



**CENTRAL  
HAWKE'S BAY**  
DISTRICT COUNCIL

# DISTRICT LICENSING ANNUAL REPORT

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2018 - 2019



## ANNUAL REPORT 1 JULY 2018 -30 JUNE 2019

### Introduction

The Central Hawke's Bay District Council, as a territorial authority, is required to report annually on the proceedings and operations of the District Licensing Committee.

Section 199 of the Sale and Supply of Alcohol Act 2012 requires all District Licensing Authorities to report annually on their proceedings and operations. This report fulfils this statutory requirement for the financial year: 1 July 2018 to 30 June 2019.

### Trends

We have not noticed any significant change in the numbers of applications or application types that we have received this financial year. However, within categories there have been some notable trends:

- There has been a decrease in managers' certificate renewals and new applications received. The total received in the 18/19 year is 44 compared to 65 received in the 17/18 year. We think that this is indicative of those currently holding certificates remaining in the area.
- There has been an increase in the number of Club Licences. The total received in 18/19 is 24 compared to 17 in the 17/18 year. This is due to the 3 yearly renewal cycle.

### Improvements

#### *Enhancing Customer Experience*

We are continuing to focus on improving the customer experience from when the customer first initiates contact to the end point where they receive their licence(s) and/or managers certificate.

As an organisation wide approach we are identifying if the customer needs to speak to other departments within Council, and if so, we organise a group meeting with the customer to support them through the application process.

We are currently reviewing the content on our website to ensure it is relevant and up to date. As part of this process, we are looking at our public forms to ensure they are easily accessible and user friendly to our customers.

#### *Local Alcohol Policy*

The Local Alcohol Policy (LAP) was adopted in September 2018. The purpose of this document is to give the District Licensing Committee (DLC) and the Community a set of rules and restrictions on licensing in Central Hawke's Bay District.

Through the LAP the Community is able to:

- Limit the location of licensed premises in particular areas or near certain types of facilities, such as schools or churches;
- Limit the density of licensed premises by specifying whether new licenses or types of licenses should be issued in a particular area;
- Impose conditions on groups of licenses, such as a 'one-way door' condition that would allow patrons to leave premises but not enter or re-enter after a certain time;
- Recommend discretionary conditions for licenses;
- Restrict or extend the default maximum trading hours set in the new Act, which are
  - 8am – 4am for on-licenses (such as pubs, cafes and restaurants)
  - 7am – 11pm for off-licenses (such as bottle stores and supermarkets)

#### *Communication*

Council is meeting its obligations under the Act regarding public notices (which requires public notices be published in a local newspaper and a timeframe is put in place for any objections to be raised).

We are continuing to look at ways to be proactive and enhance our communication to create more transparency.

### The Future

Central Hawke's Bay economic growth projections have provided some cause for optimism concerning future growth in the district. This includes increased population growth and localised pockets of high growth in the district.

With the departure of our Environmental Health Officer earlier this year, we have employed an Environmental Health Technician (EHT) who is a warranted to undertake liquor licensing duties.

To assist the EHT in their day to day duties as a warranted liquor licensing inspector, we are currently upskilling our Regulatory Support Officer to assist the EHT to ensure we have appropriate cover for leave, and continue to improve our institutional knowledge in this area.

## DISTRICT LICENSING STATISTICS

Number of On-Licence, Off-Licence and Club Licence Applications received:

Application Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
ON Licence new		1	1		
ON Licence variation					
ON Licence renewal		3	8		
OFF Licence new					
OFF Licence variation					
OFF Licence renewal		1	1	1	
CLUB Licence new					
CLUB Licence variation					
CLUB Licence renewal	11				
TOTALS	11	5	10	1	0
Total fee payable to ARLA (GST incl)	\$189.75	\$172.50	\$517.50	\$86.25	-

Annual Fees for Existing Licences received:

Licence Type	Number received in fee category: Very Low	Number received in fee category: Low	Number received in fee category: Medium	Number received in fee category: High	Number received in fee category: Very High
ON Licence		7	15		
OFF Licence	3	1	8	3	
CLUB Licence	24				
TOTALS	27	8	23	3	0
Total fee payable to ARLA (GST incl)	\$465.75	\$276.00	\$1190.25	\$258.75	

## Managers' Certificate Applications received:

Certificate Type	Number received
Managers Certificate NEW	11
Managers Certificate RENEWAL	33
TOTALS	44
Total fee payable to ARLA (GST incl)	\$1265.00

## Special Licence Applications received:

Licence Type	Number received in fee category: Class 1	Number received in fee category: Class 2	Number received in fee category: Class 3
Special Licence	3	11	10
TOTALS	3	11	10

## Temporary Authority Applications received:

Certificate Type	Number received
Temporary Authority	0
TOTAL	0

## Permanent Club Charter Payments received:

Certificate Type	Number received
Permanent Club Charter Payments	0
TOTAL	0