licence conditions can be found on pages 17 to 26 of *The Managers Guide* produced by the Health Promotion Agency (HPA). If you require a hardcopy of the guide, contact Council's Alcohol Licensing Officer.

Suggested Training Exercise: See the sample licences provided in Resource 1 and review the kinds of conditions on the various licences. How do they differ? Discuss how you ensure compliance with these at your premises.

Host Responsibility Policy

You are required under the Act to minimise harm caused by excessive or inappropriate consumption of alcohol. To be a responsible host – and create safer drinking environments and minimise harm - there are several key strategies that form the basic framework for the policy you implement and display at your premises.

These incorporate the following:

1. Staff training
2. Preventing intoxication
3. Denying service to minors
4. Responsible promotion of alcohol
5. Offering low and non-alcoholic options
6. Providing food
7. Helping customers with transport options.

Note – Off licenced premises will focus on strategies 1-5.

While these form the core of a host responsibility policy, this list is not exhaustive. Premises with endorsements may consider expanding on this.

Everyone employed at the premises must be familiar with and understand this policy. It should not be a document that simply displayed. Instead, it must reflect the way the premises is operated. A host responsibility policy not only outlines your legal obligations and how you intend to meet them, but also communicates your responsibilities to customers.

At a minimum, we recommend reviewing (and updating if required) your policy at each licence renewal.

Suggested Training Exercise: See Resource 2. List the ways you implement each of the key strategies at your premises.

Designations

In New Zealand, we have a minimum legal purchase age, not a drinking age. This means that **under no circumstances** can alcohol be sold to a person under the age of 18 years. In some circumstances a minor can consume alcohol if supplied by their parent or legal guardian. However, the minor is not able to purchase it.

Anyone who looks under the age of 25, or if you are in doubt, should be asked for an accepted ID as proof.

It is the responsibility of the duty manager and the licensee to ensure that minors are not on the premises illegally. This includes ensuring any restrictions regarding the areas minors can access are adhered to.

A premise (or parts of it) may have the following designations:

- **Restricted**
Minors are not permitted in this area **under any circumstances**.
- **Supervised**
Minors may be present **only if accompanied by a parent or legal guardian**. They may consume alcohol but not purchase it. Any alcohol consumed by a minor **must** be purchased by a parent or legal guardian **and** only be supplied to the minor by that person.
- **Undesignated**
People of any age can be in this area. Minors may consume alcohol but not purchase it. Any alcohol consumed by a minor **must** be purchased by a parent or legal guardian **and** only be supplied to the minor by that person.

Suggested Training Exercise: Does everyone know the designations on your premise? How is a change in designation made clear to customers? How is this managed by staff?

What about employees who are minors? Information about this can be found in *The Managers Guide* produced by the HPA (page 43). If you require a hardcopy of the guide, contact Council's Alcohol Licensing Officer

Minors and Identification

It is up to the customer to prove they are old enough to purchase alcohol or be on your premises (dependent on your designation). If they are unable to provide acceptable identification, you should not sell alcohol or permit them to remain on your premises.

It is becoming common practice in the hospitality industry to request ID from anyone who appears to be under the age of 30. However, some licensee's operations may vary, so it is important to know the process you are expected to follow.

By law, the acceptable forms of proof of age are:

- a current NZ photo drivers licence,
- a HANZ 18+ evidence of age card, or Kiwi Access card,
- a current and valid passport (either NZ or overseas)

It is important to note that these forms of identification must be valid, and not expired.

Sometimes, the identification provided may not be legitimate, or belong to the person in front of you. You must make sure to deal with a suspected fraudulent ID with caution, and follow the guidelines set out by the licensee, or as advised by the HPA. For more information, look at *The Managers Guide* (pages 46, 47). If you require a hardcopy of the guide, contact Council's Alcohol Licensing Officer.

Intoxication Assessment Tool ('SCAB' Tool)

Prevention and management of intoxication is one of the most important responsibilities as the licensee or Duty Manager of a licensed premises. You must:

- make sure no person at any time is sold or supplied alcohol if they are intoxicated
- ensure that no person becomes intoxicated while on your premises
- prevent entry to the premises if a person is intoxicated
- ensure intoxicated persons leave the premises
- remove violent or disorderly persons from the premises

The Sale and Supply of Alcohol Act definition of intoxicated states –

"observably affected by alcohol, other drugs, or other substances (or a combination of 2 or all of those things) to such a degree that 2 or more of the following are evident:

- (a) appearance is affected:*
- (b) behaviour is impaired:*
- (c) co-ordination is impaired:*
- (d) speech is impaired"*

Alcohol affects people differently, but there are observable signs of impairment that are commonly displayed by someone who is intoxicated. These are outlined in the SCAB intoxication assessment tool. Created as a collaborative effort between agencies, this has become the best practice reference for anyone assessing if a person is under the influence or intoxicated as defined in the Act.

