

Hospitality – Alcohol Licensing

What developers, building owners and tenants need to know

Is your development or building to be used for hospitality?

- A restaurant or café?
- A tavern, nightclub or bar?

We want to help you and your tenants:

- Smoothly work through the licensing process;
- Comply with the Sale and Supply of Alcohol Act 2012
- Understand the implications of licensing and compliance requirements for your building and your tenants' proposed businesses
- Be aware of our expectations as early as possible.

Who to talk to:

- The Alcohol Licensing Team, or
- If your development is part of the Council Partnerships Approvals Service ask them to link us with your case

Things to consider:

- Plumbed in customer accessed water (licence requirements)
- Queueing areas (patron management and safety)
- Design and layout of inside areas and fit out (licensing restrictions)
- Design of outside areas (licensing restrictions and noise control considerations)
- Treatment of common boundaries and connections with adjacent licenced premises (licensing restrictions)
- Lighting considerations
- Noise control (entrance foyers, doors, windows and other noise suppression systems)
- Areas for smokers
- Use of and leasing of public areas – footpaths and laneways (leasing and licensing considerations)
- Crime prevention through environmental design (CPTED)
 - Design Out Crime Advisory Service <https://ccc.govt.nz/culture-and-community/community-safety/design-out-crime-advisory-service>
 - Guidelines for CPTED for licenced premises <https://order.hpa.org.nz/products/guidelines-for-cpted-crime-prevention-through-environmental-design>

Why are these important?

Alcohol licensing laws require that we consider certain criteria when considering applications:

- Design and layout (inside and outside)
- Location
- Impact on the immediate neighbourhood's amenity and good order

Contact the Alcohol Licensing Team early to:

- Ensure certainty for you and your tenants
- Save money
- Secure early occupation
- Minimise delays in assessing licence applications
- Minimise the risk of duplication
- Minimise the risk that alterations to the fit out will be needed because of licensing requirements
- Help your tenants to plan in advance for a smoother licensing process
- Understand the implications for licensing compliance and enforcement once businesses are open
- Know the local trends in the location of licenced premises

Other compliance issues may include:

- City Plan and building regulations
- Food licensing
- Noise compliance
- Smoke Free legislation

Contact us – We're here to help:

Alcohol Licensing Team –
alcohollicensing@ccc.govt.nz
03 941 8999

Team Leader - Allison Houston
Senior Inspector - Martin Ferguson

Partnerships Approvals - Case Management Service for Developers

<https://ccc.govt.nz/consents-and-licences/building-consents/before-you-build/partnership-approvals-service-for-developers>

Specialist advice

Alcohol Licensing

<https://www.ccc.govt.nz/alcohol>
alcohollicensing@ccc.govt.nz

Food Safety and Health Licensing

<https://ccc.govt.nz/food>
Healthlicensing@ccc.govt.nz

Environmental Health (Noise control)

envresourcemonitoring@ccc.govt.nz

Smoke Free

<https://www.cph.co.nz/your-health/smokefree-legislation/>

Police

AlcoholCanterbury@police.govt.nz