

# Christchurch Tri-Agency Newsletter

February 2018



## Noise in the summertime

With the warmer weather comes an increase in social activities and more vibrant nightlife. This brings with it an associated rise in noise complaints.

**To avoid complaints about noise some simple steps can assist:**

- Keep noise contained by closing doors and windows;
- If that is not possible, reduce the volume of the sound system appropriately;
- Turn off any outside speakers at a reasonable hour, and ensure they are always kept at an appropriate volume;
- Monitor and control the level of bass as that can carry easily, and is often the source of complaints;
- Approach particularly noisy patrons in outside areas, and request them to reduce their noise;
- Encourage patrons on leaving to avoid any unnecessary noise and not linger outside;
- And ensure all staff are fully aware of the need to control noise levels, and the measures that available to achieve this control;
- Spend time outside your premises to monitor noise.

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Please circulate this to all your staff – *especially duty managers*  
– and/or place on your notice board

# Appointing duty managers

We are frequently finding duty managers working on licensed premises to which they have not been correctly appointed. If a duty manager is not correctly appointed all sales of alcohol while that manager is on duty are unauthorised. This offence carries a fine of up to \$20,000.

The licensee is responsible for appointing duty managers. This process is separate to the application for a renewal of a General Manager's Certificate or licence. Even if you have put the name of the place you work on an application – this is NOT a notification that you work at that premises as a duty manager.

The licensee must notify both the Council and the Police of the appointment or termination of employment of any certificate holding duty manager. This must be done using a **Notice of Management Change form**. These forms are available on our website:

[ccc.govt.nz/consents-and-licences/business-and-consents/alcohol/managers-certificate/notification-of-management-change/](http://ccc.govt.nz/consents-and-licences/business-and-consents/alcohol/managers-certificate/notification-of-management-change/)

## Acting duty managers

When appointing an acting manager please be aware that they can only be appointed for three weeks at a time with a maximum of six weeks in a 12 month period. If a **Notice of Management Change form** is received and the dates exceed these periods, they WILL be sent back and you will be asked to amend them.

## Completing the Notice of Management Change form

When completing the top section of the form please ensure the trading name is used and not the company name.

Also, all current certificates have 'CERT' not 'GM' included in the certificate number. If you are employing staff with a 'GM' in their certificate number they may not have a valid current certificate.

**NOTICE OF MANAGEMENT CHANGE**

**Section 231, Sale and Supply of Alcohol Act 2012**

Full trading name: <u>Bob's Bar NOT Bar and Burgers Limited</u>	
Address of premises: _____	
Signature of licensee: _____	Date: _____
Licensee name (please print): _____	Position (Director, Partner, etc): _____
Email: _____	Phone No: _____ Fax No: _____

It is not necessary to notify the DLC or Police in respect of the appointment of a temporary manager or an acting manager for any period not exceeding 48 consecutive hours.

**What are you notifying?** (please tick and complete one of the applicable boxes below)

<input type="checkbox"/> <b>New Permanent Manager (holds a General Managers Certificate)</b>	Effective from: ____ / ____ / 20__
Full legal name: _____	Known as: _____
Date of birth: ____ / ____ / ____	Certificate number: <u>CERT</u>
	Certificate expiry date: _____

<input type="checkbox"/> <b>Temporary Manager (see s.229, Sale and Supply of Alcohol Act 2012)</b>	Effective from: ____ / ____ / 20__ to ____ / ____ / 20__
Full legal name: _____	Known as: _____
Date of birth: ____ / ____ / ____	
Residential address: _____	
Who are they replacing: _____	Certificate number: _____
Reason: _____	

## Reminder: use the most recent forms

When you are making any application for a licence or certificate please make sure you are using the most recent version of the form.

These are available on our website at [ccc.govt.nz/alcohol](http://ccc.govt.nz/alcohol)

Out of date forms may be returned and asked to be resubmitted on the correct form.