The first question that **must** be considered is: has this person consumed alcohol or another substance? Some medical conditions, such as diabetes, can display indicators similar to intoxication, even if no alcohol has been consumed. Don't make presumptions, always being respectful and careful before pronouncing a customer intoxicated. Get a second opinion if you are unsure.

The SCAB tool is available in a pocket or poster version from the Health Promotion Agency website. If you require a hardcopy for your premise or training, contact the Alcohol Licensing Officer.

Intoxication assessment tool

Indicators may include but are not limited to:

	Sober	Influenced	Intoxicated
Speech	Coherent, clear speech, normal tone/volume, may be talkative.	May be overly talkative, opinionated and interrupts, may stumble over words, becoming loud, inappropriate language, jokes, comments.	Slurring, difficulty forming words, loud, repetitive, loses train of thought, nonsensical, unintelligible.
Coordination	Coordinated, balanced, standing without help or support.	Slowed or delayed reactions, swagger or occasional staggers or sways.	Spills drinks, stumbles, trips, weaves, walks into objects, unable to stand unaided or sit straight.
Appearance	Tidy, clear eyes, alert.	Vacant or blank expression, smell of alcohol on breath, may look untidy.	Bloodshot eyes, eyes glazed, inability to focus, tired, asleep, dishevelled.
Behaviour	Behaving sensibly but may be more relaxed.	Overly friendly or withdrawn, inappropriate or risky actions, argumentative, annoying, fading attention, increased consumption rate.	Seriously inappropriate actions or language, aggressive, rude, belligerent, obnoxious behaviour affecting other customers.
	Monitor & serve responsibly	Intervene	Deny & remove

Intoxication definition

INTOXICATED means observably affected by alcohol, other drugs, or other substances (or a combination of two or all of those things) to such a degree that two or more of the following are evident: (a) appearance is affected; (b) behaviour is impaired; (c) coordination is impaired; (d) speech is impaired.



AUGUST 1, 2023

Additionally, the HPA have produced *The Managers Guide* (pages 38 and 39) which further explains both customer behaviour and the server's role. If you require a hardcopy of the guide, contact Council's Alcohol Licensing Officer.

Suggested Training Exercise: Roleplay the varying stages from sober to intoxication to assess how these would be managed at your premises. Think about how you would deal with these customers. Consider: Where is your place of safety? What happens if they refuse to leave or become aggressive? Would you fill out an incident report?

Intoxicated individuals can be vulnerable targets as well as problematic offenders. They need to be managed carefully and may need to be monitored in a designated 'place of safety' until they can be removed safely from the premises.

As far as the law is concerned, the cause of intoxication doesn't matter. Anyone who is intoxicated, by either drugs or alcohol, must be denied service and removed from the premises.

Mandatory Signage

To comply with the Sale and Supply of Alcohol Act, the District Licensing Committee requires all licensed premises to display specific signage. While requirements vary slightly between licence types (On, Off, and Club), the following must be displayed prominently and be easily readable by customers:

All licence holders must display:

- The original alcohol licence
- The name of the Duty Manager
- A copy of the Host Responsibility Policy
- Signage outlining the statutory restrictions on the supply of alcohol to minors and the complete prohibition on sales to intoxicated persons

Additional signage requirements by licence type:

- On and Off Licences: Trading hours must be displayed at the main entrance
- On and Club Licences: Clear, accurate information about available transport options must be provided.

Suggested Training Exercise: Identify where at your premise signage is located. Are all staff aware of its location? Consider if this is the most appropriate or visible spot for customers.

You may use signage provided by the HPA (examples below) or design your own. If you need replacement HPA signage, contact the Council's Alcohol Licensing Officer.

