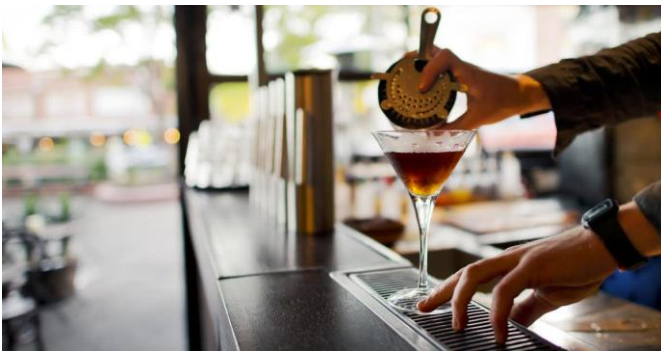


# Welcome to the Alcohol Licensing newsletter focused on information for our licensed premises

Nov 2025

## In this newsletter

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- Managing Staff During Summer
- Resources for staff
- Manager interview process changes
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## Special Licence Applications

As the region prepares for the upcoming summer season, there is a noticeable increase in activity. Many events will require a special licence, which must be submitted at least 20 working days prior to the event date.

Please note that working days exclude weekends, public holidays, and the period from 20 December to 15 January (inclusive).

To ensure your application is approved and issued before **20 December 2025**, all special licence applications for events occurring over the Christmas and New Year period must be submitted by **Thursday, 13 November 2025**.

For large-scale events (over 400 attendees), we strongly recommend submitting applications at least three months in advance. These applications require more time to process, so early submission is advised to avoid delays.

## Managing Staff During Summer

With the start of the busy summer season, now is a good time to make sure all staff members are aware of key points on operating your business under the Sale and Supply of Alcohol Act 2012.

### Making sure that you have:

- Enough Staff to cover all shifts
- Enough rostered certified duty managers
- Enough experienced staff on each shift

### Check that all your staff are aware of:

- The premises' alcohol licence conditions
- What areas of the premises are covered by the licence
- How outside areas are managed
- Your Host Responsibility Policy
- Using the Incident Book and where it is kept
- How to manage noise
- Signs of intoxication and how to respond
- How to manage shift handovers
- The Duty Manager's role and responsibilities

## Resources for Staff

There are tools available from the Health Promotion Agency including "Host Responsibility Guide" and "The Manager's Guide".

These can be downloaded here:

[Host Responsibility Guide](#)

[The Manager's Guide](#)

There is also the free ServeWise training that provides a basic understanding of the Act.

[ServeWise Training](#)

## Manager interview changes

Duty managers play a critical role in licensed premises, ensuring compliance with legal, safety, and operational requirements.

Interviewing prospective managers is a key part of the application process, and assessing their understanding of licensing laws helps reduce the risk of fines or suspension for licensees.

We have recently updated our approach to conducting manager interviews. Initial evaluations for new managers and first-time renewals will be conducted in person. Where possible, interviews will be scheduled at the Council office nearest to the applicant's residence or workplace.

If rescheduling is necessary, interviews will take place at our Richmond office on Queen Street. Subsequent renewal assessments may be completed via interview, telephone or through written documentation.

## Toolkits for Licensed Premises

These resources, developed by Health New Zealand, are intended to support licensed premises in operating responsibly and in full compliance with the Sale and Supply of Alcohol Act.

The printed toolkit is presented as a folder containing an information booklet, tabbed sections, and templates designed to help record and organise key documentation in one convenient location.

Key Benefits of the Toolkits:

- Centralised compliance documentation
- Guidance on legal obligations
- Templates and forms
- Staff training and induction
- Operational readiness
- Risk management
- Living documents

You can order or download the full toolkits and templates here or contact us for a free copy.

[On-Licence Toolkit](#)

[Off-licence Toolkit](#)

[Club-Licence Toolkit](#)



### SUMMER TIPS for busy staff:

- Check Valid ID (Passport, NZ Driver's licence, Kiwi Access Card)
- Ensure Duty Manager is on site and name is properly displayed
- Monitor consumption and intoxication in the summer heat
- Promote and Provide FREE WATER



# How young is too young

See this useful tool to use regarding how and where minors may be on licensed premises

## SA244.02 How and where minors may be on licensed premises

How and where minors may be on licensed premises	Restricted Area	Supervised Area	Undesignated Area
Under 18 years and accompanied by parent or guardian	No: s 244(1)	Yes: s 244(2)	Yes
Under 18 years for purpose of meal (unaccompanied)	No: s 244(1)	No: s 244(2)	Yes
Under 18 years (unaccompanied)	No: s 244(1)	No: s 244(2)	Yes
Employment of under 18 for: - cleaning up, etc - stocktaking - handling cash, eg gaming machines	Yes: s 244(4)(a)  Yes: s 242(3)(b)–(e)	Yes: s 244(4)(a)	Yes
Employment of under 18 for preparing and serving a meal	Yes: s 242(3)(a) Yes: s 244(4)(b)	Yes: s 244(4)(b)	Yes
Employment of under 18 for sale and supply of alcohol	No: s 242(1)	Yes: s 244(4)(d)	Yes
Under 18 years and employed as a performer	No: s 244(1) No: s 242(1)	No, unless accompanied (parent/ guardian): s 244(2)	Yes
Under 18 member of licensee's or manager's family, or under 18 spouse of adult lodger	No special rules/exemptions apply: they are the same as the general public		
Under 18, at the request of a member of the police (on duty) (unaccompanied)	Yes: s 244(4)(c) This will apply to CPOs	Yes: s 244(4)(c)	Yes

## Caselaw

New Zealand's alcohol licensing case law is formed by the Alcohol Regulatory Licensing Authority (ARLA) and DLC decisions which interpret the Sale and Supply of Alcohol Act 2012. It sets precedents for future licensing applications and enforcement actions.