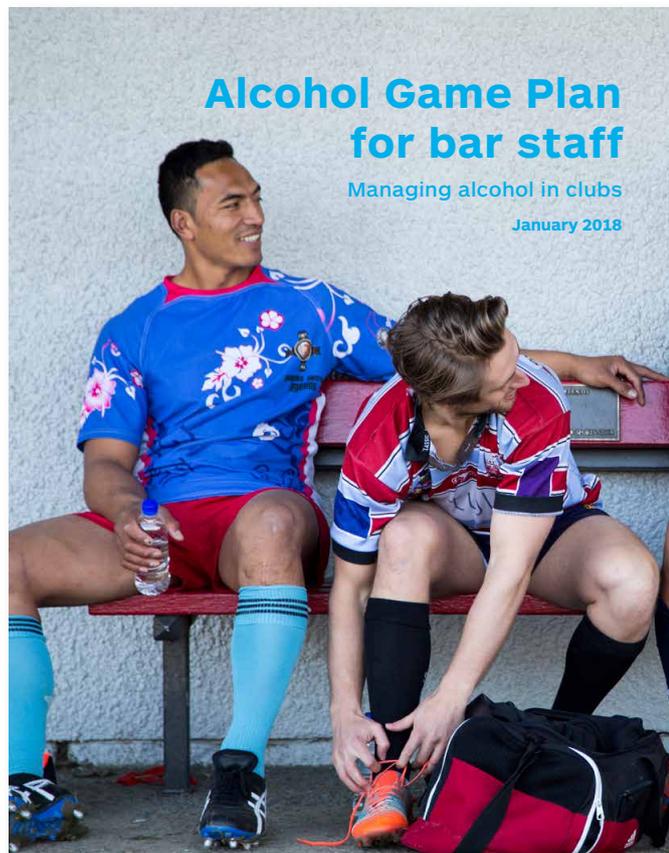
## Free water

Availability of free water is one of the best ways to prevent intoxication. With warmer weather comes the risk of rapid dehydration so now is a great time to assess the provision of water in your premises. There are many different ways to safely provide water. Also check that the location isn't obstructed during busy times. Remind your staff to keep providing water to anyone consuming alcohol and if you do have a water station, that it is refreshed regularly and ensure there are plenty of clean drinking glasses. We have free water signs. Contact us if you would like some.



# Managing alcohol in clubs

The Alcohol Game Plans for club committees and for bar staff are available now from HPA.



The Alcohol Game Plan for **bar staff** provides guidance on:

- the law and licensing requirements
- who can purchase and consume alcohol at the club
- good Host Responsibility,

and much more ...

The Game Plans are not available in hard copy but may be downloaded here:

- Alcohol Game Plan for club committees
- Alcohol Game Plan for bar staff
- or go to [alcohol.org.nz](http://alcohol.org.nz)

For further information contact [enquiries@hpa.org.nz](mailto:enquiries@hpa.org.nz)



The Alcohol Game Plan for **club committees** provides guidance on:

- the law and licensing requirements
- who can purchase and consume alcohol at the club
- developing an AMP
- developing a Host Responsibility policy

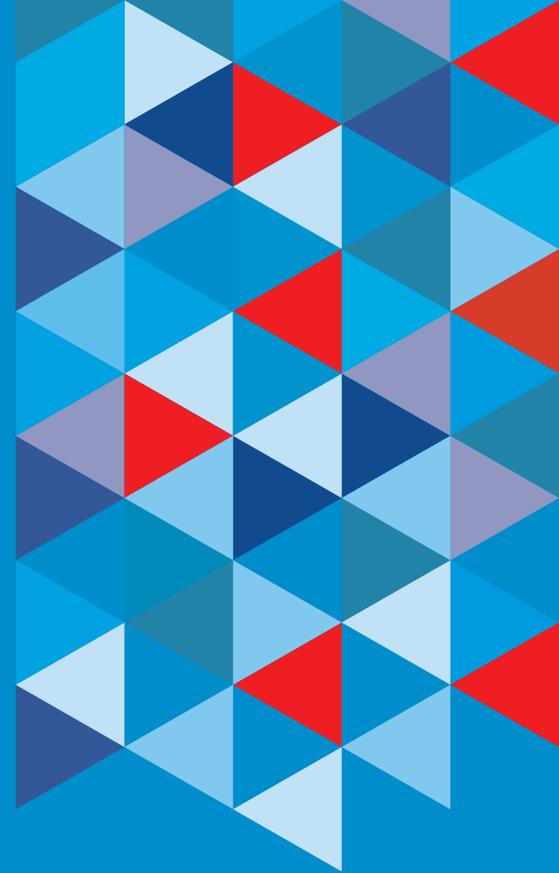
## Club CPO failures

The agencies have been conducting CPOs to make sure clubs are selling to authorised customers only.

There has been a 100% fail rate so far.

Make sure your staff are asking the right questions before selling alcohol. A large number of clubs will be applying for renewal this year. Take this opportunity to have a refresher training for staff.





*This newsletter is jointly produced by the  
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the Police Alcohol Harm Reduction Unit,  
and Community and Public Health Alcohol Licensing Officers.*

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