**Alcohol will
not be served
to anyone who
is intoxicated**

Health New Zealand
Te Whatu Ora

AUGUST 2024

**Alcohol will
not be served
to minors**

Health New Zealand
Te Whatu Ora

AUGUST 2024

**No ID
No Service
No Exceptions**

Health New Zealand
Te Whatu Ora

ALC05 | APR 2024

For Off Licences:

THE LAW

Intoxication

Intoxicated people are not permitted on licensed premises. It is an offence to serve an intoxicated person.

Intoxicated people will be required to leave.

Minors

A current NZ driver's licence, passport, Hospitality NZ 18+ card or Kiwi Access card are the only types of ID that we can accept.

If you look under 25, you may need to prove your age.

Health New Zealand
Te Whatu Ora

AL9871 SEP 2024

For On/Club Licences:

THE LAW

Intoxication

Intoxicated people are not permitted on licensed premises. It is an offence to allow persons to become intoxicated here. It is an offence to serve an intoxicated person.

Intoxicated people will be required to leave.

Minors

A current NZ driver's licence, passport, Hospitality NZ 18+ card, or Kiwi Access card are the only types of ID that we can accept.

If you look under 25, you may need to prove your age.

It is a condition of our licence that **food, low and non alcohol drinks and free drinking water** are available at all times.

Please ask at the bar or counter.

Health New Zealand
Te Whatu Ora

AL984 | JUN 2024

Club Licence Resources

Authorised Customers

If you hold a Club Licence, the Act is clear that only **authorised customers** may be served alcohol. Authorised customers do **not** include the general public in any way.

Authorised customers include:

- club members (a person who has expressly agreed in writing to comply with the Club's rules, and is recognised as a member of the club by those rules)
- genuine guests of club members (any guest **must** be known, invited, and accompanied by the sponsoring member at all times, and they must leave when the member leaves)
- members of clubs with reciprocal visiting rights (these clubs should be named in your Club rules, or your constitution, or administered by Clubs NZ)

Note, this only relates to the sale and supply of **alcohol** in a club. Members of the public can legally come onto club premises at any time to take part in activities and they can be sold food and non-alcoholic drinks.

Therefore, staff must ensure they only sell alcohol to authorised customers, otherwise the club is at risk of prosecution and could lose the ability to sell alcohol. The HPA have created signage (example below) that can be displayed to act as a reminder for staff working at the club.

Before selling alcohol to customers in a club you should ask and confirm the following:

- Are you a member of this club?
- Are you a member of another club with **reciprocal visiting rights**?
- Are you here as a guest **and accompanied by** one of our members?

Both of the *Game Plan* resources produced by the HPA are useful tools that could be used as material for your training – with a guide catered to both Bar Staff, as well as the Committee. Digital versions are available from the HPA website, or if you require a hard copy, you can contact the Alcohol Licensing Officer.

Reciprocal Visiting Rights

It is up to each club to determine its rules around reciprocal rights in line with the Sale and Supply of Alcohol Act 2012. However, both HPA and Clubs NZ have created guidelines and templates to help foster consistency across New Zealand.

It is important to have clear rules, and for both clubs entering into an agreement to acknowledge these. If you have an agreement with other clubs, this must be formally documented and ratified by both clubs. A list of clubs with reciprocal rights should be kept in your toolkit.

It is important to remember, even if reciprocal rights are established, individual clubs have the right to control entry and can deny or remove individuals from the premises.

Special Licences

If you wish to hire out your club premises, or host an event that includes unauthorised customers or the public, a **special licence is required**.

Examples:

- A) A club is holding a quiz night event as a fundraiser. The event is advertised on social media and on posters across town. However, because this event is not exclusively for club members, a special licence must be applied for.*
- B) A club has been approached by someone to hire their facilities and hold a birthday party. As this falls outside the usual club functions, this requires a special licence. Note – whomever is receiving the money from the sale of alcohol will need to apply for the special licence. If the applicant for the licence is not the club, then the owner of the property will need to write a letter of permission/agreement to accompany the licence application.*

Applications for a special licence must be submitted at least **20 working days prior**, to allow for the regulatory agencies the legislated timeframe to enquire and report.

If you are unsure, there is a wealth of information on the Tararua District Council website, or you can contact the Alcohol Licensing Officer for advice.

Incident Reporting

Why is it required?

Any agency who visits your premises will want to see a log of the incidents you have dealt with, and it is anticipated that regardless of the controls in a premises, or how well it is managed, there will be incidents from time to time. It is an unfortunate aspect of the industry.

