

Alcohol licensing: Licensed premise checklist

**Are you complying with the Sale and Supply of Alcohol Act 2012 and meeting the conditions of your licence?
Would you pass a monitoring visit inspection?**

Can you identify the patrons in your bar most likely to require intervention to prevent intoxication? Remember the 80/20 rule.	<input type="checkbox"/>
Are there intoxicated persons on the premise? What actions have you taken?	<input type="checkbox"/>
Are there minors on the premises that shouldn't be? Have they purchased?	<input type="checkbox"/>
Is the base licence displayed near the main entrance? Have you read it?	<input type="checkbox"/>
Is the duty manager's name prominently displayed and can it be easily read?	<input type="checkbox"/>
Is the duty manager on the premises? (excludes small clubs)	<input type="checkbox"/>
Is the (named) duty manager authorised? i.e. the holder of a manager's certificate, or correctly appointed as an acting or temporary manager	<input type="checkbox"/>
Is food promoted by appropriate notices throughout the premises?	<input type="checkbox"/>
Is food available at all times that alcohol is available? We expect at least four food varieties, excluding potato chips, peanuts, etc. (excludes off licences)	<input type="checkbox"/>
Do you have a reasonable range of non-alcoholic and low-alcoholic beverages available? Is free water available?	<input type="checkbox"/>
Is information about alternative forms of transport from the premises displayed?	<input type="checkbox"/>
Is prohibited person signage that relates to minors and intoxicated persons clearly displayed? Free signage is available from Community and Public Health and the Council's Alcohol Licensing Team.	<input type="checkbox"/>
How many persons are on the premise? What is the maximum occupancy? Do duty managers and door staff know?	<input type="checkbox"/>

Are you aware of the fines for these offences?

- Allows any intoxicated person to be or remain on licensed premise – **A fine of up to \$4,000**
- Sale or supply of alcohol to minors, sale or supply of alcohol to an intoxicated person and allowing a person to become intoxicated – **A fine not exceeding \$10,000 for each offence.**
- Unauthorised sale or supply – **A fine not exceeding \$20,000.**

Note:

- Bar staff, Duty Managers and the licensee can be held liable.
- Penalties can include suspension or cancellation of the licence and Manager's Certificate.

Contact details:

Christchurch City Council Alcohol Licensing Team

Phone: (03) 941 8999
Email: alcohollicensing@ccc.govt.nz
Fax number: 941 5033
Website: www.ccc.govt.nz/alcohol

Community and Public Health (Medical Officer of Health)
New Zealand Police Alcohol Licensing
New Zealand Fire Service

Phone: 364 1777
Phone: 372 5784
Phone: 371 3600

Training Institutions:

- Avonmore Tertiary Academy
- Christchurch Polytechnic Institute of Technology
- Pinnacle Training

Phone: 0800 428 666
Phone: 0800 242 476
Phone: 027 7594 428, Email: craigwhite@pinnaclehospitality.co.nz