We think it will be useful to include examples of relevant case law in future editions of our alcohol newsletter. The case law highlighted below reinforces key obligations, including the requirement to have a suitably appointed duty manager on site, the need to notify the appointment of a temporary manager, and the importance of maintaining accurate and up-to-date records of managers working at the premises.

[2024] NZARLA 38 – Evans v Golden Space Ltd – Cancellation of an On-Licence

In this case the On Licence was suspended by ARLA for 5 days with notice that any further proceedings or non-compliance issues would likely result in cancellation of the licence. The reasons for this decision were that the licensee:

- Failed to ensure a manager was on duty, as the person appointed as a temporary manager hadn't applied for their Managers Certificate within two days of appointment
- Failed to give notice to Council and Police of the appointment of a manager
- Failed to keep an up-to-date record of managers working in the premises
- Supplied spirits in vessels exceeding 500mL
- Failed to make drinking water available
- Failed to keep an incident register (as per licence conditions)
- Failed to make food menus available (as per licence conditions)

Link to this decision is here: [ARLA\\_FULL.pdf](#)

# Alcohol Infringements

## Important Reminder: Compliance with the Sale and Supply of Alcohol Act 2012

We wish to remind you of the importance of adhering to the Sale and Supply of Alcohol Act 2012. Non-compliance may result in infringement fines, which are specific penalties designed to promote safe and responsible alcohol sale and supply while minimising harm in our communities.

Our team has consistently worked to educate licensees on their legal obligations. However, it remains each licensee's responsibility to thoroughly understand and comply with the legislation. Please note that Alcohol Licensing Officers can issue infringement fines for breaches of the Act. Both Police and Alcohol Licensing Officers are authorised to enforce these penalties.

Below is a list of some common offences relevant to your business. We strongly encourage you to review the legislation and assess your operations to ensure compliance with all requirements. Thank you for your commitment to responsible alcohol management. If you have any questions or require further guidance, please don't hesitate to contact our Environmental Health team who are only too willing to answer any queries you may have.

Section	Description	Infringement	Description	Infringement
259	<b>Failure to comply with certain requirements and restrictions imposed by or under this Act;</b>	\$250	57(2) – Club licensee failed to ensure licence and conditions displayed	\$250
	46(1) – Licensee failed to ensure alcohol not provided outside trading hours	\$250	57(3) – Special licensee failed to ensure licence and conditions displayed	\$250
	47(1) – On-licence holder failed to ensure no alcohol provided on restricted days	\$250	58 – Off-licencee failed to ensure premises only sold alcohol under 15%	\$250
	48(a) – Off-licence holder failed to ensure no alcohol provided on restricted days	\$250	59(1) – Off-licencee failed to ensure alcohol delivered between 6am and 11pm	\$250
	51 – Licensee failed to ensure non-alcoholic drinks available	\$250	59(3) – off-licencee failed to ensure buyer or receiver not under purchase age	\$250
	52 – Licensee failed to ensure low-alcoholic drinks available	\$250	59(5) – Off-licencee failed to meet requirements for sales through internet	\$250
	53 – Licensee failed to ensure food was available for sale and consumption	\$250	60(1)(a) – Club licensee failed to ensure alcohol not sold to unauthorised customer	\$250
	54 – Licensee failed to ensure transport information was available	\$250	60(2) – Club with off-licence sold alcohol to unauthorised customer	\$250
	55(a) – Off-site special licensee failed to ensure only their alcohol sold/supplied	\$250	61 – Club licensee failed to meet administrative requirements of licence	\$250
	55(b) – Off-site special licensee failed to ensure alcohol was not provided free	\$250	62 – Club licensee failed to ensure only club-purchased alcohol consumed	\$250
	55(c) – Off-site special licensee sold alcohol without on-site special licence	\$250	63 – Licence holder failed to comply with every condition of licence	\$250
	56 – Licensee failed to ensure ordinary hours of business clearly displayed	\$250	150(2) – Special licensee failed to comply with condition of licence	\$250
	57(1) – On or off-licencee failed to ensure licence and conditions displayed	\$250	231(1) – Licensee failed to give notice regarding manager	\$250
214(3)	Licensee failed to ensure managers full name prominently displayed	\$250		
250	Manager intoxicated on duty	\$500		
251	Employee intoxicated on duty	\$250		
254	Supplied spirit in vessel exceeding 500ml	\$250		

**Please do not hesitate to contact our Alcohol Licensing Team for any enquiries.**

[regulatory.admin@tasman.govt.nz](mailto:regulatory.admin@tasman.govt.nz)

03 543 8400

[www.tasman.govt.nz/my-business/alcohol-licensing](http://www.tasman.govt.nz/my-business/alcohol-licensing)