As a licensee, it is your obligation to maintain a register of all alcohol related incidents. How you choose to do so is up to you, though the toolkit is a commonly used resource.

Furthermore, a good written record is vital for renewal applications to prove and establish that you have effective processes for staff to manage these in a way that ensures both staff and customers safety.

When to report?

As part of your incident management process, you must note any incident that occurs at the premises however significant or not. It is particularly important to do so where alcohol has been a contributing factor, or when an offence under the Act **could** have occurred.

Examples of incidents could include:

- Minors found on premises or attempting to enter a restricted area
- Unauthorized people attempting to purchase alcohol
- Interventions your staff make with intoxicated patrons
- Asking intoxicated or disorderly people to leave or removing them from the premises
- Underage people attempting to buy alcohol
- Presentation of suspected or fraudulent ID
- Fighting on the premises
- Customers or staff being threatened
- Intentional property damage by a customer
- Suspected drink spiking or drug consumption
- Trespass notices issued or customers forcibly evicted from the premises
- Inspections by an agency such as Council, Police, Health, or FENZ
- Any time an external agency (e.g. Police, Emergency Services, Maori Wardens, Security) is contacted

Note: This list is not exhaustive.

In certain situations, it is also good to note when there have **not** been any incidents. For instance, some premises are at a lower risk than others and therefore may not have as frequent or significant incidents to report. In this case, it is recommended to regularly reflect on whether any incidents have occurred and make a report that demonstrates your consideration of alcohol management.

Example:

A sports club has a tournament where they hosted another local club with reciprocal visiting rights. The event was a huge success. Everything went smoothly, and everyone had a great day. Staff on the bar ensured that team signed their visitor book before purchasing alcoholic drinks. They checked a few IDs. No one became intoxicated. When tidying up and closing the bar at the end of the day, the Duty Manager makes a quick note of this in their bar book or toolkit and signs and dates the report.

Templates

Included in the following pages are basic tools or guides, aimed to be used alongside the more detailed incident reporting templates in the toolkit. You are encouraged to use them as is or adapt to what suits your operation best.

Incident Log Template – a generic template that can easily be printed in multiples and inserted into your toolkit

Incident Log – Monthly Reflection Template – ideal for Clubs or low risk premises that rarely have incidents, or do not operate all year around

If these are unsuitable you could try:

- Discuss incidents in team or committee meetings (if minuted). Ensure these minutes are available for agencies to view, or a copy is kept in the toolkit.
- Keep note in a bar book, diary, or notebook at the premises. It is important that everything is dated and signed.

Use the incident log to record any incidents that occur at your premise, whether significant or not.

[illegible]

Checked by (Licensee Signature):
Date:

Incident Log – Monthly Reflection

Once a month, reflect on whether your premises had any incidents. If you are a Club which does not operate all year around, cross out irrelevant months.

Month	Date Reviewed	Number of Incidents (If more than zero, list the types)	Name of Duty Manager	Signature
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

Checked by (Licensee Signature):
Date:

Resource 1: Helpful Links and Information

Below is a list of various places to go for more information and training:

Tararua District Council Website: <https://www.tararua.govt.nz/services/alcohol-licensing>

Tararua District Council Licensing Inspector: Alcohol-Licensing@tararua.govt.nz

Tararua District Council (Secretary of the DLC, Health and Food Licensing, Planning Department, Building Department): info@tararua.govt.nz

Sale and Supply of Alcohol Act 2012:

<https://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html>

Sale and Supply of Alcohol Regulations 2013:

<https://www.legislation.govt.nz/regulation/public/2013/0459/latest/DLM5736956.html?src=qs>

Sale and Supply of Alcohol (Fees) Regulations 2013:

<https://www.legislation.govt.nz/regulation/public/2013/0452/latest/whole.html#DLM5708114>

Sale and Supply of Alcohol (Community Participation) Amendment Act 2023:

<https://www.legislation.govt.nz/act/public/2023/0060/latest/whole.html>

Ministry of Justice: <https://www.justice.govt.nz/tribunals/arla/>

Servewise: <https://servewise.alcohol.org.nz/login/index.php>

Health New Zealand: <https://resources.alcohol.org.nz/alcohol-management-laws/managing-alcohol>

Health New Zealand - Health Promotion Agency (HPA) Alcohol Resources:

<https://order.healthpromotion.govt.nz/collections/alcohol>

Health Promotion Agency (HPA) – The Managers Guide:

https://cdn.shopify.com/s/files/1/0897/7910/files/8.4_AL575_The_Managers_Guide_Sep_2024_text.pdf?v=1753325711

Police: <https://www.police.govt.nz/advice-services/drugs-and-alcohol>

Smokefree NZ: <https://www.smokefree.org.nz/our-community/get-involved/smokefree-spaces>

Clubs NZ: <https://www.clubsnz.org.nz/>

Hospitality NZ: <https://hospitality.org.nz/>

Resource 2: Sample Licences

See the following pages for a series of sample licences that can be used for training purposes.



41/ON/1234/2025

PURSUANT to Sections 14 to 16, and Section 64, of the Sale and Supply of Alcohol Act 2012, **Alcohol Limited** (the licensee) is authorised to sell and supply alcohol on the premises situated at 123 Main Road, Dannevirke and known as "Fake Liquor Premises", to any person for consumption on the premises and to let people consume alcohol there.

The Authority conferred by this licence must be exercised through a manager or manager's appointed by the licensee in accordance with Subpart 7 of Part 2 of the Act.

Conditions

This licence is subject to the following conditions:

1. No alcohol is to be sold on the premises on Good Friday, Easter Sunday, Christmas Day, or before 1pm on Anzac Day to any person who is not residing on the premises; or present on the premises to dine.
2. Alcohol may be sold only on the following days and during the following hours: **Monday to Sunday 8:00am to 1:00am the following day**
3. *The whole (or each of the following parts) of the premises is designated as a restricted area: **Gaming Room**
4. *The whole (or each of the following parts) of the premises is designated as a supervised area: **Bar Area, Garden Bar**
5. Food must be available for consumption on the premises at all time the premises is open, in accordance with the menu submitted with the application for this licence, or variations of that menu.
6. A range of non-alcoholic and low-alcoholic drinks must be readily available at reasonable prices at all times.
7. Water must be freely available from the counter.
8. Information relating to safe transport options must be readily available to customers.
9. The licensee must implement and maintain the steps proposed in the application for the licence aimed at promoting the responsible consumption of alcohol.
10. The licensee must ensure that the provisions of the Act relating to the consumption of minors and intoxicated persons are observed and signage is displayed.
11. A copy of this licence must be displayed at the principal entrance/s to the premises so as to be easily read by people entering each principal entrance.
12. At each principal entrance to the premises a sign must be displayed stating the hours of business during which the premises are open for the consumption of alcohol.
13. On a prominent place at the premises (point of sale, principal entrance) a sign must be displayed stating the name of the Duty Manager.

The Licensed Premises

The premises situated at **123 Main Road** are more precisely identified as outlined in a plan date stamped by the Taranua District Licensing Committee on 01/07/2025. The entrance from **123 Main Road** is designated as the principal entrance.

Duration

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence continues in force –

- (a) Either:
 - (i) until the close of the period for which it was last renewed; or
 - (ii) if it has never been renewed, until the close of the period of 12 months after the day it was issued; but
- (b) If an application for the renewal of the licence is duly made before the licence would otherwise expire, either:
 - (i) until the close of the period of 3 years after the period for which it was last renewed; or
 - (ii) if it has never been renewed, until the close of the period of 4 years after the day it was issued.

DATED at Dannevirke this 1st day of August 2025

James Single
Secretary
Taranua District Licensing Committee

RENEWAL NOTICE

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence expires on: **31 August 2028**

Note: This licence replaces licence number **41/ON/1234/2022** issued by the Taranua District Licensing Committee

Note:

1. Payment of annual fees apply to the licence.

DD400.2021.00001234.001



| 41/CLUB/1234/2025

PURSUANT to Sections 21 to 64, of the Sale and Supply of Alcohol Act 2012, Alcohol Club Inc is authorised to sell and supply alcohol on the premises situated at 123 Main Road, Dannevirke and known as "Fake Liquor Club", to any person who –

- Is a member of the Club; or
- Is on the premises at the invitation of, and is accompanied by, a member of the Club; or
- Is a member of some other Club with which the Club has an arrangement for reciprocal visiting rights for members.

The Authority conferred by this licence must be exercised through a manager or manager's appointed by the Club in accordance with subpart 7 of Part 2 of the Act.

Conditions

This licence is subject to the following conditions:

1. Alcohol may be sold only on the following days and during the following hours: **Monday 6:00pm to 10:00pm; Thursday and Saturday 4:00pm to midnight**
2. Food must be available for consumption on the premises at all time the premises is open, in accordance with the menu submitted with the application for this licence, or variations of that menu.
3. A range of non-alcohol and low-alcohol drinks must be readily available at reasonable prices at all times.
4. Water must be freely available from the counter.
5. Information relating to safe transport options must be readily available to customers.
6. The licensee must implement and maintain the steps proposed in the application for the licence aimed at promoting the responsible consumption of alcohol.
7. The licensee must ensure that the provisions of the Act relating to the consumption of minors and intoxicated persons are observed and signage is displayed.
8. A copy of this licence must be displayed at the principal entrance/s to the premises so as to be easily read by people entering each principal entrance.
9. At each principal entrance to the premises a sign must be displayed stating the hours of business during which the premises are open for the consumption of alcohol.
10. On a prominent place at the premises (point of sale, principal entrance) a sign must be displayed stating the name of the Duty Manager while that person is on duty.

The Licensed Premises

The premises situated at **123 Main Road** are more precisely identified as outlined in a plan date stamped by the Tararua District Licensing Committee on 01/07/2025. The entrance from **123 Main Road** is designated as the principal entrance.

Duration

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence continues in force –

- (a) Either:
 - (i) until the close of the period for which it was last renewed; or
 - (ii) if it has never been renewed, until the close of the period of 12 months after the day it was issued; but
- (b) If an application for the renewal of the licence is duly made before the licence would otherwise expire, either:
 - (i) until the close of the period of 3 years after the period for which it was last renewed; or
 - (ii) if it has never been renewed, until the close of the period of 4 years after the day it was issued.

DATED at Dannevirke this 1st day of August 2025

James Single
Secretary
Tararua District Licensing Committee

RENEWAL NOTICE

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence expires on: **31 August 2028**

Note: This licence replaces licence number **41/CLUB/1234/2022** issued by the Tararua District Licensing Committee

Note:

1. Payment of annual fees apply to the licence.
2. The club must have a secretary at all times.
3. Within 10 working days of the appointment of a new secretary, the club must inform the Secretary of the District Licensing Committee of the name of the new club secretary.
4. All proceeds from the sale of alcohol must belong to the club.

DD400.2021.00001234.001



PURSUANT to Sections 17 to 20, and Section 64, of the Sale and Supply of Alcohol Act 2012, **Alcohol Limited** (the licensee) is authorised to sell and supply alcohol on the premises situated at 123 Main Road, Dannevirke and known as "Fake Liquor Premises", to any person for consumption off the premises and to supply alcohol free, as a sample for consumption on the premises.

If this licence is not endorsed under Section 40 of the Act, the licensee is also authorised to sell alcohol on or from the premises and deliver it somewhere else.

The authority conferred by this licence must be exercised through a manager or managers appointed by the licensee in accordance with Subpart 7 of Part 2 of the Act.

Conditions

This licence is subject to the following conditions:

1. No alcohol is to be sold or delivered on Good Friday, Christmas Day, or before 1pm on Anzac Day.
2. No alcohol is to be sold or delivered on Easter Sunday unless the alcohol is grape wine or fruit or vegetable wine made:
 - (i) on the premises; or
 - (ii) from grapes or fruit harvested from land on which the premises are situated.
3. Alcohol may be sold only on the following days and during the following hours: **Monday to Sunday 8:00am to 11:00pm**
4. The whole of the premises is designated as a supervised area: **Retail Floor**
5. The licensee must ensure that the provisions of the Act relating to the consumption of minors and intoxicated persons are observed and signage is displayed.
6. The licensee must implement and maintain the steps proposed in the application for the licence aimed at promoting the responsible sale of alcohol.
7. A copy of this licence must be displayed at the principal entrance/s to the premises so as to be easily read by people entering each principal entrance
8. At each principal entrance to the premises a sign must be displayed stating the hours of business during which the premises are open for the consumption of alcohol
9. On a prominent place at the premises (point of sale, principal entrance) a sign must be displayed stating the name of the Duty Manager.

The Licensed Premises

The premises situated at **123 Main Road** are more precisely identified as outlined in a plan date stamped by the Tararua District Licensing Committee on 01/07/2025. The entrance from **123 Main Road** is designated as the principal entrance.

Duration

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence continues in force:

- (a) Either:
 - (i) until the close of the period for which it was last renewed; or
 - (ii) if it has never been renewed, until the close of the period of 12 months after the day it was issued; but
- (b) If an application for the renewal of the licence is duly made before the licence would otherwise expire, either:
 - (i) until the close of the period of 3 years after the period for which it was last renewed; or
 - (ii) if it has never been renewed, until the close of the period of 4 years after the day it was issued.

DATED at Dannevirke this 1st day of **August 2025**

James Single
Secretary
Tararua District Licensing Committee

RENEWAL NOTICE

Subject to the requirements of the Act relating to the payment of fees, and to the provisions of the Act relating to the suspension and cancellation of licences, this licence expires on: **31 August 2028**

Note:

1. Payment of annual fees apply to the licence.

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Resource 4: Staff Training Plan

Having a plan prepared will help you meet your requirements for training staff (and/or committee members) and clearly outline your expectations regarding this.

Evidence of training is required at every renewal – covering the entirety of the last licensing period. This plan can accompany your next renewal application for the agencies to assess compliance with s105(j) of the Sale and Supply of Alcohol Act 2012.

105 Criteria for issue of licences -

- (1) In deciding whether to issue a licence, the licensing authority or the licensing committee concerned must have regard to the following matters:*
- (j) whether the applicant has appropriate systems, staff, and training to comply with the law*

LICENSEE NAME	
PREMISES TRADING NAME	
WHO PREPARED THIS PLAN	
DATE CREATED	
PERIOD COVERED BY PLAN <i>(e.g. 2025-2028)</i>	
FREQUENCY OF TRAINING <i>(e.g. monthly, annually)</i>	
What resources will you use in your training?	
How will you record training?	
What topics will you cover in your training?	
How will you ensure that all staff/committee members receive training?	

Resource 5: Health Promotion Agency Resources

If you are needing access to resources that are provided by the Health Promotion Agency, please let our Alcohol Licensing Officer know by filling out the form below.

Premises

Contact person

Phone/Email

Item	Description	Quantity
AL575	<i>The Managers Guide</i>	
AL452	<i>Host Responsibility Guide</i>	
AL804	<i>SCAB Intoxication Assessment Tool</i>	
AL968	<i>D.O.B Wallet Card</i>	
AL629	<i>Alcohol Intoxication Signage</i>	
AL630	<i>Alcohol Minor Signage</i>	
AL425	<i>ID Signage</i>	
AL987	<i>The Law – Off Licence Signage</i>	
AL984	<i>The Law – On Licence Signage</i>	
AL1098-A	<i>Club Customers</i>	
AL1073	<i>Club – Game Plan – Committee</i>	
AL1074	<i>Club – Game Plan – Bar Staff</i>	
AL1129	<i>CPTED Principles – On Licence</i>	
AL1130	<i>CPTED Principles – Off Licence</i>	
	<i>Club Toolkit</i>	
	<i>On Licence Toolkit</i>	
	<i>Off Licence Toolkit</i>	

Please notify which Council Service Centre you would like these delivered to for you to collect. Alternatively, some resources (A4 posters and cards) can be posted to you at no cost. Write the address below:

Date	Version and Review Date	Developed/Reviewed by:
December 2025	V 1.1; December 2028	Developed by: Alcohol Licensing Officer Approved by: Regulatory Services Manager



TARARUA
DISTRICT COUNCIL

Dannevirke Service Centre

26 Gordon Street, Dannevirke
PO Box 115, Dannevirke 4942
Monday - Friday
8:00am - 5:00pm
Phone: 06 374 4080 (24 hours)
Email: info@tararua.govt.nz

Eketāhuna Service Centre & Library

31 Main Street, Eketāhuna
Monday - Friday
10:30am - 12:30pm & 1:00pm - 4:30pm
Phone: 06 376 0110 (24 hours)
Email: info@tararua.govt.nz

Pahiatua Service Centre

136 Main Street, Pahiatua
Monday - Friday
8:00am - 4:30pm
Phone: 06 376 0110 (24 hours)
Email: info@tararua.govt.nz

Woodville Service Centre, Library & isite

45 Vogel Street, Woodville
Monday - Friday
9:00am - 5:00pm
Phone: 06 376 0200 (24 hours)
Email: info@tararua.govt.nz